

NATIONAL CONSTRUCTION INDUSTRY COUNCIL
PRIVATE BAG A146
LILONGWE

REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: NCIC/P/WORKS/02/24/25

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

Date: 14/01/2025

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

LOT 1 - Maintenance of Finance Director's Office

LOT 2 - Maintenance of Classroom-Replacing Windows

- 2) Works are to commence by: **7 days** 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 22nd January 2025.**
- 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: 

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

Title/Position: **Chief Executive Officer**

For and on behalf of the Procuring Entity

Name of Procuring Entity

Procurement Number: NCIC/P/WORKS/02/24/25

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 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) 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 current financial year)
 - (iv) Copies of Registration Certificate of NCIC and 100 million category.
 - (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)
 - (vii) Proof of financial capacity provide bank statements for the three months of October, November and December / letter of credit from the bank for 50 million kwacha.
 - (viii) Experience and Qualification of the main Contractor should have a bachelor's degree in civil engineering with 5 years of working experience.
- 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.

Name of Procuring Entity

Procurement Number: NCIC/P/WORKS/02/24/25

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

BOQ is attached to this RFQ Document.

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

1. BOQ for Maintenance of Finance Director's Office.
2. BOQ for Maintenance of Classroom-Windows Replacement.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

DEMOLITIONS		QTY	UNIT	RATE	AMOUNT
<u>All the materials such as window frames, doors and door frames, and ceiling boards, electric appliances and fittings removed from the building should be handed over to client for safe keeping or reuse.</u>					
<u>WALLS</u>					
A	Hackoff existing plaster from brick wall, make good the surfaces ready to receive new plaster.	17	m ²		
B	Demorish 230mm thick brick wall to create window opening. Make good the opening ready to receive new window.	1	m ²		
<u>FLOORS</u>					
C	Hackoff existing floor tiles, make good the surface ready to receive new floor tiles.	16	m ²		
<u>CEILINGS</u>					
D	Take down existing ceiling boards, cornices, and make good existing brandering ready to receive nulite ceiling boards	16	m ²		
<u>WINDOWS AND DOORS</u>					
E	Remove Flush door complete with door frame and make good the opening ready for brickup on one opening	2	No		
F	Remove steel grill door and make good the surfaces.	1	No		
G	Remove Window frame complete with glass panes, make good the opening ready to receive new window.	1	No		
<u>ELECTRIC FITTINGS</u>					
H	Dismantle 1No air conditioner and associated wires and fittings, and 1No. light fitting, switches, sockets, and associated wires. Handover to client to keep safe for reuse		Item		
To Summary				K	

<u>WALLS</u>		QTY	UNIT	RATE	AMOUNT
<u>BLOCKWORK</u>					
<u>Cement Sand Hollow Blocks wall</u>					
A	200mm Thick block wall in stretcher bond, in 10mm morta joint, reinforced with one layer of "Brickforce" reinforcement every second course	1	m ²		

		To Summary			K
WINDOWS AND DOORS					
		QTY	UNIT	RATE	AMOUNT
<u>Aluminium glazed windows</u>					
Aluminium windows and doors shall conform to BS 4873 powder coated 40mm section profiles with 2.0mm nominal thickness and glazed with 6mm laminated glass and water and duat protective gaskets snapped into extended profiles and joined together with anti-rust steel self tapping screws complete with 30 x 15mm steel subframe, weather strip, joint sealants, Leaf hinged door with all necessary ironmongery.					
A	1500 x 1200mm High overall size one-panel window with 2No. Slidding panes, glazed with and including 6.38mm obscure mirror reflecting glass, complete with ironmongery to slid opening panes	1	No		
B	1400 x 1600mm High overall size one-panel window with 2No. Slidding panes, glazed with and including 6.38mm obscure mirror reflecting glass, complete with ironmongery to slid opening panes	1	No		
<u>Aluminium glazed door</u>					
C	900 x 2100mm High overall size door with 2No. fixed panes, glazed with and including 6.38mm obscure mirror reflecting glass, complete with all necessary accessories.	1	No		

