

# AIRPORT DEVELOPMENTS LIMITED



P. O. BOX 30311, LILONGWE 3

## REQUEST FOR QUOTATIONS (FOR SERVICES)

**Procurement Number: ADL/PDU/4/CLN/CIA/24**

To: .....

**Date: 13/02/2024**

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 Supply and Delivery: Provision of Cleaning Services at Chileka International Airport Terminal Building**
- 2) Services are to commence by **1<sup>st</sup> April 2024** from the date of order.
- 3) Services are to be completed by: **31<sup>st</sup> March 2025** from the date of order.
- 4) Quotations must be valid for **45 days** from the date of receipt given below.
- 5) 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.
- 6) Quotations must be received, in sealed envelopes and dropped in the tender box no later than: on or before **23/02/2023 at 14:00 hrs local time**
- 7) The address for the collection and submission of quotations is:  
**IPDC Chairperson,  
Airport Developments Limited,  
Kamuzu International Airport,  
ADL Operations Building,  
P. O. Box 30311,  
Lilongwe.**
- 8) The attached Schedule of Requirements in Section C details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.
- 9) The Attached Detailed Specification in Section D is applicable.
- 10) Note the attached General Terms and Conditions (GCC)
- 11) The attached Schedule of Rates and Prices in 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.
- 12) 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: **JOSEPH MUNTHALI**

Title/Position: **SENIOR PROCUREMENT OFFICER**

For and on behalf of the Purchase

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 within .....days/weeks/months from the date of Purchase Order.
- 3) Services to be completed by .....days/weeks/months from the date of Purchase Order
- 4) The validity period of this quotation is .....days 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 and official details of shareholders of the company
  - (iii) A copy of our Annual Tax Clearance Certificate (for the last financial year)
  - (iv) A list of recent similar Government contracts performed in the last 3 years with their contact details for reference check
  - (v) A copy of the Certificate as proof of Registration for the Participation by Micro, Small and Medium Enterprise Order 2020 and National ID for those Registered
  - (vi) Copy of PPDA registration
  - (vii) [Insert any other documentation required by the Procuring Entity]
- 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.

### Authorised by:

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

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

(DD/MM/YY)

Authorised for and on behalf of:

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

Registered Address:

.....  
.....  
.....

**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.**

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

<b>Item No.</b>	<b>Description of Services</b> (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Unit Price Kwacha</b>	<b>Total Price Kwacha</b>
1	<b>Provision of Cleaning Services at Chileka International Airport</b>				
				<b>SUBTOTAL</b>	
				<b>VAT 16.5%</b>	
				<b>PPDA LEVY 1%</b>	
				<b>GRAND TOTAL</b>	

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

**Authorised By:**

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

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

(DD/MM/YY)

Authorised for and on behalf of:

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

**SECTION D: DETAILED SPECIFICATIONS**

**Terms of Reference for Cleaning of Chileka International Airport Terminal Building**

**Procurement Reference Number: ADL/PDU/4/CLN/CIA/24**

**Column b states the minimum requirement of the service(s) to be provided. Column c indicates whether the requirement is a “Mandatory” by use of the letter “M”. Any requirement without an “M” in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation**

*The Bidder is to complete column d and to state whether the offered service(s) “comply” or do “not comply” giving details of the areas of non-compliance.*

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
<i>A</i>	<i>B</i>	<i>C</i>	<i>d</i>
1	<p>The qualifying firm will be expected to provide the following services:</p> <ul style="list-style-type: none"> <li>- <b>Cleaning of all common areas from the front reception (ground floor) to the last floor. To be cleaned twice a day.</b></li> <li>- <b>Cleaning of all common areas from the side reception (ground floor) to the last floor.</b></li> <li>- <b>Regular cleaning of the exterior ground floor windows.</b></li> <li>- <b>Cleaning of all toilets in the common areas on every floor (6 Toilets in total)</b></li> <li>- <b>Scrubbing around the outside area slab every once a month</b></li> </ul>	<b>M</b>	
2	<p><b>CLEANING MATERIALS USED FOR EFFECTIVE RESULTS</b></p> <ul style="list-style-type: none"> <li>- <b>Lena hi foam</b></li> </ul>	<b>M</b>	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
	<ul style="list-style-type: none"> <li>- <b>Omo</b></li> <li>- <b>Germicidal</b></li> <li>- <b>Provision of Air fresheners</b></li> <li>- <b>Terraclean</b></li> <li>- <b>Hand soap</b></li> <li>- <b>Toilet papers (good quality)</b></li> <li>- <b>Cob web removers</b></li> <li>- <b>Buckets</b></li> <li>- <b>Proper signage (ie: Wet surface, Cleaning in progress etc)</b></li> <li>- <b>Aluminium cleaners which are biodegradable for all metallic and aluminium surfaces</b></li> </ul>		
	<ul style="list-style-type: none"> <li>- <b>Total number of cleaners for the contract and a site supervisor (A minimum of 7 cleaners and 1 Supervisor)</b></li> </ul>	<b>M</b>	

**Note: The price list should have a breakdown of all inputs and separating materials and labour charges. Compliance with the minimum labour wage requirement is mandatory.**

### **SCOPE AND METHODOLOGY**

The cleaning service provider will undertake to fulfil all cleaning service requirements as indicated in the tender document.

It is expected that by the end of **365 days** from the date of commencement of the contract, the contract will be deemed to have expired.

### **OBLIGATION OF THE CLIENT (ADL)**

ADL shall provide the required orientation to the successful firm so that the cleaners and their supervisors are accustomed to the environment.

## **OBLIGATION OF THE SERVICE PROVIDER**

- The service provider shall provide cleaners who are adequately trained in their job including their references.
- The service provider shall provide all necessary materials and machinery for cleaning as stated above.
- Insurance against accidents
- The Contractor shall inform the client, in writing, of the identity of all staff allocated to perform the duties in the premises (whether they are employed on a permanent or temporary basis), by supplying a copy of their ID card. The contractor shall in addition inform, in writing in advance, of the identity of any replacement staff.
- The client reserves the right to refuse access, for any reason of its own, to any employee of the Contractor. The Contractor shall replace immediately any such employee.
- The Contractor shall designate a supervisor, having experience of at least 3 years in the sector of activities covered by the contract and having a **Certificate or Diploma in Hospitality/Housing keeping**. The competence of the responsible employee, the Contractor's contact person, shall be such that he/she is capable of solving problems, related to the execution of the contract, at all times and on the spot. This person will be the main contact point between the client and the Company. He/she must be able to be contacted at any time during working hours, in case of need. In case of absence, a deputy with the same qualifications will replace him/her.
- Uniforms. The contractor shall, at its own expense, furnish uniforms for all non-management personnel. Uniform design shall be approved by the Authority before being placed in service.

## **SCHEDULE OF PAYMENTS**

Payments shall be paid in equal monthly instalments upon submission of invoices.

Sanctions for noncompliance. In the event of Contractor's non-compliance with any or all of the above, the client shall impose such sanctions as it may determine to be appropriate, including but not limited to: a. Withholding of payments to Contractor until Contractor complies, and/or b. Cancellation, termination or suspension of the Contract in whole or in part.

## **DURATION OF ASSIGNMENT**

The provision of these services will be for one (1) year.

***NB: BIDDERS ARE URGED TO ARRANGE WITH THE OFFICE TO PHYSICALLY VISIT THE SITES TO HAVE A CLEAR PICTURE OF THE AREAS MENTIONED.***