

Telegrams: MINED LILONGWE

Telephone: +265 1 789422

Fax: +265 1 788064/164



In reply please quote No.....

MINISTRY OF EDUCATION
PRIVATE BAG 328
CAPITAL CITY, LILONGWE
Malawi

Pro Ref. No: 025/MoE/CS/RFQ/2024-25/172 Date: 25th November, 2024

To:

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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) Service Description: Provision of Cleaning Services-Administration

D	Description of Services and Related Goods	Quantity	Unit of Measure
1	Provision of Cleaning Services to the Ministry of Education and satellite offices for the period of 12months	12	months
2	Costing Charges for the Cleaning Materials (List of items should be provided)		
3	No. of Personnel (Cleaners plus Supervisor)- The firm must meet minimum wage according to Government of Malawi minimum wage scale for its staff	17	Each

Quotation prices should be based on:

For services from within Malawi; EXW – rendered to **Ministry of Education**

- 2) Services are to commence by: 1 day from the date of order.
- 3) Services are to be completed by: 12 months from the date of order.
- 4) Quotations must be valid for **30 days** from the date for 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 not later than: **10.00 hours 2nd December, 2024**
- 7) Quotations must be returned to: **The Chairperson, Internal Procurement and Disposal Committee, Ministry of Education, Private Bag 328, Capital Hill, Lilongwe 3, room 71**
- 8) 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.
- 9) 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; **Issa Suwedi**

Title/Position; **Chief Procurement Officer**

For and on behalf of the Purchaser

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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) 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 Valid Annual Tax Clearance Certificate
 - (iv) Evidence of 2 similar contracts performed in Government with traceable contact details for references
 - (v) Copy of MSME Certificate
 - (vi) Copy of Valid PPDA 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: _____
Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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.

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

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Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	Provision of Cleaning Services to the Ministry of Education and Satellite offices for the period of 12months	12	months		
2	Costing Charges for the Cleaning Materials (List of items should be provided)				
3	No. of Personnel (Cleaners plus Supervisor)- The firm must meet minimum wage according to Government of Malawi minimum wage scale for its staff	17	Each		
Sub Total					
16.5% VAT					
1% PPDA Levy					
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: _____

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

Attachment 1; List of Services and Related Goods

Pro Ref. No: 025/MoE/CS/RFQ/2024-25/172 Date: 14th October, 2024

The Cleaning Service provider shall provide services to the Ministry that shall include	
1	Provision of Cleaning Services to the Ministry of Education and satellite offices for a period of 12 months
2	General Office cleaning i.e. sweeping mopping, windows/Glasses, conference rooms and corridors. The Service Provider shall ensure that the veranda surrounding the offices are kept tidy at all times.
3	Time of work shall be from 7:00am to 4:00pm from Monday to Friday including any emergency as the case may be
4	The Cleaning services should not distract the Ministry's business in any way.
5	Cleaning the floors, mopping, buffing where necessary, remove marks from floors and walls of corridors and toilets.
6	Provision of 38 two ply toilet tissues per day
7	Cleaning of Toilets hourly (to be strictly observed)
8	Waste bins/garbage cans removed and emptied
9	Clean Windows thoroughly
10	Walls should be cleaned and cobwebs removed frequently
11	The firm shall Provide all required cleaning detergents such as Handy Andy for toilets, tools and equipment.
12	Prepare a daily working schedule
13	Same cleaning solutions prepared in the morning shall not be kept to be used in the afternoon round (Change the cleaning solution and water frequently)
14	Checking and cleaning toilets and urinals three times a day
15	Provide scent balls in urinals regularly
16	Staff must be in uniform at all times when discharging their duties
17	Provide protective wear to staff at all times
18	Provide terrazzo cleaning brushes especially for the ground floor gentlemen toilets
19	Provide appropriate toilets signage

20	Provide toilet towels which should be at all times kept clean
21	Reporting to the Client for Maintenance needs i.e. water leakages, toilet blockages e.t.c.
22	The service provider shall provide cleaners who are adequately trained in their job including their references (Both Male and Female)
23	The Service provider 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. They shall in addition inform, in writing in advance, of the identity of any replacement staff.
24	<p>Payments shall be paid in equal monthly instalments upon submission of invoices.</p> <p>Sanctions for noncompliance. In the event of the service provider'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:</p> <p>a. Withholding of payments to the service provider until they comply and/or cancellation, termination or suspension of the Contract in whole or in part.</p>

Attachment 2: Statement of Requirements (Technical Specifications) and Compliance Sheet

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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 in accordance with Section 3.

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	Provision of Cleaning Services to the Ministry of Education and satellite offices for a period of 12 months	M	
2	General Office cleaning i.e. sweeping mopping, windows/Glasses, conference rooms and corridors. The Service Provider shall ensure that the veranda surrounding the offices are kept tidy at all times.		

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
3	Time of work shall be from 7:00am to 4:00pm from Monday to Friday including any emergency as the case may be	M	
4	The Cleaning services should not distract the Ministry's business in any way.	M	
5	Cleaning the floors, mopping, buffing where necessary, remove marks from floors and walls of corridors and toilets.	M	
6	Provision of 38 two ply toilet tissues per day	M	
7	Cleaning of Toilets hourly (to be strictly observed)	M	
8	Waste bins/garbage cans removed and emptied	M	
9	Clean Windows thoroughly	M	
10	Walls should be cleaned and cobwebs removed frequently	M	
11	The firm shall Provide all required cleaning detergents such as Handy Andy for toilets, tools and equipment.	M	
12	Prepare a daily working schedule	M	
13	Same cleaning solutions prepared in the morning shall not be kept to be used in the afternoon round (Change the cleaning solution and water frequently)	M	
14	Checking and cleaning toilets and urinals three times a day	M	
15	Provide scent balls in urinals regularly	M	
16	Staff must be in uniform at all times when discharging their duties	M	
17	Provide protective wear to staff at all times	M	
18	Provide terrazzo cleaning brushes especially for the ground floor gentlemen toilets	M	
19	Provide appropriate toilets signage	M	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
20	Provide toilet towels which should be at all times kept clean	M	
21	Reporting to the Client for Maintenance needs i.e. water leakages, toilet blockages e.t.c.	M	
22	The service provider shall provide cleaners who are adequately trained in their job including their references (Both Male and Female)	M	
23	The Service provider 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. They shall in addition inform, in writing in advance, of the identity of any replacement staff.	M	
24	<p>Payments shall be paid in equal monthly instalments upon submission of invoices.</p> <p>Sanctions for noncompliance. In the event of the service provider'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 the service provider until they comply and/or cancellation, termination or suspension of the Contract in whole or in part.</p>	M	

RESPONSIBILITY OF THE CLIENT (MINISTRY OF EDUCATION)

The Ministry shall ensure to provide:

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
1	Access to all the premises under this contract	M	
2	Advise on the type of disinfectants, detergents and all equipment to be used under this contract	M	
3	A team of officers who shall ensure that tasks under this contract are performed satisfactorily	M	
4	Payments shall be paid in equal monthly instalments upon submission of invoices. Sanctions for noncompliance. In the event of Service provider'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: Withholding of payments to the service provider until service provider complies, and/or Cancellation, termination or suspension of the Contract in whole or in part.	M	

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.