



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

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REQUEST FOR QUOTATION

Procurement Reference Number: **POM/RFQ/PDU/3/CHA LIGHTS/2024/25/G/084**

To:

.....

..... Date: **1st November, 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 maintenance services for chamber light at Parliament*
- 2) Services are to commence by: **7 days** from the date of order.
- 3) Services are to be completed by: **10 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 7th November, 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 Acting Chief 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: **The Acting Chief 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) *[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	Provision of maintenance services for chamber light, security etc <i>See attached specifications</i>	Each	1		
TOTAL					

Note: it is mandatory to attach Pictorial sample with clear specifications. You are required to attend mandatory Pre-bid meeting on 5th November, 2024, at 10:00 hours.

Authorised By:

Signature _____ Name: _____
:

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

Authorised for and on behalf of:

Company: _____

Below are the Technical Specifications of required materials for new installation and maintenance of existing security lights;

1. 200 watts LED flood lights, Lumens:18000Lm, beam angle: 120°C for worn out existing security lights and new installation at the chamber plant cage,
..... quantity= 35
2. Replacing of Chamber 26 watts twin compact lights with compatible led bulbs,
Quantity = 346 bulbs (173 twin fittings)
3. LED T120 bulbs for street lights,
Input Voltage:220-240V ac,50Hz
Beam angle: 200'D

Power: 36 Watts
On/Off: more than 15000
Life Span: 30,000 hours
Ra: more than 80
Color of LED: 4000-6500K day white
Quantity= 400

4. MCB type Time Switch-quartz, with supply failure reserve 200 hours after being connected for 120hours attachd' **more specs & pictures**
.....Quantity=2
5. 1.5mm cable coil for control circuit, quantity= 1 coil
6. Any associated welding materials for mounting lights and cabling at the plant cage

Summary:

Inside the building we have the number of lights and their types

- 4 feet Triple tube fittings 51 = Quantity 153, 4ft LED tubes
- 4 feet Double tube fittings 463 = Quantity 926, 4ft LED tubes
- 4 feet Single tube fittings 11 = Quantity 11, 4 Ft LED tubes
- 4 Chandeliers that carry 6 watts ES bulbs 10 each = Quantity 40 ES LED bulbs
- 6 watts SES = Quantity 112 bulbs
- 26 watts Compact twin bulb fittings 329 = Quantity 26 watts compact bulbs 658
- 13 watts Compact single bulb fittings 1300 = Quantity 13 watts compact bulbs 1300
- 200 watts UFO type high bay LED Floodlight = Quantity 16
- 200 watts outdoor Floodlight = Quantity 60
- 100 watts outdoor Floodlight = Quantity 30
- 18 watts LED surface mount light for toilets = Quantity 174 (toilets, balcony's, stair case)
- 9 watts LED ES bulbs = Quantity 120
- 36 watts Globe LED bulb = Quantity 400 (to replace in road lights 23 watts cfl type)