



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/BAGGA/2024/25/G/014**

Target Group: MSMEs

To:

.....

..... Date: **24th 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 Baggage Scanners and Walk Through maintenance 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 30th July, 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 withindays/weeks/months from date of Purchase Order.
- 3) Services to 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) 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) A copy of MSMEs certificate
 - (vi) *[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 Baggage Scanners	Each	3		
2	Maintenance of Walkthrough	Each	4		
				Sub-Total	
				VAT 16.5%	
				1% PPDA Levy	
				Grand Total	

Note: it is mandatory to attend Pre-bid meeting on Tuesday, 26th 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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SCOPE OF SERVICING REQUIREMENTS FOR THE BAGGAGE SCANNERS AND WALK THROUGH METAL DETECTORS

A. Mandatory Preventive/ Corrective Maintenance

- i. Service exchange x-ray controller
- ii. Service exchange computer, updating and reconfiguring the system software to disable the need to seek machine verification code from the manufacture by diagnosing the copy of all the software including X-ray software with its recovery CD.
- iii. Dust removal using brush and vacuum cleaner
- iv. Check for any abnormal sound
- v. Tighten any loose screws, bolts and fasteners
- vi. Check cables for worn out insulators
- vii. Check key operation
- viii. Check GREEN / RED lights operate accordingly
- ix. Emergency stop button operation
- x. Check ac power source to be correct
- xi. Check radiation leakage
- xii. Check x-ray generator voltages and currents.
- xiii. Checking the radiation levels
- xiv. Checking the functioning of the emergency stops and interlock switches.
- xv. Checking for physical wear of the movable and mechanical parts of the machines
- xvi. Checking of all keyboard's functions
- xvii. Radiation leakage testing to ensure that radiation shields are not damaged.
- xviii. Radiation Authorities as per the requirement of The Atomic Energy Regulatory Authority



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- xix. Normalize interlock switches for safe operation

B. Spare parts

- xx. The Contractor shall maintain and repair the software/program, systematically examine, repair/replace parts of the machines specified herein:
 - a) Replacing the batteries with new batteries of 1500VA for each baggage scanner (3 new UPS batteries)
 - b) Replacement of parts not expressed herein (if any) shall be subjected to the approval of the appointed contract administrator/Parliament.

C. OTHER SPECIFIC DELIVERABLES

- xxi. Include network access to the machines to enable technical support from remote.
- xxii. The Contractor shall respond immediately to calls by Parliament Security on the report of any X-ray Baggage Scanner and Walk through Metal Detector malfunction or inoperability without additional charge during the contract period.
- xxiii. The Contractor shall not make any changes to remove any parts or alterations to the existing software program, computer components, mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without prior consent of Parliament.
- xxiv. The contractor shall be required to provide maintenance records which shall include repair works performed, preventive maintenance activity,



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spare parts utilized and any modifications to the equipment, whether charged to Parliament or not, and/or any emergency call.

Description of X-ray baggage scanner and Walk through Metal detectors

S/No	Description	Qty	Location
1	Techik Baggage Scanner	3	Ministerial lounge, Main entrance, Rear entrance door
2	High Sensitivity Temperature Measuring Walkthrough Metal Detector	4	Ministerial lounge, Main entrance, Rear entrance door and at the Main Gate