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To Summary

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<u>IRONMONGERY</u>		QTY	UNIT	RATE	AMOUNT
<u>Doors</u>					
A	"Union CZ682-24-95CH" 2 lever lockset and furniture set	1	No		
B	set of Union Door handles	1	No		
C	Door stop in floor (Ref AL 8731 AS)	1	No		

WALL FINISHES		QTY	UNIT	RATE	AMOUNT
<u>INTERNAL PLASTER</u>					
<u>15mm Rendering (1:4) cement and sand, finished with finished with a final coat of lime putty, steel trowelled on</u>					
A	Brick/concrete walls	17	m ²		
<u>PAINTING</u>					
<u>Prepare and apply fresh plaster primer and two coats of "Plascon" paint on</u>					
B	Rendered walls	44	m ²		
<u>EXTERNAL</u>					
<u>BRICK/BLOCKWORK</u>					
<u>15mm Rendering (1:4) cement and sand, finished with wood float-spongy finish on</u>					
C	Brick/block walls	2	m ²		
<u>Extra-over work</u>					
D	Design on flesh cement-sand plasterwork, standard sized brick wall finish in stretcher bond, pointed finish, in red-oxide finish to match existing brick wall	2	m ²		
<u>PAINTING AND DECORATING</u>					
<u>Prepare and apply acrylic brick sealer on</u>					
E	Crafted rendered wall	2	m ²		
To Summary				K	

FLOOR FINISHES		QTY	UNIT	RATE	AMOUNT
<u>TILING</u>					
A	6 x 600 x 600mm Porcelain non-slippery floor tiles, laid to manufacturer's specification to concrete floor	16	m ²		
B	white PVC edge trim on tiled skirting	16	m ¹		
<u>SKIRTING</u>					
C	6 x 100mm high porcelain skirting bedded, jointed and pointed in cement mortar (1:3) to plastered wall/screeded floor, complete with PVC trim to top and corner of skirting	16	m ¹		

To Summary		K			
<u>CEILING FINISHES</u>		QTY	UNIT	RATE	AMOUNT
<u>CARPENTRY</u>					
<u>Panelling</u>					
A	6 mm Nulite ceiling boards, smooth POP finish, fixed to existing timber branderling with joints, at 600mm centres both ways, hanging from soffit of truss,		m ²		
B	Extra over nulite ceiling for 600 x 600mm access panel, include trimming opening with 50 x 50mm frame and 25 x 60mm architrave		No		
<u>JOINERY</u>					
<u>Battens</u>					
C	75 x 75mm PVC cornice, fixed to Nulite ceiling boards and rendered brick wall	17	m ¹		
<u>PAINTING AND DECORATING</u>					
<u>Prepare and apply one water thinned coat and two coats of internal quality PVA paint on</u>					
D	Nulite ceiling board and cornice	16	m ²		

		To Summary		K	
<u>ELECTRIC INSTALLATION</u>					
		QTY	UNIT	RATE	AMOUNT
A	Repalce air conditioner with all associated electric fittings and wiring.		No.		
B	Replace light fittings, sockets, and all associated wires and accessories		Item		

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MAIN STRUCTURE-COORIDOR		
ADD: NCIC Levy (1%)		
ADD: VAT 16.5%		
TOTAL IN MALAWI KWACHA		K

<u>DISMANTLING AND DEMOLITIONS</u>		QTY	UNIT	RATE	AMOUNT
<p><u>All the materials such as window frames, doors and door frames, and ceiling boards, electric appliances and fittings removed and/or dismantled from the building should be handed over to client for safe keeping or reuse.</u></p>					
<p><u>WINDOWS AND DOORS</u></p>					
E	Remove Flush door complete with door frame and steel grill, make good the opening ready to receive aluminium door	1	No		
F	Remove 1500mm x 1500mm size high level timber window frames complete with glass panes, make good the opening ready to receive aluminium windows	5	No		
F	Remove 1500mm x 2100mm high timber window frames complete with glass panes, make good the opening ready to receive aluminium windows	5	No		
<p><u>ELECTRIC FITTINGS</u></p>					
H	Dismantle 1No air conditioner and associated trankings, wires and fittings, and light fitting, switches, sockets, and associated wires. Handover to client to keep safe for reuse		Item		

