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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/2024/25/04**

**Date: 26<sup>th</sup> August, 2024.**

**To:**

The Department of Economic Planning & Development has allocated funding under the Regional Climate Resilience Program for Eastern and Southern Africa 2 (RCRP2), P181308 for Supply and delivery of Cleaning Services for the Project Coordinating Unit (PCU) and intends to apply part of the proceeds for Supply and Delivery of Cleaning Services as specified below.

The Department of Economic Planning & Development (EP&D) now invites shortlisted firms to prepare and submit quotations providing full details of the products as provided in the specifications. The prices quoted should include all costs and taxes applicable to the purchase of the items.

The quotations should be prepared on headed paper or your firm's official quotation indicating the full details and tax registration numbers of the firm that is making the quotation.

- 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 confirmed order.
- 3) Services are to be completed by **12 months**.
- 4) Quotations must be valid for **30 days** from the date for the receipt given below.
- 5) 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.
- 6) Quotations must be received, in sealed envelopes, no later than: **11.00 hours on 30<sup>th</sup> August, 2024**.
- 7) Quotations must be deposited in the tender box located in the corridor at the door of 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 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 your delivered price for these items by completing and returning 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 any incidental services or materials shall be deemed to be included in the prices quoted.

9) [List any other requirements e.g. the provision of samples]

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:** Shadreck Mkwezalamba

**Title/Position:** *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 within the **past three (3) years**,
  - 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.***



***List of Services and Related Goods***

<b>Item Number</b>	<b>Description of Services and Related Goods</b>	<b>Quantity</b>	<b>Unit of Measure</b>
1	Provision of cleaning services	5 cleaners	Each

***Completion Schedule***

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

<b>Item Number</b>	<b>Description of Services and or Related Goods</b>	<b>Completion period (days/wks/months)</b>	<b>Site</b>
1	Provision of cleaning services (5 cleaners)	12 months	Regional Climate Resilience Program/ Project Implementation Unit (area 12)

**SCHEDULE OF REQUIREMENTS**

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
A	B	C	D
<b>SCOPE OF THE ASSIGNMENT</b>			
The qualifying firm will be expected to provide the following services:			
1	General office cleaning i.e sweeping, mopping, windows/Glasses, curtains, conference room and corridors. The service provider shall ensure that the veranda surrounding the office are kept tidy at all times.	M	
2	Scrubbing, mopping toilets kitchen, and disinfecting toilets	M	
3	Provision of handwashing soap on all strategic places/corridors within the EP&D offices.	M	
4	The service provider is expected to have all the necessary equipment for the cleaning services like gloves, standard brooms, dustpans and brushes, scrubbing brushes, window brushes, facemasks, mutton cloths and shovels.	M	
5	Should provide a list of reputable clients, which your agency is currently serving.	M	
6	The staff must always be in uniform	M	
7	The service provider is expected to assign head cleaners in the mentioned places who shall be supervising the other workmates and liaise with management on issues to do with cleaning services.	M	
8	The service provider is expected to provide toilet tissues in all toilets every day.	M	
9	The service provider shall be procuring chemicals for the cleaning services like Harpic, Liquid hand washing soap, Toilet flush cleaner, Liquid sink cleaner, Handy Andy, Air freshener, furniture polish cleaner, windolene, fragrant flush toilet cleaner, deoblock, lavender, moth	M	

<b>Item No.</b>	<b>Technical Specification of items required including applicable standards</b>	<b>Mandatory</b>	<b>Compliance to Requirements</b>
	balls, tile cleaner, germ kill pine, grime buster and upholstery cleaning shampoo enough for a month on monthly basis		
10	Payment will be made monthly	M	

**Note:** <sup>a</sup> Payment for the service shall be on monthly basis.