



Mzuzu University

Request for Quotations (for Works)

Procurement Reference Number: MU/IPDC/118/2025

To:

Date: 16TH July, 2025

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

SECTION A: QUOTATION REQUIREMENTS

1. SUPPLY, INSTALLATION AND DELIVERY OF SIGN POST

Item No.	Description	Qty
1.	<p>PROVISION OF BIG SIGN POSTS FOR VISIBILITY OF SATELLITE CENTRES'S</p> <p>LILONGWE, BALAKA, MULANJE, KARONGA AND BALAKA</p> <p>Specification</p> <ul style="list-style-type: none">• Signboard Panel [1.8m (W) x 1.2m(H)] - Enough Space for clear service text and Logo• Pole Height [3.5m - 4m] Tall enough to stand out but still grounded• Pole Diameter [0.15m – 0.2m] Sturdy and balanced for aesthetic structure• Ground Clearance [-2m] Ensure visibility from medium distance• Attached is a PDF Sample Picture for guidance	5

- 1) Works to be completed within: 7days from the date of order.
- 2) Quotations must be valid for 90days from the deadline for submission.
- 3) Quotations and supporting documents as specified in Section C must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.

- 4) Quotations must be received, in sealed envelopes no later than: **10:00a.m 22nd July, 2025.**
- 5) Quotations must be returned to: ***The Chairperson of Internal Procurement and Disposal Committee, Mzuzu University/ Private Bag 201, Mzuzu***
- 6) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) [~~***delete as appropriate***~~] at Section D details the works to be performed. You are requested to quote by completing Sections C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.
- 7) Payment to the contractor shall be made within **30 days** from the date of receipt of invoice.

Your quotation is to be returned by completing and returning this Form and *Sections D or E including any other information and certification as stated within this RFQ.*

Section B: Quotation Submission Sheet

- 1) Currency of Quotation:
- 2) Works will commence within days from date of Purchase Order.
- 3) Works will be completed within days from date of Purchase Order.
- 4) Validity period of this quotation is days from the date for receipt of Quotations.
- 5) We attach the following documents:
 - (a) Section D or E of the Request for Quotations completed and signed;
 - (b) A copy of our Trading Licence;
 - (c) A copy of our Annual Tax Clearance Certificate (for last financial year);
 - (d) A list of recent Government contracts performed;
 - (e) A copy of NCIC Certificate;
 - (f) A copy of MSME Certificate; and
- 6) We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements].
- 7) **Quotations must be deposited in a tender box at Mzuzu University Administration Block**
- 8) We have examined and have no reservations to the Request for Quotations Document, including Addenda No: of Addenda).
- 9) Our price shall be fixed for the duration of the validity period.
- 10) We declare that our firm, Directors and officials do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company: _____

Registered Address:

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and D 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 C and D, the quotation may be rejected.

SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

[illegible]

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

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

[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company _____

Section D: Schedule of Rates and Prices (to be priced by Bidder)

For Contracts where Payment is to be based on Quantities of Work actually performed (admeasurement) at the unit rates quoted

Item No.	Description of Work	Unit of Measure	Estimated Quantity	Unit Price in Kwacha	Total Price in Kwacha
1.	<p>PROVISION OF BIG SIGN POSTS FOR VISIBILITY OF SATELLITE CENTRES'S LILONGWE, BALAKA, MULANJE, KARONGA AND BALAKA</p> <p>Specification</p> <ul style="list-style-type: none"> • Signboard Panel [1.8m (W) x 1.2m(H)] - Enough Space for clear service text and Logo • Pole Height [3.5m - 4m] Tall enough to stand out but still grounded • Pole Diameter [0.15m – 0.2m] Sturdy and balanced for aesthetic structure • Ground Clearance [-2m] Ensure visibility from medium distance <p>Attached is a PDF Sample Picture for guidance</p>	5			
			<i>Sub-Total Estimated Price</i>		
			<i>VAT</i>		
			<i>NCIC Levy</i>		
			<i>PPDA Levy 1%</i>		
			Total Contract Price		

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

[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company _____

SECTION E: BENEFICIAL OWNERSHIP DISCLOSURE FORM***INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM***

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

Date:

Procurement Reference No.:

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To:

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]”
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder:

Name of the person duly authorized to sign the Bid on behalf of the Bidder:

Title of the person signing the Bid:

Signature of the person named above: _____

Date signed: _____ day of _____ year.

SECTION F: EVALUATION OF QUOTATION

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

Signed: E.Shaba

Date: 16 July 2025

Name: **Eugene Shaba**

Title/Position: **Procurement & Disposal of
Assets Manager**

For and on behalf of the Procuring and Disposing Entity

Element	Suggested Size	Notes
Signboard Panel	1.8m (W) × 1.2m (H)	Enough space for clear service text and logo
Pole Height	3.5m–4m	Tall enough to stand out but still grounded
Pole Diameter	0.15m–0.2m	Sturdy and balanced for aesthetic structure
Ground Clearance	~2m	Ensures visibility from medium distance

Example below

