

Telegrams: MINED LILONGWE
Telephone: +265 1 1 789 422
Fax : + 265 1 788 064/164



MINISTRY OF EDUCATION,
P/BAG 328,
CAPITAL CITY, LILONGWE 3

Pro. Ref. No: 025/MoE/CS/RFQ/2024-25/171

Date: 25/11/2024

REQUEST FOR QUOTATIONS (FOR SERVICES)

To:

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

The Procuring and Disposal 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: Landscaping Services

Item Number	Description of Services and Related Goods
1	Provision of Provision of Landscaping Services at Ministry of Education Headquarter and Satellites.- The firm must meet minimum wage according to Government of Malawi minimum wage scale for its staff

- 2) Quotation prices should be based on: For Services within Malawi: EXW rendered to Ministry of Education
- 3) Services are to commence by: **1 day** from the date of order.
- 4) Services are to be completed by: **12 months** from the date of order.
- 5) Quotations must be valid for **30 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.
- 7) Quotations must be received, in sealed envelopes no later than: **10:00 hours on 2nd December, 2024**
- 8) Quotations must be returned to: **The Chairperson, Internal Procurement and Disposal Committee (IPDC), Room 71, Ministry of Education, Private Bag 328, Capital Hill Lilongwe 3.**

- 9) 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.
- 10) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest evaluated quotation by the issue of a Local Purchase Order.

Signed:

Name: **Issa Suwedi**

Title/Position: **Chief Procurement Officer**

For and on behalf of the Purchaser

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 Business Registration Certificate
 - (iii) A copy of our Annual Tax Clearance Certificate (for the current financial year)
 - (iv) Evidence of 2 similar contracts performed in Government with traceable contact details for references
 - (v) A copy of a valid PPDA certificate
 - (vi) MSME Registration Certificate
 - (vii) Beneficial Ownership Disclosure Form
 - (viii) Liquid assets or access to lines of credit from an authorized financial institution of at least 0.25 times the bid amount to assess financial capacity
- 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: _____
 e: _____

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)

Pro. Ref. No: 025/MoE/CS/RFQ/2024-25/171

Date: 25/11/2024

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Input QTY	Unit of Measure	Unit Price Kwacha	Total Price Kwacha
1	Provision of Land Scaping Services for 12 months at Ministry of Education Headquarters and DTED- The firm must meet minimum wage according to Government of Malawi minimum wage scale for its staff				
	Supervisor	1	Monthly		
	Gardeners	6	Monthly		
	Total Gardeners Salary		Monthly		
	Overhead Costs	Lot	Monthly		
Sub Total					
1% PPDA Levy					
16.5% VAT					
Total Bid price per month					
Total bid price for 12 months					

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Registered Address:

.....

LIST OF SERVICES AND RELATED GOODS

No	Service Description
1	Provide 9 Medium Flour pots to be positioned as follows: 1 pot before the stairs, 1 pot on the stairs, 1 pot red carpet entrance, 1 pot far red carpet, 1 pot conference room entrance, 1 pot 2 nd floor stairs and 3 pots on left side stairs
3	Provide 2 large size flower pots on the entrance to the Ministry building at Capital Hill
4	Provide a normal help desk for five working days in a week 8am to 5pm
5	Provision of tree pruning services
6	Provision of drainage clearance services
7	Attending to dust bins, sweeping the car park and overall waste management services
8	Provision of grass cutting and flower maintenance services
9	Removing all anti-hill and eradication of spreading of ants
10	Provision of disease and pest control services for all trees, shrubs and flowers
11	Dressing topsoil on lawns and application of manure to flowerbeds
12	Provision of bees and hornets eradication services

