



REQUEST FOR QUOTATIONS (WORKS)

**Procurement Number:
CZDC/W/DDF/NAMADZI RESTHOUSE /001/2024**

.....

..... Date: 30th August 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.

- 1) **Description of Works and Location: Rehabilitation of Namadzi Resthouse at Namadzi under DDF.**
- 2) Works are to commence by: **14 days** from the date of order.
- 3) Works to be completed by: **120 days** 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: **14:00PM on 06th September 2024**
- 7) Quotations must be returned to: **The Procurement Unit, Chiradzulu P/Bag 1.**
- 8) The attached Activity Schedule for **lump sum contracts** 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.

Signed:Name: **Haleema Binali**

Position: **District Procurement Officer**

For and on behalf of the Procuring Entity



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CZDC/W/DDF/NAMADZI RESTHOUSE /001/2024

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 our Trading Licence
 - (iii) A copy of our Annual Tax Clearance Certificate
 - (iv) NCIC Certificates (Buildings works 100 million Category)
 - (v) PPDA Certificates
 - (vi) Chiradzulu DC construction trading licence
 - (vii) Health, safety and Environmental compliance policy
 - (viii) Environmental ,Safety management plan
 - (ix) Detailed Work Plan (120 Days)
 - (x) Environmental and Social Performance Declaration
 - (xi) Filled Code of Conduct for Contractor's Personnel
 - (xii) Experience as prime contractor in the construction of similar works of a nature and complexity equivalent to the Works Evidence: Completion Certificates showing 100% Completion or above. Payment voucher and completion 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:



REQUEST FOR QUOTATIONS (WORKS)

**Procurement Number:
CZDC/W/DDF/NAMADZI RESTHOUSE /001/2024**

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.

SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

SUMMARY FOR THE REHABILITATION OF NAMADZI REST HOUSE

	Description	Qty	Unit Cost	Grand Total
1	Preliminary & General	1		
2	Resthouse	1		
3	Kitchen	1		
4	Brickfence	1		
	SUMMARY			
A	ADD: Contingency Sum	%	5.00	
B	Value Added Tax	%	16.50	
C	N.C.I.C	%	1.00	
D	PPDA	%	1.00	
	GRAND TOTAL			

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

Item	PRELIMINARIES	Unit	Qty	rate (MK)	AMOUNT (mk)
	<u>General</u>	-	-		
	<u>Description of Works</u>	-	-		
A	The works comprises the Construction of brickfence, kitchen, tiles provision, ceiling maintenance, painting walls and roof				
	<u>PRELIMINARIES</u>				
	<u>ITEMS FOR CONVENIENCE IN PRICING</u>	-	-		
	<u>Plant</u>	-	-		
A	Provide for all plant necessary for the proper execution of the Works comprising:-				
	(ii) Non-mechanical plant, tools, equipment and the like.	LS	1		

	<u>Safety, Health and Welfare of Workpeople</u>	-	-
B	Signage	LS	4
C	PPE	LS	14
D	First Aid Kits	LS	1
E	Solid waste bins	LS	2
F	Sensitization meetings	LS	2
G	Tree plantings	LS	100
	<u>Notice Board</u>	-	-
H	The Contractor shall provide, erect, paint, letter as required and maintain, in a position approved by the Project Manager, a notice board, size 2.75 x 5.80 metres overall. The wording permitted on the notice board shall be only that which is specifically authorized by the Project Manager. No other boards or signs, other than those bearing warnings, shall be allowed on or adjacent to the site unless authorised by the Architect/Supervising Officer. All signs and notice boards shall be removed and disturbed areas made good upon completion of the works.	no	1
	<u>Temporary hoardings and gantries</u>	-	-
J	Provide, erect and maintain such temporary fencing, hoardings	LS	1
	<u>Water for the Works</u>	-	-
L	The Contractor shall provide clean, fresh water, free from chemical or organic impurities or other deleterious matter, for use on the Works, including that required by Sub-contractors, pay all charges in connection therewith, provide all temporary storage, plumbing services, connections and the like and clear away and make good upon completion of the Works.	LS	1

