



## REQUEST FOR QUOTATIONS (FOR SERVICES)

**Procurement Number:** 277-NPC/ADMIN/CLEANINGSERVICE/2024-25

To: .....

.....

.....Date: 11<sup>TH</sup> September 2024

The Procuring Entity named above invites you to submit your quotation for the supply of goods 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 were modified by this Request for Quotations.

### SECTION A: QUOTATION REQUIREMENTS

#### 1) Description of Services and Location

Procurement of Cleaning Services (4 Cleaners)

#### 2) Quotation prices should be based on:

For goods supplied from within Malawi; EXW – insured and delivered to (NPC Main Stores and other Locations within Lilongwe City)

Or for goods supplied for outside of Malawi; CIP to (point of delivery)

#### 3) The delivery period required is Twenty Four (24) months from the date of order.

#### 4) Quotations must be valid for **Sixty (60) days** from the date for receipt given below.

#### 5) The warranty/guarantee offered shall be: N/A

#### 6) Provide three (3) references of similar contracts executed in the past 3 years.

#### 7) Documents showing legal capacity of the firm.

#### 8) 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.

#### 9) Quotations must be received, in sealed envelopes no later than: 10:00hrs on 17<sup>th</sup> September 2024. All bids must be submitted in the Tender Box and registered.

#### 10) Quotations must be returned to:

**The Chairperson,**

**Internal Procurement and Disposal of Assets Committee,**

**National Planning Commission, Chief Mbelwa House,**



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**2<sup>nd</sup> Floor, City Centre, P/Bag B316, Lilongwe 3, Malawi.**

- 11) 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 providing the goods 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.

### SECTION B: EVALUATION OF QUOTATIONS

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: **Zione Njala**

Title/Position: **PROCUREMENT OFFICER**

For and on behalf of the Procuring and Disposing Entity



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*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 C: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Services will commence within .....days/weeks/months from date of Purchase Order.
- 3) Services to be completed by .....days/weeks/months from date of commencement.
- 4) Validity period of this quotation is .....days from the deadline of submission
- 5) We enclose the following documents:
  - (i) Section C of the Request for Quotations completed and signed.
  - (ii) A copy of our Trading License
  - (iii) A copy of our Annual Tax Clearance Certificate (for the last financial year)
  - (iv) At least 2 similar government contracts performed in (past 3 years).
  - (v) Compliance with the terms of reference
  - (vi) A copy of current PPDA registration
  - (vii) A copy of current MSME order certificate
  - (viii) Original letter from the Bank to show financial capacity or access lines to credit or recently Audited Accounts or Bank statements for the recent three months
- 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 for 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.

### Authorized By:

Signature:

\_\_\_\_\_

Name: \_\_\_\_\_

Position:

Date: \_\_\_\_\_



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(DD/MM/YY)

Authorized for and on behalf of:

Company: \_\_\_\_\_

Registered Address:

.....

**If any additional documentation is attached to your quotation, a signature and authorization 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 authorized in Section B and Section C, the quotation may be rejected.**

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

| No. | Description of Goods (Attach detailed specification if necessary) | Unit of Measure | Quantity | Delivered Unit Price <i>Kwacha</i> | Delivered Total Price <i>Kwacha</i> |
|-----|---|-----------------|----------|------------------------------------|-------------------------------------|
| 1.  | Cleaners  | EA              | 4        |                                    |                                     |
| 2.  | Overheads   | EA              | 1        |                                    |                                     |
| 3.  | Others (Specify)  | EA              |          |                                    |                                     |
|     |   |                 |          | <b>Subtotal</b>                    |                                     |
|     |   |                 |          | <b>1% PPDA</b>                     |                                     |
|     |   |                 |          | <b>16.5% VAT</b>                   |                                     |
|     |   |                 |          | <b>Grand Total (Monthly)</b>       |                                     |
|     |   |                 |          | <b>Grand Total (Annually)</b>      |                                     |

- 1. NPC will provide all cleaning materials.**
- 2. It is mandatory that service providers enforce the minimum wage.**



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The following attachments are appended to clarify the Description of Services:  
[List each attachment e.g. detailed schedule of services, or terms of reference]

### Authorized By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorized for and on behalf of:

Company: \_\_\_\_\_

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### SCHEDULE OF REQUIREMENTS

| # | Specification of Item   | Qty       | Suppliers Compliance |
|---|---|-----------|----------------------|
| 1 | General office cleaning of NPC Offices e.g. sweeping, mopping, cleaning windows/glasses, curtains, carpets, offices (30), kitchen(3), conference room(2) and corridors.   | Mandatory |                      |
| 2 | Scrubbing & mopping toilets (13), kitchen and disinfecting toilets.   | Mandatory |                      |
| 3 | The cleaners are expected to ensure that toilets are stocked with tissues, handwash, air fresheners and conference rooms with air fresheners.   | Mandatory |                      |
| 4 | Emptying of waste bin when $\frac{3}{4}$ full to designated areas.  | Mandatory |                      |
| 5 | Reporting to NPC for maintenance needs i.e. water leakages, toilet blocks etc.  | Mandatory |                      |
| 6 | Time of work shall be from 6:00am to 4:00pm daily including any emergency as the case may be.   | Mandatory |                      |
| 7 | <b>NPC</b> will be providing all cleaning equipment and materials. The service provider is expected to ensure cleaners liaises with administrative officer and office assistant to ensure availability of the materials and equipment | Mandatory |                      |
| 8 | The staff must always be in clean uniform   | Mandatory |                      |
| 9 | Payment will be made monthly  |           |                      |