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In reply please quote No.....

MINISTRY OF EDUCATION
PRIVATE BAG 328
CAPITAL CITY, LILONGWE
Malawi

Procurement No: 025/MoE/CS/RFQ/2024-25/170

Date: 25th November, 2024

To:.....
.....
.....

Procuring Entity named above invites you to submit your quotation for the services described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. 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 Security Services-Administration

Item Number	Description of Services and Related Goods	Quantity	Unit of Measure
1	Provision of Security Services to the Ministry of Education and satellite offices for the period of 12months - The firm must meet minimum wage according to Government of Malawi minimum wage scale for its staff	52	Each

- 2) Quotation prices should be based on:
for services supplied from within Malawi; EXW – insured and delivered to **Ministry of Education**
or for services supplied from outside of Malawi; CIP to **Ministry of Education**
- 3) The delivery period required is **5 days** days/weeks/months from date of order.
- 4) Quotations must be valid for **30 days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **N/A**.
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above, and indicate your acceptance of the terms and conditions.
- 7) Quotations must be received, in sealed envelopes, no later than:**10.00 hours 2nd December, 2024**
- 8) Quotations must be returned to:
Ministry of Education

**Private Bag 328,
Capital Hill,
Lilongwe 3.**

- 9) The attached Schedule of Requirements at 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.
- 10) 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 item or by total through 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/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Delivery period offered: days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) Warranty period (where applicable):..... months.
- 5) We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. Section C of the Request for Quotations completed and signed;
 - iii. A copy of our Business Registration Certificate
 - iv. A copy of our Valid Annual Tax Clearance Certificate
 - v. Evidence of 2 similar contracts performed in Government with traceable contact details for references
 - vi. Copy of MSME Certificate
 - vii. Copy of Valid PPDA Registration Certificate
 - 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
 - ix. Documentary evidence on vehicle availability (copies of blue books) for easy patrolling and back up services
 - x. Beneficial Ownership Disclosure Form
- 6) We confirm that our quotation is based on 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:

.....

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: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Activity	Input Qty	Unit of measure	Unit Price	Total Price
Provision of Security Services to the Ministry of Education and satellite offices for the period of 12months	52	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: _____

—

ATTACHEMENT 1

List of Services and Related Goods

Proc Ref. No: 025/MoE/CS/RFQ/2024-25/170

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Item Number	Description of Services and Related Goods	Quantity	Unit of Measure
1	Ministry of Education, Headquarters Capital Hill	9 Guards (4 during the Day and 5 at night)	Each
2	Administration (Kanengo IDA)	5 Guards (2 during the day and 3 at night)	Each
3	Teaching Service Commission	4 Guards (2 during the Day and 2 at night)	Each
4	Department of Inspection and Advisory Services	3 Guards (1 During the Day and 2 at night)	Each
5	Department of Special Needs	2 Guards (1 During the Day and 1 at night)	Each
6	Department of Science and Technology	3 Guards (1 During the Day and 2 at night)	Each
7	Supplies Unit - Lilongwe	6 Guards (2 During the Day and 4 at night)	Each
8	Supplies Unit - Blantyre	6 Guards (3 During the Day and 3 at night)	Each
9	Supplies Unit - Mzuzu	4 Guards	Each

		(2 During the Day and 2 night)	
10	Department of Teacher Education Development	4 Guards (1 During the Day and 2 at night)	Each
11	Department of School Health and Nutrition	3 Guard (1 During the Day and 3 at night)	Each
12	Education Infrastructure Management Unit	3 Guard (1 During the Day and 2 at night)	Each

Note: the actual quantities will be confirmed with the successful bidder before signing the contract.

Completion Schedule

The completion period shall commence from the date of contract award.

Item Number	Description of Services and or Related Goods	Completion period (days/wks/mths)	Site
1	Provision of Security Services (52 Guards)	12 months	Ministry of Education Headquarters and Satellite Offices

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

ATTACHMENT 1

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

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>
SCOPE OF THE ASSIGNMENT			
The qualifying firm will be expected to provide the following services:			
1	Patrolling the office premises and its property and provide special attention to any institutional car/office that may not be locked	M	
2	24-hour 365 days emergency service against burglary and theft	M	
3	Guarding the office premises and its property.	M	
4	Re confirmation that all doors and at the offices are properly secured.	M	
5	Detecting, preventing & reporting theft to Police	M	
6	Apprehend any person found with goods/items that are suspected to have been stolen from the office.	M	
7	Ready to provide witness in court in any theft related cases	M	
8	Control visitors to the Ministry’s premises	M	
9	Providing reception services	M	
10	Monitoring and checking movement of Government properties at the Ministry and satellite offices during day and night	M	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
11	Undertake adhoc searches on staff and visitors leaving the premises as may be seen fit	M	
12	Submit monthly incidence report to the SE highlighting areas that are a security concern	M	
13	In the event of strike or civil disobedience and demonstrations, ensure that entry into the building is restricted	M	
14	Ensure that all security officers should always be in uniform all the time while on duty	M	
15	Officers should possess appropriate security equipment	M	
16	Ensure that all security guards employed should be screened and approved/vetted by the Police that they do not have any criminal record	M	
17	Ensure swift replacement of absentees ^a	M	

Note: ^a Payment shall be based on actual guards present. This shall be verified by the registers of the guards at each and every post.

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.