



LILONGWE CITY COUNCIL

P O BOX 30396
LILONGWE 3

REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: LCC/LGR/02/24/CIVIL WORKS

To:

.....

..... Date: **22nd February, 2024**

The Procuring 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 (available on request) except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1) Description of Works and Location

RIVER TRAINING AT MCHESI RIVER IN AREA 22. LOT – 1 AND CONSTRUCTION OF DRAINAGE IN AREA 25 KAUNDA – CHENDAWAKA JUNCTION. LOT – 2 UNDER LOCAL GENERATED REVENUE (LGR) FOR 2023-2024 FINANCIAL YEAR

- 2) Works are to commence by **one day** from the date of order.
- 3) Works to be completed by: **Sixty (60) days** from the date of order.
- 4) Quotations must be valid for **Ninety (90) days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **14:00 Hrs on Friday, 1st March, 2024.**

Quotations must be returned to:

The Principal Procurement Officer, Lilongwe City Council, Civic Offices, Room No. 308, City Centre, Box 30396, Lilongwe 3.

- 7) 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 C details the works 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 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.
- 8) 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:Date:

Name : **Andrew Ngalande**

Title/Position: **Principal Procurement Officer**

For and on behalf of the Procuring 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 B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Works will commence withindays/weeks/months from date of Purchase Order.
- 3) Works will 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 attach 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 for 2023/2024 Financial year.
 - (iv) A list of recent Government contracts performed
 - (v) Valid National Construction Industry Council (NCIC) Certificate for Civil Works for 2023/2024 Financial Year in Twenty (50) Million category or above
 - (vi) Proof of Financial Resources to carry out the works or access to bank credit of MK5 Million
 - (vii) Experience in Four Similar project works as a prime contractor within the past 3years backed up by completion certificates.
 - (viii) Average annual turnover of MK 21 Million for the past 3 years
 - (ix) **Personnel**, Forman with Certificate in **Road Foremanship Certificate Level II** offered by NCIC or Ministry of Works with 5years experience.
 - (x) No bad record or non-compliance with Lilongwe City Council or Government Offices **(Is a must)**
 - (xi) Rate Analysis development.
 - (xii) Proposed program of works (2 Months)
 - (xiii) Proposed equipment to be used (Front End Loader, Concrete Mixer, Poker Vibrator and Flat Lorry).
- 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.

Quotation Authorisation:

Signed:.....Date:

Name: Title/Position:

Authorised for and on behalf of (Company name and seal):

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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: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

Lot No.	Description of Activity	Price in Kwacha
1	River Training at Mchesi River in Area 22	1
2	Construction of Drainage in area 25 on Kaunda road – Chendawaka Junction.	1
Total Lump Sum Price		

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: _____

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

Item No.	Description of Activity	Unit	Estimated QTY	Rate/Price in Mw Kwacha	Amount (Kwacha)
	As per BOQ		1		
	GRAND TOTAL				

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

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

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[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: _____