

AIRPORT DEVELOPMENTS LIMITED

P.O. Box 30311 Lilongwe

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: ADL/RFQ/S/2025/ 06

To:

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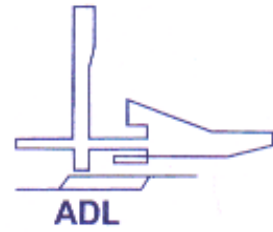
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Date: 6th March 2024.

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services as described herein. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

- 1) **Description of Services and Location:** *Provision of Meals for ADL Staff served at Chileka International Airport for a period of One Year*
- 2) Currency of Quotation: **Malawi Kwacha**
- 3) Services are to commence by:**Max 5 Days**....[days/weeks/months] from the date of order.
- 4) Services are to be completed by: ...**One Year**.....[days/weeks/months] from the date of order.
- 5) Quotations must be valid for **90 Days** from the date for receipt given below.
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 1) Quotations must be received, in sealed envelopes no later than: on or before **17/03/2025 at 14:00 hrs local time**
- 7) .Quotations must be returned to:
THE SENIOR PROCUREMENT OFFICER
AIRPORT DEVELOPMENTS LIMITED
KAMUZU INTERNATIONAL AIRPORT (KIA)
P.O. BOX 30311
LILONGWE
- 8) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 9) The Attached Detailed Specification at Section D (if applicable)



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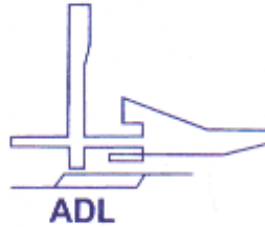
10) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by the issue of a Local Purchase Order.

Signed:

Name: Margaret. Dzonzi

Title/Position: Senior Procurement Officer

For and on behalf of the Purchaser



Procurement Number: ADL/RFQ/S/2025/06

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Services will commence withindays/weeks/months from date of Purchase Order.
- 3) Services to be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 5) We enclose the following documents:
 - (i) Section C of the Request for Quotations completed and signed;
 - (ii) A copy of our Trading Licence
 - (iii) A copy of our Annual Tax Clearance Certificate (current or for the last financial year)
 - (iv) Submit Copy of **certification in restaurant/food business** from Ministry of Tourism or City Council, or related public licensing entity
 - (v) Submit at least **Three** similar Contracts/LPOs performed
- 6) We confirm that our quotation is subject to the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract / Local Purchase Orders.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

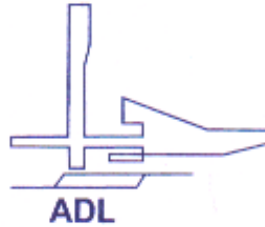
Registered Address:

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If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.



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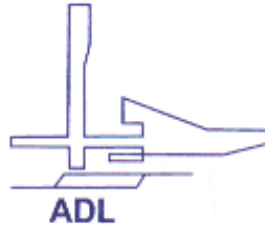
SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Number of work days per Month	Number of Months	Unit Price Kwacha	Total Price Kwacha
	Menu:						
1	Monday – Nsima /Rice+ Beans/Eggs + Vegetables	Meal servings	42	4	12		
2	Tuesday – Nsima/Rice + Beef/Chicken+ Vegetables	Meal servings	42	4	12		
3	Wednesday – Nsima + fish + Vegetables	Meal servings	42	4	12		
4	Thursday – Nsima/Rice + Eggs + Vegetables	Meal servings	42	4	12		
5	Friday – Nsima/Rice +Chicken + Vegetables	Meal servings	42	4	12		
6	Saturday – Nsima/rice+beef+vegetables	Meal Servings	25	4	12		
7	Sunday – Nsima/Rice + eggs + vegetables	Meal servings	25	4	12		
						SUB TOTAL	
						16.5% VAT	
						TOTAL	

The following attachments are appended to clarify the Description of Services:

- (i) Compliance to Detailed Specification in Section D

Authorised By:



Procurement Number: ADL/RFQ/S/2025/06

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

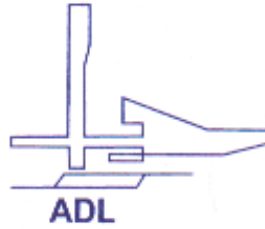
Company: _____

SECTION D: DETAILED SPECIFICATIONS (IF APPLICABLE)

Item No	Detailed specification	Indicate Compliant / Non-Compliant (Comply or Do not Comply)
1	Cooking and Serving Meals for ADL Staff at Chileka International Airport for a period of One Year	
2	Food items provided by service provider include Nsima/ Rice, Relish, onions, Tomatoes, Spices, Table Salt, Cooking Oil, Cooking Utensils, Fire Wood, Cooking space, and Labour among other inputs	
3	Responsibilities of Employer: Airport Developments Limited (ADL): Staff Meal Cards and Serving Space	
4	Responsibilities of Service Provider: Prepare and Serve Food that are safe for consumption and of good quality. Serve Food to staff of ADL through Meal Cards	
3	The annual contract is renewable at the discretion of the Employer based on satisfactory performance among other factors	

Authorised By:

Signature:		<u>Name:</u>	
Position:		<u>Date:</u>	
Authorised for and on behalf of:			(DD/MM/YY)
Company:			
Official			



Procurement Number: ADL/RFQ/S/2025/06

Stamp:	
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