



MZUZU CENTRAL HOSPITAL  
Private Bag 209, Luwingu, Mzuzu 2

**Procurement Number: 031/MZCH/2024-25/078**

To: .....

**Date: 19<sup>th</sup> 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.

#### **SECTION A: QUOTATION REQUIREMENTS**

- 1) **Description of Works and Location.** *Labour Charges only and Supply and delivery of River Sand Plus Burnt Standard Bricks for renovation of Maternity, Minor Theatre and DG's& DDNs Extension Toilets within Administration block at Mzuzu Central Hospital Premises*
- 2) Works are to commence by: *Seven (7) days* from the date of order.
- 3) Works to be completed by: *Thirty days (30) days* from the date of order.
- 4) Quotations must be valid for *Thirty (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: **10:00AM hrs on 28/08/2024**
- 7) Quotations must be returned to:  
**Att.: IPDC Chairperson, Mzuzu Central Hospital. P/Bag 209, Luwingu, Mzuzu 2.**  
Tel: 01 320 620, Fax: 01 320 217  
**deposit your quotation to the procurement office RFOs Box**
- 8) The attached Activity Schedule 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, equipment, 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
- 10) issue of a Local Purchase Order.
- 11) **Well filled and signed Ownership disclosure form**

Signed: Name **Geoffrey B Kayira**

Title/Position: **Ass. Procurement and Supplies Officer.**

For and on behalf of the Purchaser.

*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.*



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**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:
  - 1. Section C of the Request for Quotations completed and signed;
  - 2. A copy of our Trading Licence,
  - 3. A copy of Tax Clearance Certificate,
  - 4. A copy a VAT registration certificate,
  - 5. A copy of valid PPDA certificate,
  - 6. A copy of valid NCIC 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.
- 8) **Well fill and signed Ownership Disclosure Form**

**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)**

Item No.	Description of Activity	Price in Kwacha
1	<p><b><u>Lot 1 Labour Charge only for Renovation of Minor Theatre</u></b></p> <p><b><i>A. General Works (Theater room N0 1, and 2, Recovery room, stores, changing room, Scrubbing area. Kitchen, sluice room, and Roofing the corridor joining to main Building)</i></b></p> <ul style="list-style-type: none"><li><b><i>• Installation and fixing of Geysers and additional sockets</i></b></li><li><b><i>• Replacing the doors</i></b></li><li><b><i>• Creating An exit door to the recovery rooms</i></b></li><li><b><i>• Installation of cupboard lockable one</i></b></li><li><b><i>• Fixing the door</i></b></li><li><b><i>• Extend sluice room to give space for Mop</i></b></li><li><b><i>• Spot Painting of the Building</i></b></li><li><b><i>• Install 8 Lockers to be lockable in Male toilets Male</i></b></li></ul>	
	<b>Total Lamp sum</b>	



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

Item No.	Description of Activity	Price in Kwacha
2	<p><b><u>Lot 2 Labour Charge only for Construction of Director General and DDNs Toilet(extension)</u></b></p> <ul style="list-style-type: none"><li>• <i>Construction an extended building for the toilets</i></li><li>• <i>Make an opening for the Door to the toilets</i></li><li>• <i>Install one toilets pan</i></li><li>• <i>Install one Hand Basin</i></li><li>• <i>Lay out plumbing pipe up to the sewer line</i></li><li>• <i>Remove the existing window and install it at the extended building</i></li><li>• <i>Floor tiles the Toilets</i></li><li>• <i>Wall tiling the Toilets</i></li><li>• <i>Install Electric Fittings</i></li><li>• <i>Apply brick sealer on the new construction wall</i></li><li>• <i>Make an opening and install door flame and door</i></li></ul>	
	<b>Total Lamp sum</b>	



