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

## EST FOR QUOTATION

Proc. Number: 270/IPDC/EPD/2024/25/06

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 Security Services for the Project Coordinating Unit (PCU) and intends to apply part of the proceeds for Supply and Delivery of Security 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.

### SECTION A: PROVISION OF LANDSCAPE SERVICES;

NO	DESCRIPTION	UNIT	QTY
1	Security 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 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 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: **10.00 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 by completing Section 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) 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.***

**SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)**

Item No	Description of Goods <i>(Attach detailed specification if necessary)</i>	Unit of Measure	Qty	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Provision of Security Services for 12 months				
	Security Guards (Night)	Each	4		
	Security Guards (Day)	Each	2		
	Equipment contribution				
	Overheads				
	Others (specify)				
	<b>SUB TOTAL</b>				
	1% PPDA Levy				
	VAT 16.5%				
		<b>Grand Total</b>			

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**

<b>Item Number</b>	<b>Description of services</b>	<b>Quantity of security gaurds</b>	<b>Unit of Measure</b>
1	Provision of Security services	6 (4 during night and 2 during the day)	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 Security services (6 security guards)	12 months	Regional Climate Resilience Program Project Coordination Unit. (area 12)

**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>
1	Security consultation and advice	M	
2	Patrolling the office premises and its property 24 hours	M	
3	24 hour emergency services Guarding the office premises and its property	M	
4	Ensuring that all doors at the offices are properly secured	M	
5	Take inventory of items in any office or institutional car that is not locked and submit to Administrator/ Transport Officer the next day.	M	
7	Apprehend any person found with goods/items that are suspected to have been stolen from the office and its premises and report to the Administrator.	M	
8	In the event of strikes or civil disobedience and demonstrations ensure that entry into the buildings is restricted.	M	
9	Provide gate pass to all motor vehicles entering in the office premises.	M	
10	Provide security to all institutional Cars/Vehicles/Bicycles e.t.c parked within the Office premises during working hours and off hours. Ensure that institutional cars/vehicles parked at each office premises are locked and secure and reporting immediately to the Administrator or representative about any Car that is not secured	M	
11	Appear before a court of law for prosecution on theft as witness	M	
12	Submit monthly incidence reports to the Administrator highlighting areas that are a security concern at the submission of the	M	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
	invoice		
13	ensure that all Guards on duty are dressed in Uniforms (safety Gear)	M	
15	Must have effective weaponry, like <b>Torch, Button sticks, Panga</b> knives mode of communication, and any additional tool that would smoothen the operation of their work	M	
16	Must have communication equipments like <b>radio communication, wireless message/phone/ whistle</b> or any that can assist in making sure that any incidences happening at any time can easily be communicated as soon as possible	M	
17	Must make sure that each deployed guard must be sober at work (not drunk)	M	
18	Must make sure that he/she prepares a daily occurrences reports which must be submitted monthly to the procuring entity. This report shall also indicate if any one of the guards was/were absent on particular day/days.	M	
19	Must know that the procuring entity shall also have a daily check in and out register book in which the guard shall be signing when reporting for duties and when leaving the work place	M	
20	Must know the procuring entity shall have power to deduct some money from the service provider's monthly pay for those who may not have reported for duty in the previous month.	M	
21	Whenever there is a discrepancy absenteeism, between the service providers report and that of the procuring entities record, those from the procuring entity shall be used as the procuring entity shall have the register.	M	
22	Must be financial sound by paying his/her employees by not depending on what we	M	

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<b>Item No.</b>	<b>Technical Specification of items required including applicable standards</b>	<b>Mandatory</b>	<b>Compliance to Requirements</b>
	owe him/her		

**Note:** Payment for the service shall be on monthly basis.