COMPLETION SCHEDULE

Pro. Ref. No: 025/MoE/CS/RFQ/2024-25/171

Date: 25/11/2024

THE COMPLETION PERIOD SHALL COMMENCE FROM THE DATE OF CONTRACT AWARD

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Completion period (days/weeks/ Months)	Site and Number of Bodies	QTY	Unit of Measure
1	Provision of Land Scaping Services to Ministry of Education and Satellite offices for a period of 12 months	12months	Ministry of Education Headquarters- 5 Gardeners and Directorate of Teacher Development (DTED), Area 2- 2	2.5	Hectare

The following attachments are appended to clarify the Description of Services:
[ATTACHMENT 1]

ATTACHMENT 1

Pro. Ref. No: 025/MoE/CS/RFQ/2024-25/171

Statement of Requirements (Technical Specifications) and Compliance Sheet

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
a	b	c	d
SCOPE OF THE ASSIGNMENT			
The qualifying firm will be expected to provide the following services:			
1	Provision of Landscaping Services to the Ministry of Education and satellite office-DTED for the period of 1 Year	M	
2	Provide 9 Medium Flour pots to be positioned as follows: 1 pot before the stairs, 1 pot on the stairs, 1 pot red carpet entrance, 1 pot far red carpet, 1 pot conference room entrance, 1 pot 2 nd floor stairs and 3 pots on left side stairs	M	
3	Provide Five (5) medium size flower pots on the corridors of each of the three (3) floors at the Ministry headquarters	M	
4	Provide Two(2) large size flower pots on the entrance to the Ministry building at Capital Hill	M	
5	Provide a normal help desk for five working days in a week 8am to 5pm	M	
6	Provision of tree pruning services	M	
7	Provision of drainage clearance services	M	
8	Attending to dust bins, sweeping the car park and overall waste management services	M	
9	Provision of grass cutting and flower maintenance services	M	
10	Removing all anti-hill and eradication of spreading of ants	M	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
11	Provision of disease and pest control services for all trees, shrubs and flowers	M	
12	Dressing topsoil on lawns and application of manure to flowers	M	
13	Provision of bees and hornets eradication services	M	
14	The firm shall provide its own landscape equipment and flowers.	M	
15	The firm shall provide and work on the Ministry premises to bring beautiful scenery	M	
16	The firm shall supply and deliver of top soil	M	
17	Planting of beautiful and appropriate flowers, shrubs grass on the grounds of the Ministry premises. General cleaning i.e. sweeping, watering flowers and grasses. e.t.c.	M	
18	Cutting grass and maintaining it to appropriate size on the grounds of the Ministry	M	
19	Continuation of shinas gold from the office building round about to T- Junction on the main road	M	
20	The service provider is expected to have all the necessary equipment for the land scaping services like lawn mower, slashers, wheel bowers, Gloves, hedge cutters, brooms, face masks and shovels.	M	
21	The Staff should always be in uniform	M	

Authorised by:

Signature: _____
e:

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

ATTACHMENT 2

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 a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture.

The beneficial ownership information to be submitted in this Form shall be current as at 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: **[insert date]**

Procurement Reference No.: **[insert procurement reference number]**

Page **[insert page number]** of **[insert total number of pages]** pages.

To: **[insert complete name of Procuring and Disposing Entity]**

In response to the invitation for bid **dated [insert date of invitation for bid]** we hereby submit beneficial ownership information: **[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 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 Board of Directors or an equivalent governing body of the Bidder (Yes/No)
[Include full name (Last, middle, first), nationality, country of residence, telephone number(s), email address, postal and physical addresses]			

OR

- (ii) We declare that there is no Beneficial Owner who has not been disclosed 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.

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]
7. Directly or indirectly holding 5% or more of the shares

8. Directly or indirectly holding 5% or more of the voting rights
9. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
10. 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;
11. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
12. 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: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid [Insert **complete title of the person signing the Bid**

Signature of the person named above-----

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a Joint venture, each reference to "Bidder" in the Beneficial Owner Disclosure Form (including this Introduction thereto) shall be read to refer to the Joint venture member.

² Person signing the Bid shall have the Power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.