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Item No.	Description of Activity	Price in Kwacha
3	<p><b><u>Lot 3 labour charge only for Renovation of maternity ward</u></b></p> <p><b><u>A. GENERAL WORKS</u></b></p> <ul style="list-style-type: none"><li>• <i>Remove all vainly tiles in areas which were not tiled and retile with ceramic floor tiles</i></li><li>• <i>Retile all the bathroom which were not tiled to window level</i></li><li>• <i>Paint all the walls including the roof</i></li><li>• <i>Vanish the underside and supply brick sealer to the building</i></li><li>• <i>Repair the drainage and the khonde</i></li><li>• <i>Replace and use 2 feet fluorescent led tubes</i></li><li>• <i>Install additional led quadrats</i></li><li>• <i>Replace wire mesh in all windows</i></li><li>• <i>Fix door railways in all corridors</i></li><li>• <i>Install handwashing basins. (five)</i></li><li>• <i>Sluice room connect the sluice room to HTS room. Partially demolish the wall to create space for sluice</i></li><li>• <i>fix shelves</i></li></ul> <p><b><u>B. LABOUR WARD</u></b></p> <ul style="list-style-type: none"><li>• <i>Floor the labour ward with Terrazzo</i></li><li>• <i>Install additional sockets</i></li></ul> <p><b><u>C. HIGH RISK AREA</u></b></p> <ul style="list-style-type: none"><li>• <i>Create two labour rooms each to have a handwashing basin</i></li><li>• <i>Fix the broken window</i></li><li>• <i>Create obstetric HDU with nurses' station</i></li><li>• <i>Install chains for the cylinder</i></li><li>• <i>Install monitor stand</i></li></ul>	



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		Price in Kwacha
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**D. PATIENT TOILET OPPOSITE TO HIGH RISK AREA**

- *Replace toilet door*
- *Fix handwashing basin*
- *Install double socket*
- *Make the room to be ventilated*

**E. ROOM OPPOSITE TO NURSES STATION**

- *Turn it to scanning room*
- *Remove the bathtub*
- *Fix handwashing basin*
- *Install cabinet for storage*
- *Install double sockets*
- *Make the room to be ventilated*

**F. NURSES STATION**

- *Fix the leaking roof*
- *Fix the cabinet with more shelves*
- *Fix the door*

**G. PRIVATE A**

- *Fix and install cabinet*

**H. WAITING AREA**

- *To convert the first bay to high risk antenatal ward*
- *Create a nurses' station*
- *Create examination room*
- *Install additional sockets*
- *install handwashing basin*
- 

**I. PATIENT STORAGE ROOM**

- *Install shelves*

**J. PATIENT ABLUTION BLOCK**

- *Replace all doors*

**K. EXIT DOOR NEAR PATIENT ABLUTION AREA**

- *Fix new door and rim lock*

**L. STAFF TOILET**

- *Change toilet*



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	<p><b>M. <u>OFFICE</u></b></p> <ul style="list-style-type: none"><li>• <i>Replace matron office door</i></li><li>• <i>Fix windows</i></li><li>• <i>Fix rim locks</i></li></ul> <p><b>N. <u>SMALL LABOUR WARD</u></b></p> <ul style="list-style-type: none"><li>• <i>Close the opening of delivery room</i></li><li>• <i>Install a sluicing sink</i></li><li>• <i>Create a door to connect with corridor</i></li><li>• <i>Floor tile the room</i></li><li>• <i>Make hanging shelves</i></li></ul> <p><b>O. <u>THEATER 2</u></b></p> <ul style="list-style-type: none"><li>• <i>Remove the sink</i></li><li>• <i>Install additional sockets</i></li><li>• <i>Install air condition</i></li><li>• <i>Wall tile the room</i></li><li>• <i>Replace the door and frame</i></li><li>• <i>Floor the floor with epoxy vanish</i></li></ul> <p><b>P. <u>THEATER STORE ROOM</u></b></p> <ul style="list-style-type: none"><li>• <i>Close door to shice room</i></li><li>• <i>Cover the windows with block board</i></li><li>• <i>Fix shelves</i></li><li>• <i>Fix burglar bar for door</i></li><li>• <i>Fix door to storage area for packs</i></li></ul> <p><b>Q. <u>BATHROOM AND TOILET FOR MALE AND FEMALE</u></b></p> <ul style="list-style-type: none"><li>• <i>Create changing rooms</i></li><li>• <i>Fix shelves</i></li><li>• <i>Create an opening for the outside door</i></li><li>• <i>Create a walk way with slab</i></li></ul>	
	<p><b>Total Lamp sum</b></p>	