		To Summary		K	
<u>ROOF</u>		QTY	UNIT	RATE	AMOUNT
<u>PAINING AND DECORATING</u>					
<u>Clean up surfaces of IBR roof sheetings, prepare, and apply one undercoat and two finishing coats of "Plascon" roof paint on:</u>					
A	Existing IBR roof sheeting	63	m ²		
<u>Prepare, knot, stop, prime and apply one undercoat and two finishing coats of "Plascon" full gloss enamel on</u>					
B	Nulite fascia/barge board	10	m ²		

				To Summary		K	
<u>WINDOWS AND DOORS</u>				QTY	UNIT	RATE	AMOUNT
<u>Aluminium glazed windows</u>							
Aluminium windows and doors shall conform to BS 4873 powder coated 40mm section profiles with 2.0mm nominal thickness and glazed with 6mm laminated glass and water and duat protective gaskets snapped into extended profiles and joined together with anti-rust steel self tapping screws complete with 30 x 15mm steel subframe, weather strip, joint sealants, Leaf hinged door with all necessary ironmongery.							
A	1500 x 2100mm High overall size one-panel window with 4No. Top hung opening panes, and 2No. Fixed panes, glazed with and including 6.38mm obscure mirror reflecting glass, complete with ironmongery to opening panes (<i>refer to existing windows</i>)	5	No				
B	1500 x 1500mm High overall size one-panel window with 4No. Top hung opening panes, glazed with and including 6.38mm obscure mirror reflecting glass, complete with ironmongery to opening panes (<i>refer to existing windows</i>)	5	No				
<u>Aluminium glazed doors</u>							
C	900 x 2100mm High overall size glazed door, complete with door frame with 2No Fixed panes, glazed with and including 6.38mm obscure mirror reflecting glass, complete with set of hinges (<i>refer to existing doors</i>)	1	No				

IRONMONGERY		QTY	UNIT	RATE	AMOUNT
	<u>Doors</u>				
A	"Union CZ682-24-95CH" 2 lever lockset and furniture set	1	No		
B	Overhead door closure	1	No		
C	Door stop in floor (Ref AL 8731 AS)	1	No		

WALL FINISHES		QTY	UNIT	RATE	AMOUNT
<u>INTERNAL PAINTING</u>					
<u>Clean up surfaces of existing paints. Prepare and apply two coats of "Plascon" paint on</u>					
C	Existing rendered and painted walls	80	m ²		
<u>EXTERNAL PAINTING</u>					
<u>Prepare and apply acrylic brick sealer on</u>					
C	Existing brick wall	68	m ²		
<u>Prepare and apply two coats of "Marmoran" black bituminous paint on</u>					
D	existing rendered walls of foundation	11	m ²		

To Summary		K	
<u>CEILING FINISHES</u>			
	QTY	UNIT	AMOUNT
<p><u>PLASTERING</u></p> <p>B Clean up surfaces of existing ceilings, prepare and apply smooth POP to existing surfaces, finish with steel trowel.</p>	168	m ²	

		To Summary		K	
<u>ELECTRIC INSTALLATION</u>					
		QTY	UNIT	RATE	AMOUNT
A	Repalce air conditioner with all associated electRICT fittings and wiring.	2	No.		
B	Replace light fittings, sockets, and all associated trankings, wires and accessories		Item		
C	Supply and install self-recoiling overhang projector screen	1	No.		