PLELIMINARY & GENERAL TO MAIN SUMMARY					
Item	Description	Qty	Unit	Rate	Amount
	WALL FINISHES				
	<u>INTERNAL TILER</u>				
D	150X150mm tiles on plastered wall	M ²	33.75		
	<u>PAINTING AND DECORATING INTERNAL</u>				
	<u>Prepare and apply one water thinned coat and two coats of wash 'n' wear according to specification</u>				
G	Rendered wall	M ²	462.00		
H	Ditto, narrow widths	M	90.00		
	<u>EXTERNAL</u>				
I	<u>Prepare and apply brick sealer on brickwork</u>	M ²	50.00		
Wall finishes to Summary					
	<u>WINDOWS AND DOORS</u>				
	<u>Metal Work</u>				
B	Standard metal door frame, size 900 x 2100mm overall, suitable for one block wall	No	2		
	<u>Doors</u>				
E	Framed, ledged and battened doors shall be constructed, having 45 x 120mm stiles grooved, morticed, tenoned and glued together, clad one side with 45 x 95mm tongued and grooved "V" jointed boarding				

F	813 x 2032mm High framed, ledged and battened door <u>Interior standard flush door</u>	No	3		
I	813 x 2032mm High flush door <u>Window frames</u> <u>Standard mild steel horizontal bar windows with lugs welded all opening lights, complete with ironmongery, including projecting hinges and whole to be treated at works with one coat red oxide primer, built into brick work.</u>	No	4		
C	Window type W3, (size 600 x 654mm high) <u>GLAZING</u> Clear sheet glass 4mm Glass, fixed to metal with mastic putty, in panes, 0.10 to 0.50m2	No	1		
D	<u>PAINTING AND DECORATING</u> <u>Prepare, prime and apply one undercoat and two finishing coats of full gloss enamel on</u>	m2	30		
H	Metal door frames	m2	49.14		
I	Metal window frames <u>Prepare, knot, stop, prime and apply two coats of Woodguard Double Life Varnish on</u>	m2	36		
J	Timber general surfaces	m2	20		
Windows and Doors to Summary					
IRONMONGERY SUPPLY AND FIX Unless otherwise stated, fixing is to timber					

	<u>Doors</u>				
A	"Yale" 3 lever lockset and furniture set	No	13		
B	Ditto, Night latch	No	13		
C	Pad locks	No	8		
E	3 no steel hinges	No	2		
G	Allow a sum for signage	No	4		
Ironmongery to Summary					
	FLOOR FINISHES				
	Floor tiles Existing cement and sand screed floor to receive tiles	m2	226		
Floor Finishes to Summary					
	<u>CEILING FINISHES</u>				
	<u>CAPENTRY</u>				
	<u>Framing</u>				
	Unless otherwise stated, all timber is treated wrot softwood				
	50 x 50mm Brandering	m	156		
	<u>Joinery</u>				
	6mm Nulite ceiling board to BS 1142 Part 3, butt jointed with chamfered edges, fixed with gavanised clout nails to timber to timber framing.	m2	80		
	Extraover Nulite ceiling board for 600 x 600mm access panel,include trimming opening with 25 x 50mm hardwood				

	lining, 15 x 40mm hardwood architrave and 12mm thick internal quality blockboard loose cover lipped with 12 x 12 mm hardwood strip all round.	No	12		
	<u>Batterns</u> 38 x 38mm Polysterene cornice, once splayed, once rebated fixed to blockwork/concrete	m	62		
	<u>PAINTING AND DECORATING</u> <u>Prepare and apply one thinned coat and two coats of internal quality PVA on</u> Nulite lined ceiling	m2	223.5		
	<u>Prepare, knot stop, prime and apply one undercoat and two finishing coats of full gloss enamel on</u> Polysterene cornice, 0 to 100mm girth	m	102		
	Ceiling Finishes to Summary				
	<u>ROOFING FINISHES</u>				
	<u>PAINTING AND DECORATING</u>				
W	<u>Prepare, knot, stop, prime and apply one under- coat and two finishing coats of full gloss enamel on</u> Timber fascia board	m2	12		
Y	<u>Prepare, prime and apply one undercoat and two finishing coats of full gloss enamel on</u> Iron Sheets	m2	389		
	Roofing finishes to Summary				

