



## REQUEST FOR QUOTATIONS (FOR WORKS)

**Procurement Number: MPS/KAMWA/FARM/2025/26/1**

To: .....

.....

.....

**Date: 11/12/2025**

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: CONSTRUCTION OF WAREHOUSE AT KAMWANJIWA PRISON IN MZIMBA**

*{Brief Description of the Works, including location. Insert if necessary Drawings and/or Specifications as Attachment to the RFQ}* Drawings to be given at Prison Headquarters OR Call 0996627116 for the map

- 2) Works are to commence by: **1 Week** from the date of order.
- 3) Works to be completed by: **10 Weeks** from the date of order.
- 4) Quotations must be valid for: **90 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 **15/12/2025**.
- 7) Quotations must be returned to:  
**The IPC Chairman,**  
**Prison Headquarters, Private Bag A28,**  
**Lilongwe.**
- 8) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) *{delete as appropriate}* 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.
- 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.



## **REQUEST FOR QUOTATIONS (FOR WORKS)**

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

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

For and on behalf of the Procuring Entity

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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) 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 our Trading Licence
  - (iii) A copy of our Annual Tax Clearance Certificate (for last financial year)
  - (iv) A valid NICC
  - (v) A list of recent Government contracts performed from **2023-2024**
  - (vi) Valid PPDA Certificate
- 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): .....

.....

Registered Address:

.....

.....

.....

**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: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

### BOQ FOR FARMS WAREHOUSE

	QTY	UNIT	RATE	AMOUNT
<b><u>PRELIMINARIES</u></b>				
-				
Site Clearance	324	M2		
Removal and disposal of topsoil	324	M2		
Setting out	1	item		
Access and working space preparation	1	item		
Temporary Utilities and Huts	1	item		
-				
<b><u>SUBSTRUCTURE</u></b>				
<b>Excavation</b>				
Excavation of trench for strip footings: width 600mm, depth 0-1m	48	M3		
Excavate pit for CHS column footings, length 1m x width 1m, depth 0 -1m.	7.68	M3		
<b>Filling and Compaction</b>				
Selected earth filling, deposited, spread and compacted in 150mm layers around foundations	11	M3		
Hardcore filling well compacted and rolled, 150mm thick (passing 50 mm ring all ways)	292	M2		
Ant treatment : saturated surface of hardcore and top of brick wall with approved ant repellant	300	M2		
Sand blinding, 50mm thick, laid on compacted hardcore to receive damp-proof membrane	292	M2		
<b>Damp proofing and protection</b>				
500 Gauge polythene damp proof membrane	292	M2		
weltd and lapped 150mm at joints ,				

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laid on sand blinding				
<b><u>CONCRETE WORK</u></b>				
<b>Strip Footings</b>				
Reinforced in-situ concrete C20, 600mm wide x 75mm thick	3.6	M3		
<b>Column Pad Footings (CHS Columns)</b>				
Reinforced concrete pad footing for CHS columns:	7.68	M3		
C25 concrete, 1m x 1m x 1m including				
reinforcement cage, anchor bolts/ embed plates for CHS base.				
<b>Slab on Grade</b>				
100mm Thick reinforced horizontal bed, C25, laid in bays generally	300	M2		
25 square metres, including formwork to construction joints,				
reinforcement mesh A98				
<b>Sawn formwork</b>				
Sides of columns	19.2	M2		
Edge of slab	80	M		
<b>Reinforcement (provisional)</b>				
8mm	88	Kgs		
10mm	1950	Kgs		
12mm	1950	Kgs		
16mm	128	Kgs		
<b><u>FLOOR FINISHES</u></b>				
Supply and apply 1:4 cement: sand mix 30mm thick finished to a	292	M2		
smooth trowel finish				
<b><u>WALLING</u></b>				
<b>Foundation Brick Walling</b>				
Burnt bricks, 225 X 112.5 X 75 mm, laid in stretcher bond	80	M2		
with 1:4 cement mortar, reinforced with one layer of brickforce				
every fourth course				
<b>Damp proof course</b>				
Provide and lay DPC strip under brick walling using a 500 gauge	80	M		

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polythene felt, with 150mm laps and fully sealed joints				
<b>External Steel and office Cladding</b>				
Supply and fix 0.5 mm thick IBR-profile galvanised steel wall	291	M2		
cladding , vertically fixed to steel wall girts with approved				
self-drilling screws, including corner flashings, drip trims and				
Accessories				
<b>STRUCTURAL STEEL FRAMING</b>				
<b>Steel Columns</b>				
Provide and erect Circular Hollow Section(CHS) steel columns	16	M		
100 mm diameter x 5mm thickness, grade S275, bolted onto				
the concrete footing (including welded fixing cleats				
for wall girts, alignment, plumbing and all necessary welding).				
<b>Wall Girts</b>				
Supply and fix horizontal steel girts (C-section ) to welded	536	M		
cleats on CHS columns at 1m spacing				
<b>Eaves Members and Bracing</b>				
Provide and fix steel eaves bracing: diagonal rods between	198	M		
columns and roof structure including gusset plates and				
Alignment				
Provide, fabricate and fix Square section steel (50 x 200 x 5 mm	80	M		
Steel wall thickness) eaves beam positioned at the top of CHS				
columns				
<b>Roof Trusses (10 m span)</b>				
Provide, fabricate and erect steel roof trusses, 2m apart	16	No.		
(includes cutting, drilling, welding, bolting, truss bearing seats				
for 100mm CHS columns, lateral bracing at eaves, alignment and				
two-coats anti-corrosion paint) with:				
Top chord: 75mm x 5mm wall thickness Square section,				
grade S275				
Bottom chord: 75mm x 5mm wall thickness Square section, grade				
S275				
Web members: 50X50X5mm angle iron, grade S275				
<b>Roof Purlins</b>				

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Supply and fix steel roof purlins (C-section) to trusses at 1.5m spacing for roofing sheets, including bolts and washers	240	M		
<b>ROOFING</b>				
Supply and fix 0.5 mm thick pre-painted galvanised IBR steel roof sheets (including cutting laps, ridge and hip capping, fasteners and washers.	337	M2		
Sheets to be fixed to steel roof purlins with self-drilling screws and washers true to alignment, level and pitch. Include all accessories, flashings and edge trims)				
<b>WALL OPENINGS</b>				
<b>Louvers</b>				
Supply, deliver and fix aluminium blade ventilation louvers, (size 600 x 900)	14	No		
complete with galvanised steel frame, insect/birds mesh, and weather resistant blades, installed on sides of metal cladding				
<b>Timber Doors</b>				
Supply and install standard size external solid timber door to metal sheet including appropriate steel angle frame and all associated iron monger	1	No		
Supply and install a double door to metal sheet wall including appropriate steel angle frame and all associated iron mongery	1	No		
<b>12 Glass Window</b>				
Supply and fix 12 glass window frame to metal sheet wall including all associated glazing	2	No		

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Electrical Works (Provisional sum)	1	item		
Landscaping (provisional sum)	1	item		
<b>GOVERNMENT OBLIGATION</b>				
Add 1% CIRA Levy				
Add 16.5% VAT				
<b>Total Lump Sum Price</b>				

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

*[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: \_\_\_\_\_

## 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



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				<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: \_\_\_\_\_