



RESERVE BANK OF MALAWI

REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: RBM/ADFM/36838/2025

To:.....

Date :07/05/2025

The Reserve Bank of Malawi invites you to submit your quotation for carrying out the works as described herein. Any resulting order shall be subject to the Reserve Bank 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) Description of Works and Location: OFFICE RATIONALISATION

- 2) Works are to commence by:[days/weeks/months] from the date of order.
- 3) Works to be completed by:[days/weeks/months] from the date of order.
- 4) Quotations must be valid for [number of days] from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 6) **Site Inspection on 09 May 2025 at 9 am (*Bids of those bidders who shall not attend the pre- bid meeting/ site visit shall be disqualified.*)**
- 7) Quotations must be received, in sealed envelopes no later than: **16:00 hrs on 15/05/25.**

Quotations must be returned to: ***Tender Box at the RBM Blantyre Branch Reception: The Chairperson, IPDC – Attention: Procurement Coordinator, Reserve Bank of Malawi, P.O BOX 565 Blantyre.***

Fax No's- 01 772 802 or 01 770 332

- 8) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) *{delete as appropriate}* at Section C details the works 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 works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works 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: Date: 07/05/2025

Name: **Jack Uko**

Title/Position: **Procurement Coordinator**

For and on behalf of the Procuring Entity

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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) Works will commence withindays/weeks/months from date of Purchase Order.
- 3) Works will 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) A margin of preference of 20% shall be applied to indigenous black Malawians.
Indigenous black Malawians business owners are required to attach to their quotations coloured copies of their Malawian National Identity card.
- 6) 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 last financial year)
 - (iv) A list of recent Government contracts performed with copies of evidence
 - (v) A copy of PPDA registration Certificate
 - (vi) *[Insert any other documentation required by the Entity]*
- 7) 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 Reserve Bank of Malawi General Conditions of Contract for Local Purchase Orders.
- 8) 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.

Quotation Authorisation:

Signed:.....Date:

Name: Title/Position:

Authorised for and on behalf of (Company name and seal):

.....

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.

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SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

Item No.	Description of Activity	Price in Kwacha
1	CARRY OUT OFFICE RATIONALISATION AND PARTITIONING ON SIXTH AND FIRST FLOOR – RBM BLANTYRE BRANCH	
	Sub-Total	
	VAT (16.5%)	
	PPDA Levy (1%)	
	NCIC Levy (1%)	
	Total Lump Sum Price	

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

[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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Identity of 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 the Board of the Directors or an equivalent governing body of the Bidder (Yes / No)
[include			

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 entify 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

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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:

1

Name of the person duly authorized to sign the Bid on behalf of the Bidder:

Title of the person signing the Bid:

Signature of the person named above: _____

Date signed day of

- 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 Ownership 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.*

