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The Department of Economic
Planning & Development,
P. O. Box 30136,
Lilongwe 3
Malawi

REQUEST FOR QUOTATION

Proc. Number: 270/IPDC/EPD/2025/26/113

Date: 18th February, 2026.

To:

The Procuring and Disposal Entity named above invites you to submit your quotation for the goods/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: PROVISION OF LANDSCAPE SERVICES;

| NO | DESCRIPTION | UNIT | QTY |
|----|----------------------|--------|-----|
| 1 | Landscaping services | Months | 12 |

- 1) Quotation should be based on:
 - (a) EXW – insured and delivered to the purchaser for goods/services supplied from within Malawi and
 - (b) Delivered Duty Paid (DDP) to purchaser goods supplied from outside of Malawi.
- 2) Services are to commence by 5 days from date of the confirmed 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 of the receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number above, and indicate your acceptance of the terms and conditions.
- 6) Quotations must be received, in sealed envelopes, no later than: **10.00 hours on 24th February 2026.**
- 7) Quotations must be deposited in the tender box located in the corridor at the door of the Procurement Office Ground Floor in The Department of Economic Planning Building at; Procurement Unit, P.O. Box 30136, Capital Hill.
- 8) The attached Schedule of Requirements in Section C, together with any Terms of Reference or other documentation mentioned in Section C and appended, details the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labor, materials, equipment, overheads, profits, and all associated costs for performing the services including all taxes and duties. The total 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 evaluated and priced quotation by item or by total through the issue of a Local Purchase Order.

Signed: **Name:** Wayne Kabingu

Title/Position: Assistant 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. A copy of our Trading Licence,
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent Government contracts performed,
 - v. Certificate from PPDA
 - vi. MSME certificate from Ministry of Trade
 - vii. Copy of National ID
- 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:

Company: _____

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 REQUIREMENTS (TO BE PRICED BY BIDDER)

| Item No | Description of Goods (Attach detailed specification if necessary) | Unit of Measure | Qty | Delivered Unit Price <i>Kwacha</i> | Delivered Total Price <i>Kwacha</i> |
|---------|--|-----------------|-----|---------------------------------------|-------------------------------------|
| 1 | Provision of Landscaping Services for 12 months | | | | |
| | Supervisor | Each | 1 | | |
| | Gardeners | Each | 4 | | |
| | Equipment contribution | | | | |
| | Overheads | | | | |
| | Others (specify) | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | SUB TOTAL | | | | |
| | 1% PPDA Levy | | | | |
| | VAT 16.5% | | | | |
| | Grand Total | | | | |

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

[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

List of Services and Related Goods

| Item Number | Description of services | Quantity of gardeners | Unit of Measure |
|--------------------|-----------------------------------|------------------------------|------------------------|
| 1 | Provision of landscaping services | 5 | Each |

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/months) | Site |
|--------------------|---|--|----------------------------------|
| 1 | Provision of Landscaping services (5 gardeners) | 12 months | Department of EP&D, Capital Hill |

SCHEDULE OF REQUIREMENTS

| 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 | General cleaning i.e. sweeping, watering flowers and grasses, e.t.c. | M | |
| 2 | The service provider must have all the necessary equipment for the landscaping services like lone mower, slashers, wheelbarrows, gloves, hedge cutters, brooms, facemasks and shovels. | M | |
| 3 | The staff should always be uniform | M | |
| 4 | The service provider is expected to assign a supervisor who shall be supervising the other workmates and liaise with management on issues to do with cleaning services. | M | |
| 5 | Should provide a list of reputable clients, which your agency is currently serving. | M | |
| 8 | The service provider shall ensure that the office surroundings are kept tidy at all times | M | |

Note: Payment for the service shall be on quarterly basis.