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**4. Lot No .4 Supply and delivery River sand and Burnt Brick**

Item No	Description of Goods (Attach detailed specifications if necessary)	Unit of Issue	Qty	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Supply and delivery of River Sands	Ton	20		
2	Supply and delivery of Burnt Standard Bricks	Each	11000		
			<b>Total Lump Sum</b>		

**Summary/Break down Total Bidding Price**

Lot No.	Description of WORKS / GOODS (Attach detailed specifications if necessary)	Unit of Issue	Qty	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	<i>Labour Charge only for Renovation of Minor Theatre</i>	Lump Sum	1		
2	<i>Labour Charge only for Construction of Director General and DDNs Toilet(extension)</i>	Lump Sum	1		
3	<i>Labour charge for Renovation of maternity ward</i>	Lump Sum	1		
4	<i>Supply and delivery River sand and Burnt Brick</i>	Lump Sum	1		
				<b>Sub Total</b>	
				<b>VAT 16.5%</b>	
				<b>NCIC 1%</b>	
				<b>Gross Total</b>	

**Important Note**

Interested Bidder May visit our premises for further clarity and verification of works through IPDC Chairperson Mzuzu Central Hospital P/Bag 209, Mzuzu. before closure date.



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

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

**BENEFICIAL OWNERSHIP DISCLOSURE FORM**

**INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture.

The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions-

1. Directly or indirectly holding 5% or more of the shares
2. Directly or indirectly holding 5% or more of the voting rights
3. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
5. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

Date: **[insert date]**

Procurement Reference No.: **[insert procurement reference number]**



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Page **[insert page number]** of **[insert to  
tal number of pages]** pages.

To: **[insert complete name of Procuring and Disposing Entity]**

In response to the invitation for bid **dated [insert date of invitation for bid]** we hereby submit beneficial ownership information: **[select one option as applicable and delete the options that are not applicable]**

We hereby provide the following beneficial ownership information.

Details of beneficial ownership

<b>Identity Beneficial Owner</b>	<b>Directly or indirectly holding 5% or more of the shares (Yes/No)</b>	<b>Directly or indirectly holding 5% or more of the Voting Rights (Yes/No)</b>	<b>Directly or indirectly having the right to appoint a majority of Board of Directors or an equivalent governing body of the Bidder (Yes/No)</b>
[Include full name (Last, middle, first), nationality, country of residence, telephone number(s), email address, and postal and physical addresses]			



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**OR**

- (i) We declare that there is no Beneficial Owner who has not been disclosed meeting one or more of the following conditions-
1. Directly or indirectly holding 5% or more of the shares
  2. Directly or indirectly holding 5% or more of the voting rights
  3. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
  4. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
  5. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
  6. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

**OR**

- (ii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]
7. Directly or indirectly holding 5% or more of the shares
  8. Directly or indirectly holding 5% or more of the voting rights
  9. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
  10. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
  11. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
  12. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.



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Name of the Bidder: [insert **complete name of the Bidder**]<sup>1</sup>

Name of the person duly authorized to sign the Bid on behalf of the Bidder:  
[insert **complete name of person duly authorized to sign the Bid**]<sup>2</sup>

Title of the person signing the Bid [Insert **complete title of the person signing the Bid**

Signature of the person named above-----

----- Date signed [insert **ordinal number**] day of [insert **month**],

[insert **yes**

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<sup>1</sup> In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a Joint venture, each reference to "Bidder" in the Beneficial Owner Disclosure Form (including this Introduction thereto) shall be read to refer to the Joint venture member.

<sup>2</sup> Person signing the Bid shall have the Power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.