

**NATIONAL CONSTRUCTION INDUSTRY COUNCIL  
PRIVATE BAG A146  
LILONGWE**

**REQUEST FOR QUOTATIONS (FOR WORKS)**

**Procurement Number: P/WORKS/FENCE/24/25**

To: .....  
.....  
.....

Date: 18/09/2024

The Procuring Entity named above invites you to submit your quotation for carrying out the works 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 Works and Location**

***-MAINTANANCE OF WALL FENCE FOR NCIC HEAD OFFICE***

- 2) Works are to commence by: **7days** from the date of order.
- 3) Works to be completed by: **4 weeks** from the date of order.
- 4) Quotations must be valid for **30 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) Quotations must be received, in sealed envelopes no later than: **10:00 AM on 25<sup>th</sup> September 2024.**
- 7) Quotations must be returned to: **The IPDC Chairperson**

**National Construction Industry Council  
P/Bag A146  
Lilongwe 3**

The attached Activity Schedule Admeasurement (for contracts where payment is based on measured works) 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.

- 8) 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: **18<sup>th</sup> September 2024**

Name: **Eng. Gerald T. Khonje**

Title/Position: **Chief Executive Officer**

For and on behalf of the Procuring Entity

# National Construction Industry Council

**Procurement Number: P/WORKS/FENCE/24/25.**

*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 within .....days/weeks/months from date of Purchase Order.
- 3) Works will 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 attach the following documents:
  - (i) Section C of the Request for Quotations completed and signed.
  - (ii) A copy of updated Trading Licence from the registrar of companies
  - (iii) A copy of updated Annual Tax Clearance Certificate.(for the last financial year)
  - (iv) Copies of Registration Certificate of NCIC
  - (v) Copy of Certificate of PPDA
  - (vi) Experience of a firm in related works performed (copies of contracts, LPO/ or completion certificates of three similar works executed before)
- 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.

### **Quotation Authorisation:**

Signed:.....Date: .....

Name: ..... Title/Position: .....

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

.....  
**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.**

# National Construction Industry Council

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

**For Contracts where Payment is to be based on Quantities of Work actually performed  
at the unit rates quoted**

Item No.	Description of Work	Unit of Measure	Estimated Quantity	Unit Price in Kwacha	Total Price in Kwacha
1	<i>MAINTANANCE OF WALL FENCE FOR NCIC HEAD OFFICE</i>	Each	1		
	See attached BOQ for detailed works				
<b>Total Estimated Price</b>					

The following attachments are appended to clarify the Description of Work:  
[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: \_\_\_\_\_

# National Construction Industry Council

Procurement Number: P/WORKS/FENCE/24/25.

## *BOQ FOR THE MAINTANANCE OF WALL FENCE FOR NCIC HEAD OFFICE*

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>PRELIMINARIES</u></b>				
A	Allow a provisional sum for all preliminary, site mobilisation and enabling works		item		
	<b><u>DEMOLISION</u></b>				
B	Demolish and properly dispose two courses of the existing brickwork fence to level and make good to brick surface for construction of new additional courses	1	m <sup>2</sup>		-
	<b><u>BRICKWORK</u></b>				
	<u>Common bricks, bedded and jointed in cement mortar (1:4)</u>				
C	115mm thick wall in stretcher bond, reinforced with one layer of "Brickforce" reinforcement every fourth course	9	m <sup>2</sup>		-
D	230 x 115mm thick attached pier	2	m		-
	<b><u>DEMOBILISATION</u></b>				
E	Allow a provisional sum for demobilisation, cleaning and making good to the works after completion		item		
<b>Sub-Total</b>					-
Add VAT				16.50%	-
<b>TOTAL CONTRACT SUM</b>					-