	<p>ELECTRIFICATION</p> <p>PRIME COST SUMS</p> <p>Allow a prime cost sum of MK500,000.00 (Five hundred Thousand Kwacha) for Electrical items</p>	No	1		
	Electrification to Summary				
A	<p>PLUMBING WORKS</p> <p>Allow a prime cost sum of MK500,000.00 (Five hundred Thousand Kwacha) for Plumbing works</p>	No	1		
	Sanitary Fittings to Summary				
	EXTERNAL WORKS				
	<u>DISHED DRAIN</u>				
A	675mm girth brick on edge dished drain rendered (15mm thick 1:4 cement and sand) to top surface, laid to falls on and including 50mm thick sand bed and 100mm thick hardcore, include for all excavation and disposal of surplus spoil as required	m	42		
	<u>STEPS AND RAMP (1No.)</u>				
B	230 thick brick wall in stretcher bond and reinforced with one layer of brickforce reinforced ever third course	m2	5		
C	150mm thick gravel Type 1 filling well compacted at 95% and rolled MOD, AASHO				
D	75mm plain in-situ concrete (Class 20N/mm2/20mm2) horizontal bed	m2	4		
	External Works to Summary				

Item	Substructure	Unit	QTY	Rate	K	t
SUMMARY						
A	Windows and Doors					
B	Ironmongery					
C	Wall Finishes					
D	Roofing finishes					
E	Ceiling Finishes					
F	Sanitaary fittings					
G	Plumbing Works					
H	Electrical works					
I	External Works to Summary					
Total Carried to Main Summary						
<u>Substructure</u>						
	<p>- Refer SMM paragraph F19(a). It has been assumed that strip footings, bases, beds and the like within the ground will be poured against natural ground. If formwork is required to such surfaces the Contractor must include for same in his excavation / concrete rates</p>					
	<p>The quantities in this section have been measured using the following key dimensions :-</p> <p>(a) Depth of excavation for trenches - 1000 mm below site strip / reduced level</p> <p>(b) Thickness of concrete foundations - 230 mm</p> <p>Height of foundation brickwork from top of concrete foundation to underside of ground floor slab - 1020 mm</p>					
<u>EXCAVATION</u>						

	<u>Excavation / filling (PROVISIONAL)</u>		
A	Excavate trench from reduced level for strip footings, 0 to 1500mm deep	M ³	13.50
C	Selected earth filling, deposited, spread and compacted in 150 mm layers around foundations	M ³	4.50
	<u>Rock excavation (PROVISIONAL)</u>		
D	Extra over all type of excavation for excavating in rock	M ³	2.00
E	Surplus excavation materials from excavations, transported a distance average 100 linear metres from excavations and deposit in spoil heaps on site	M ³	4.00
	<u>Hard-core filling to pass a 50mm ring all ways</u>		
F	150mm Thick (Consolidated) filling well compacted and rolled	M ²	14.00
	<u>Sand blinding</u>		
A	50mm Bed of sand on hard-core rolled to receive damp proof membrane	M ²	14.00
	<u>Damp proof membrane</u>		
B	125 microns(500 gauge) Polythene damp proof membrane with welted joints, lapped 150mm at joints and laid on blinded hardcore	M ²	14.00
	<u>Ant Treatment</u>		
C	Saturate surface of hard-core and top of brickwork with approved ant repellent	M ²	14.00
	<u>Sundries</u>		