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<u>DISMANTLING AND DEMOLITIONS</u>		QTY	UNIT	RATE	AMOUNT
<p><u>All the materials such as window frames, doors and door frames, and ceiling boards, electric appliances and fittings removed and/or dismantled from the building should be handed over to client for safe keeping or reuse.</u></p>					
<p><u>WINDOWS AND DOORS</u></p>					
E	Remove Flush door complete with door frame and steel grill, make good the opening ready to receive aluminium door	1	No		
F	Remove 1500mm x 1500mm size high level timber window frames complete with glass panes, make good the opening ready to receive aluminium windows	5	No		
F	Remove 1500mm x 2100mm high timber window frames complete with glass panes, make good the opening ready to receive aluminium windows	5	No		
<p><u>ELECTRIC FITTINGS</u></p>					
H	Dismantle 1No air conditioner and associated tranckings, wires and fittings, and light fitting, switches, sockets, and associated wires. Handover to client to keep safe for reuse		Item		

		To Summary		K	
ROOF		QTY	UNIT	RATE	AMOUNT
<u>PAINTING AND DECORATING</u>					
<u>Clean up surfaces of IBR roof sheetings, prepare, and apply one undercoat and two finishing coats of "Plascon" roof paint on:</u>					
A	Existing IBR roof sheeting	63	m ²		
<u>Prepare, knot, stop, prime and apply one undercoat and two finishing coats of "Plascon" full gloss enamel on</u>					
B	Nulite fascia/barge board	7	m ²		

To Summary				K	
<u>WINDOWS AND DOORS</u>		QTY	UNIT	RATE	AMOUNT
<u>Aluminium glazed windows</u>					
Aluminium windows and doors shall conform to BS 4873 powder coated 40mm section profiles with 2.0mm nominal thickness and glazed with 6mm laminated glass and water and duat protective gaskets snapped into extended profiles and joined together with anti-rust steel self tapping screws complete with 30 x 15mm steel subframe, weather strip, joint sealants, Leaf hinged door with all necessary ironmongery.					
A	1500 x 2100mm High overall size one-panel window with 4No. Top hung opening panes, and 2No. Fixed panes, glazed with and including 6.38mm obscure mirror reflecting glass, complete with ironmongery to opening panes (<i>refer to existing windows</i>)	5	No		
B	1500 x 1500mm High overall size one-panel window with 4No. Top hung opening panes, glazed with and including 6.38mm obscure mirror reflecting glass, complete with ironmongery to opening panes (<i>refer to existing windows</i>)	5	No		
<u>Aluminium glazed doors</u>					
C	900 x 2100mm High overall size glazed door, complete with door frame with 2No Fixed panes, glazed with and including 6.38mm obscure mirror reflecting glass, complete with set of hinges (<i>refer to existing doors</i>)	1	No		

<u>IRONMONGERY</u>		QTY	UNIT	RATE	AMOUNT
<u>Doors</u>					
A	"Union CZ682-24-95CH" 2 lever lockset and furniture set	1	No		
B	Overhead door closure	1	No		
C	Door stop in floor (Ref AL 8731 AS)	1	No		

WALL FINISHES		QTY	UNIT	RATE	AMOUNT
<u>INTERNAL PAINTING</u>					
<u>Clean up surfaces of existing paints. Prepare and apply two coats of "Plascon" paint on</u>					
C	Existing rendered and painted walls	80	m ²		
<u>EXTERNAL PAINTING</u>					
<u>Prepare and apply acrylic brick sealer on</u>					
C	Existing brick wall	43	m ²		
<u>Prepare and apply two coats of "Marmoran" black bituminous paint on</u>					
D	existing rendered walls of foundation	11	m ²		

To Summary				K	
<u>CEILING FINISHES</u>		QTY	UNIT	RATE	AMOUNT
<u>PLASTERING</u>					
B	Clean up surfaces of existing ceilings, prepare and apply smooth POP to existing surfaces, finish with steel trowel.	168	m ²		

		To Summary			K
<u>ELECTRIC INSTALLATION</u>					
		QTY	UNIT	RATE	AMOUNT
A	Repalce air conditioner with all associated electRICT fittings and wiring.	2	No.		
B	Replace light fittings, sockets, and all associated trankings, wires and accessories		Item		
C	Supply and install self-recoiling overhang projector screen	1	No.		

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PRELIMINARIES

CLASSROOM 1

CLASSROOM 2

ADD: NCIC Levy (1%)

ADD: VAT 16.5%

TOTAL IN MALAWI KWACHA

K