



Parliament Buildings, Presidential Way, Private Bag B362, Capital City, Lilongwe 3

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## REQUEST FOR QUOTATION

Procurement Reference Number: **POM/RFQ/PDU/2/FIRE/2024/25/G/011**

To: .....

.....

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

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services as described herein. 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) **Description of Services and Location:** *Provision of Fire Suppression System Services*
- 2) Services are to commence by: **7 days** from the date of order.
- 3) Services are to be completed by: **14 days** from the date of order.
- 4) Quotations must be valid for **45 days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **12:00 hrs on 2<sup>nd</sup> August, 2024.**
- 7) Quotations must be returned to: **The Chairperson, Internal Procurement and Disposal Committee, National Assembly, Parliament Building, Private Bag B362, Lilongwe 3. Attention: The Principal Procurement Officer**
- 8) The attached Schedule of Rates and Prices 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 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 performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.



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- 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: ..... Name: **Annastanzia Chirwa**

Title/Position: **Principal Procurement Officer**

For and on behalf of the Purchaser



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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) Services will commence within .....days/weeks/months from date of Purchase Order.
- 3) Services to be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days from the date for receipt of Quotations.
- 5) We enclose 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) *[Insert any other documentation required by the Procuring Entity]*
- 6) 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 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:

Compan \_\_\_\_\_

y:

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: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)**

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	Maintenance of Fire Hose	Each	62		
2	Maintenance of Portable Fire Extinguishers	Each	185		
3	Maintenance of Internal Fire hydrants	Each	62		
4	Maintenance of External Fire hydrants	Each	1		
5	Maintenance of Fire Sprinkles	Each	1		
6	Maintenance of Smoke Detectors	Each	1		
7	Maintenance of Smoke Vents	Each	1		
8	Maintenance of Fire Alarms	Each	1		
9	Maintenance of Fire Control Board	Each	1		
10	Maintenance of Fire Pump House	Each	1		
11	Maintenance of Fire thermal imaging detection cameras	Each	1		
<b>TOTAL</b>					

***Note: it is mandatory to attend Pre-bid meeting on Wednesday, 31<sup>th</sup> July, 2024, at 10:00 am, and it will form part of evaluation criteria.***

**Authorised By:**

Signature \_\_\_\_\_ Name: \_\_\_\_\_  
:

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_



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## **TERMS OF REFERENCE FOR SERVICING, MAINTENANCE AND TESTING OF FIRE DETECTION AND SUPPRESSION SYSTEMS**

### **1.0. Background**

The Parliament Building is fitted with modern automated fire detection and suppression systems which comprises fire sprinklers, smoke vents, smoke detectors, Fire alarm system, Fire thermal imaging detection system, fire control unit and other firefighting equipment.

The system functions in such way that it can detect and extinguish, or contain fire without reliance on human intervention. It detects the heat from the fire which leads to the automatic actuation of the system to deliver the extinguishing agents straight into the heart of the fire. In order to maintain the system's operational efficiency, the equipment is, by standards, required to be serviced at set intervals. However, since the installation of the system many years ago, it has never been undergone major servicing. This is a risk to the safety of the building, physical assets and lives of the people.

It is against this background that the Security Services section budgeted funds in the 2020/2021 work plan, aligned with the Parliament of Malawi Reforms Contract with Office of the President and Cabinet, to carry out maintenance service for the whole firefighting equipment as part of efforts to enhance safety measures at the workplace.

### **2.0. SCOPE AND EXTENT OF WORK**

The successful contractor shall carry out maintenance services, supply spare parts for the worn out parts wherever necessary, and test the system as listed below:

<b>S/NO</b>	<b>ITEM</b>	<b>QTY</b>
1	Fire hose	62



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2	Portable Fire extinguishers	185
3	Internal Fire hydrants	62
4	External fire hydrants	To be determined
5	Fire sprinklers	To be determined
6	Smoke detectors	To be determined
7	Smoke vents	To be determined
8	Fire Alarms	To be determined
9	Fire control board	1
10	Fire Pump House	1
11	Fire thermal imaging detection cameras	6

### 2.1. REPAIRS AND REPLACEMENT PARTS

The contractor shall provide all consumable materials, tools and fittings required for inspection, servicing and replacement work. The contractor shall ensure that the functionality of all fire-fighting equipment is not impaired.

### 3.0. MAINTENANCE OF THE EQUIPMENT

- 3.1. The successful tenderer shall ensure that there is no breakdown of the firefighting installations and associated systems in the buildings listed in above, due to damage to the equipment
- 3.2. The servicing shall be carried out on but not limited to the items list in (2.0) above
- 3.3. The successful tenderer shall replace the worn out parts and or consumable items as determined during the contract period
- 3.4. During the inspection, servicing and replacement activities, the tenderer shall be monitored by authorized technicians or representatives from Parliament.