D	- Allow for keeping excavations free from water		
E	Allow for plunking and strutting to sides of excavations		
<u>CONCRETE WORK</u>			
<u>Plain in-situ concrete (Class 14N/mm²/40mm)</u>			
F	- Strip footings	M ³	3.86
<u>Reinforced in-situ concrete (Class 21/mm² x 20mm)</u>			
H	100mm Thick horizontal bed , laid in bays generally 30 square metres including formwork to construction joints	M ²	14.00
<u>Reinforcement (Provisional)</u>			
I	- Hard drawn mild steel fabric reinforcement (Ref A142), weighing 2.22 Kg/m ² in beds	M ²	14.00
<u>Sawn formwork</u>			
<u>Wrot form work</u>			
J	- Edge of slab, 100 to 200 mm wide	M ¹	32.00
<u>BRICKWORK(PROVISIONAL)</u>			
<u>Load bearing Precast sand and cement Briks bedded and jointed in cement mortar (1:4)</u>			
A	- 230mm brickwall in English bond reinforced with one layer of "Brickforce" reinforcement every fourth course	M ²	7.20

	To Summary				
Item	Roof	Unit	QTY	Rate	K t
	<u>ROOF</u> <u>ROOFING</u> <u>"IBR" cladding</u>				
A	0.55 mm (24 Gauge) "Chromadek" IBR profile prefinished steel cladding, laid with one flute side laps and 300 mm minimum end laps, fixed to metal purlins with and including 75 mm long drive screws (purlins generally at 1140 mm centres) and side laps with 6 x 25 mm sheet bolts at 600 mm centres. All fixings to be complete with bitumen and flat galvanised steel washers	M ²	224.00		
	<u>Flashing</u> Flashing shall be 0.55 mm (24 Gauge) galvanised steel sheet, bent to required shape, fixed as required and shall include all labours, nails, clips wedges and laps and joints in the running length				
B	Ridge flashing, 450 mm girth, once bent, dressed to ribs of roofing and fixed to timber	M ¹	20.00		
C	Ridge closure, 450 mm girth, once bent, dressed to ribs of roofing and fixed to timber	m	77.00		
	<u>CARPENTRY</u> <u>Framing</u>				
	- Treated sawn softwood				
E	- 15 x 230mm Nutec Fascia/ Barge Board	M ¹	18.00		

F	50 x 100 mm wall plate	M ¹	18.00		
G	50 x 75 mm Purlin	M ¹	25.00		
H	50 x 150 mm Rafter	M ¹	20.00		
	<u>METALWORK</u>				
	<u>Sundries</u>				
A	No. 8 guage galvanised wire tie 1650 mm girth, bent and spiked to timber and built into brickwork	No.	5.00		
	To Summary				
Item	External and Internal Walls	Unit	QTY	Rate	K t
	<u>CONCRETE WORK</u>				
	<u>Reinforcement (PROVISIONAL)</u>				
C	Concrete work of 12mm diameter deformed high yield mild steel rod reinforcement, 8mm diameter, ditto	M ³	1.26		
	<u>BRICKWORK</u>				
E	150mm filled hollow blockwall reinforced with brickforce reinforcement every fourth course	M ²	40.50		
	<u>Damp proof course</u>				
G	3 Ply "Malthoid" damp proof course, 230mm wide, laid under brickwork	M ¹	15.00		
	<u>Sundries</u>				
H	150 x 225 mm Cast plaster ventilator built into brickwork	No	14.00		

I	Ditto, cement and sand (1:2) ventilator with fine copper insect gauze backing, built into brickwork	No	14.00		
J	Form 150 x 225mm opening through one brick wall	No	14.00		
To Summary					
Window and Doors		Unit	QTY	Rate	K t
<u>WINDOWS AND DOORS</u>					
<u>Precast vibrated concrete (class 21N/mm² x 10mm) bedded, jointed and pointed in cement mortar</u>					
A	275 x 65mm long sill,splay rebated once grooved and top edges chamfered, finished fair on all exposed surfaces and built into brickwork	M ¹	2.00		
<u>Metal Work</u>					
B	Standard metal door frame, size 900 x 2100mm overall, suitable for one block wall	No	1.00		
D	Ditto, 1500 x 2100mm overall	No	1.00		
<u>Doors</u>					
Framed, ledged and battened doors shall be constructed, having 45 x 120mm stiles grooved, morticed, tenoned and glued together, clad one side with 45 x 95mm tongued and grooved "V" jointed boarding					
E	813 x 2032mm High framed, ledged and battened door	No	1.00		
<u>Window frames</u>					
<u>Standard mild steel horizontal bar windows</u>					

	<u>with lugs welded all opening lights, complete with ironmongery, including projecting hinges and whole to be treated at works with one coat red oxide primer, built into brick work.</u>				
A	Window type W2, (size 1500 x 654mm high)	No	1.00		
	<u>GLAZING</u> <u>Polished Clear sheet glass</u> -				
D	6 mm thick Glass, in panes <u>Obsure sheet glass</u>	M ²	4.00		
	<u>PAINTING AND DECORATING</u> <u>Prepare, prime and apply one undercoat and two finishing coats of full gloss enamel on</u>				
G	Metal door frames	M ²	2.00		
H	Metal window frames - <u>Prepare, knot, stop, prime and apply two coats of Woodguard Double Life Varnish on</u>	M ²	1.60		
I	Timber general surfaces	M ²	2.00		
	To Collection				
	Ironmongery	Unit	QTY	Rate	K t
	SUPPLY AND FIX				
	Unless otherwise stated, fixing is to timber				
	<u>Doors</u>				
A	"Yale" 3 lever lockset and furniture set	No	1.00		
B	Ditto, Night latch	No	2.00		

C	Rubber door stop, fixed to concrete	No	1.00		
D	Double union cylinder lock	No	1.00		
E	3 no steel hinges	No	4.00		
F	Auto door closer fixed to door and frame	No	1.00		
G	Steel door protector	No	1.00		
To Summary					
	WALL FINISHES	Unit	QTY	Rate	K t
	<u>EXTERNAL</u> <u>BRICKWORK</u>				
A	Point in cement and sand mortar (1:4) recessed joints of brickwork	M ²	40.50		
	<u>PLASTERWORK (PROVISIONAL)</u>				
	<u>15 mm Rendering (1:4) cement and sand, finished with a wood float</u>				
B	Brick / concrete walls	M ²	36.00		
	<u>INTERNAL</u> <u>TILER</u>				
D	150X150mm tiles on plastered wall	M ²	36.00		
	<u>PLASTERWORK</u>				
	<u>15 mm Rendering (1:1:6) cement, line and sand, finished with a steel trowel</u>				
E	Block / concrete walls	M ²	36.00		
	<u>PAINTING AND DECORATING</u>				
	<u>INTERNAL</u>				
	<u>Prepare and apply one water thinned</u>				

	<u>coat and two coats of wash 'n' wear according to specification</u>				
G	Rendered wall	M ²	36.00		
	To Collection				
	CEILING FINISHES	Unit	QTY	Rate	K t
	<u>CEILING FINISHES</u>				
	<u>CAPENTRY</u>				
	<u>Framing</u>				
	Unless otherwise stated, all timber is treated wrot softwood				
A	50 x 50mm Brandering	M ¹	60.00		
	<u>Joinery</u>				
B	6mm Nulite ceiling board to BS 1142 Part 3, butt jointed with chamfered edges, fixed with gavanised clout nails to timber to timber framing.	M ²	14.00		
C	Extraover Nulite ceiling board for 600 x 600mm access panel,include trimming opening with 25 x 50mm hardwood lining, 15 x 40mm hardwood architrave and 12mm thick internal quality blockboard loose cover lipped with 12 x 12 mm hardwood strip all round.	No	2.00		
	<u>Batterns</u>				
D	38 x 38mm Polysterene cornice, once splayed, once rebated fixed to blockwork/concrete	M ¹	40.00		
	<u>PAINTING AND DECORATING</u>				
	<u>Prepare and apply one thinned coat and two coats of internal quality PVA on</u>				
	-				

E	Nulite lined ceiling - <u>Prepare, knot stop, prime and apply one undercoat and two finishing coats of full gloss enamel on</u> -	M ²	14.00		
F	Polysterene cornice, 0 to 100mm girth	M ¹	40.00		
	To Summary				
	FLOOR FINISHES	Unit	QTY	Rate	K t
A	<u>FLOOR FINISHES</u> <u>Supply and install floor tiles trowel</u> - Tiles	M ²	14.00		
	To Summary				
E	<u>PLUMBING WORKS</u> - Allow a sum of one million for extra plumbing works Allow a sum of K800,000.00 for plumbing works and sanitary fittings	Item	1.00	-	
	To collection				
	ELECTRIFICATION				
E	Supply and install electricity items Allow sum of K500,000.00 for electrification	Item	1.00	-	
	To collection				
	SUMMARY	QTY	Unit	Rate	K t
	<u>SUMMARY</u> - SUBSTRUCTURE		-		

	ROOF EXTERNAL AND INTERNAL WALL WINDOWS AND DOORS IRONMONGERY WALL FINISHES CEILING FINISHES FLOOR FINISHES PLUMBING WORKS ELECTRIFICATION				
	TOTAL CARRIED TO GRAND SUMMARY	MK			-
NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
A	<u>Disposal (PROVISIONAL)</u> Surplus excavated material from excavations, transported an average distance of 100 linear meters from excavations desposit, spread, and level where directed on site	m ³	74		
B	<u>DAMP-PROOF COURSE</u> - <u>125 micron, (500 gauge) polythene sheeting</u> Horizontal; lapped 150mm at joints; laid on sand blinding - Less than 300mm wide	m ¹	152		
	- <u>ANTI-TERMITE TREATMENT</u> - <u>Ant-repellant; surface treatment</u> Surfaces of hardcore and tops of brick				

	walls		
C	generally	m ²	104
	Bottom of trenches		
D	generally	m ²	800
	-		
	-		
	<u>CONCRETE WORK</u>		
	<u>IN-SITU CONCRETE; PLAIN</u>		
	<u>Normal; designed mix 15N/mm² 40mm aggregate</u>		
	Foundations in trenches		
A	Strip footings	m ³	21
B	Ditto, Attached Piers	m ³	10
	<u>WALLING (below ground)</u>		
	<u>BRICKWORK</u>		
	- <u>Load bearing Precast sand and Bricks bedded and jointed in cement mortar (1:4)</u>		
	230mm thick; brick wall in Stretcher bond; reinforced with one layer of 'brickforce' reinforcement every fourth course		
A	walls	m ²	106
B	Attaced piers; 400 x 200mm	m ¹	60
	<u>WALLING (above ground)</u>		

	<u>BRICKWORK</u>				
	- <u>Load bearing Precast sand and bricks bedded and jointed in cement mortar (1:4)</u>				
	200mm thick; block wall in Stretcher bond; reinforced with one layer of 'brickforce' reinforcement every fourth course				
A	walls	m2	74		
B	Attaced piers; 400 x 200mm	m1	86		
	<u>CONCRETE WORK</u>				
	- <u>PRECAST CONCRETE; PLAIN</u>				
	<u>Normal; designed mix 21N/mm2; 20mm aggregate; vibrated</u>				
	- 50 mm Thick precast vibrated concrete Coping (Class 21N/mm2/10mm) slabs, general size 300 x 125 mm having smooth finish, bedded, jointed and pointed in				
E	274 x 50mm Coping	m1	152		
	<u>METALWORK</u>				
	- <u>DOOR</u>				
F	<u>Provision of steel door 4.5m width gate</u>	No	1		
	Summary				

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Appendix 2

Environmental and Social Performance Declaration

[The following table shall be filled in for the Bidder, each member of a Joint Venture and each Specialized Subcontractor]

Bidder's Name: *[insert full name]*Date: *[insert day, month, year]*Joint Venture Member's or Specialized Subcontractor's Name: *[insert full name]*RFB No. and title: *[insert RFB number and title]*Page *[insert page number]* of *[insert total number]* pages

Environmental and Social Performance Declaration			
in accordance with Section III, Qualification Criteria, and Requirements			
<input type="checkbox"/> No suspension or termination of contract: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental or Social (ES) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5.			
<input type="checkbox"/> Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental or Social (ES) performance since the date specified in Section III, Qualification Criteria, and Requirements, Sub-Factor 2.5. Details are described below:			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)

<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g. gender-based violence; sexual exploitation or sexual abuse breaches]</i>	<i>[insert amount]</i>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
...	...	<i>[list all applicable contracts]</i>	...

Performance Security called by an employer(s) for reasons related to ES performance

Year	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for calling of performance security: <i>[indicate main reason(s) e.g. for gender-based violence; sexual exploitation or sexual abuse breaches]</i>	<i>[insert amount]</i>

Code of Conduct for Contractor's Personnel (ES) Form

Note to the Employer:

The following minimum requirements shall not be modified. The Employer may add additional requirements to address identified issues, informed by relevant environmental and social assessment.

The types of issues identified could include risks associated with: labor influx, spread of communicable diseases, and Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH)etc.

Delete this Box prior to issuance of the bidding documents.

Note to the Bidder:

The minimum content of the Code of Conduct form as set out by the Employer shall not be substantially modified. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Bidder shall initial and submit the Code of Conduct form as part of its bid.

CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL

We are the Contractor, [enter name of Contractor]. We have signed a contract with [enter name of Employer] for [enter description of the Works]. These Works will be carried out at [enter the Site and other locations where the Works will be carried out]. Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the Works. It applies to all our staff, laborers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as “**Contractor's Personnel**” and are subject to this Code of Conduct.

This Code of Conduct identifies the behavior that we require from all Contractor's Personnel.

Our workplace is an environment where unsafe, offensive, abusive or violent behavior will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Contractor's Personnel shall:

1. carry out his/her duties competently and diligently;

2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
3. maintain a safe working environment including by:
 - a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
 - b. wearing required personal protective equipment;
 - c. using appropriate measures relating to chemical, physical and biological substances and agents; and
 - d. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature with other Contractor's or Employer's Personnel;
7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the grievance mechanism for Contractor's Personnel or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behavior that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter name of the Contractor's Social Expert with relevant experience in handling gender-based violence, or if such person is not required under the Contract, another individual designated by the Contractor to handle these matters*] in writing at this address [] or by telephone at [] or in person at []; or
2. Call [] to reach the Contractor's hotline (*if any*) and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Contractor's Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR CONTRACTOR'S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter name of Contractor's contact person with relevant experience*] requesting an explanation.

Name of Contractor's Personnel: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Contractor:

Signature: _____

Date: (day month year): _____

ATTACHMENT 1: Behaviors constituting Sexual Exploitation and Abuse (SEA) and behaviors constituting Sexual Harassment (SH)

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIORS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIORS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate types of prohibited behaviors:

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A Contractor's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
- A Contractor's Personnel that is connecting electricity input to households says that he can connect women headed households to the grid in exchange for sex.
- A Contractor's Personnel rapes, or otherwise sexually assaults a member of the community.
- A Contractor's Personnel denies a person access to the Site unless he/she performs a sexual favor.
- A Contractor's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) **Examples of sexual harassment in a work context**

- Contractor's Personnel comment on the appearance of another Contractor's Personnel (either positive or negative) and sexual desirability.
- When a Contractor's Personnel complains about comments made by another Contractor's Personnel on his/her appearance, the other Contractor's Personnel comment that he/she is "asking for it" because of how he/she dresses.
- Unwelcome touching of a Contractor's or Employer's Personnel by another Contractor's Personnel.
- A Contractor's Personnel tells another Contractor's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

Chiradzulu District Council,

**P/Bag 1
Chiradzulu**