

Telephone: +265 1 789 377/071
Fax: +265 1 789 328
E-mail: stpw@transport.gov.mw



Secretary for Transport and Public Works
Private Bag 322
Capital City
LILONGWE 3
Malawi

All correspondences should be addressed to
The Secretary for Transport and Public Works
In reply please quote No.

Procurement Number: MTPW/IPDC/RW/2024-2025/27

Date: 13th August 2024


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

The Procuring Entity named above invites you to submit your quotation for the services described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of service;**
Provision of Security Service for Railways Department
- 2) Services are to commence within **7 days** from the date of order.
- 3) Services are to be completed by **12 months** from the date of order.
- 4) Quotations must be valid for **30 days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: NA.
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above, and indicate your acceptance of the terms and conditions.
- 7) Quotations must be received, in sealed envelopes, no later than: **02:00 PM on 19/08/2024**
Quotations must be returned to:
IPDC Chairman, Ministry of Transport and Public Works Headquarters Room 41, Private Bag 322, Lilongwe.
- 8) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.

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 item or by total through the issue of a Local Purchase Order.

Signed:  Name: **Litess Mulilima**
Title/Position: **Principal Procurement Officer (PPO)**

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Service will commence within days from date of Purchase Order
- 3) Services to be completed within: days from date of Purchase Order.
- 4) Warranty period (where applicable):..... months.
- 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 the last Financial Year),
 - iv. Two copies of contracts performed in the past two years,
 - v. PPDA Certificates.
- 6) We confirm that our quotation is based on 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.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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.

Procurement Number: MTPW/IPDC/RW/2024-2025/27

SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Provision of Security Services for 12 months (Guards during the day)	Each	1		
2	Provision of Security Services for 12 months (Guards during the night)	Each	2		
Subtotal					
VAT 16.5 %					
PPDA Levy 1%					
Grand Total					

The following attachments are appended to clarify the Description of Goods:
[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Procurement Reference Number: RFQ No. MTPW/IPDC/RW/2024-2025/27

Column (b) states the minimum technical specification of the item(s) required by the Procuring Entity. The Bidder is to complete column (c) with the technical specification of the item(s) offered and to state whether the offered items "comply" or do "not comply" giving details of the areas of non-compliance.

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

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
a	b	c	d
SCOPE OF THE SERVICES			
The qualifying firm will be expected to provide the following services:			
1	Patrolling the office premises and its property and provide special attention to any institutional car/office that may not be locked	M	
2	24 hour 365 days emergency service against burglary and theft	M	
3	Guarding the office premises and its property.	M	
4	Re confirmation that all doors and at the offices are properly secured.	M	
5	Detecting, preventing & reporting theft to Police	M	
6	Apprehend any person found with goods/items that are suspected to have been stolen from the office.	M	
7	Ready to provide witness in court in any theft related cases	M	
8	Control visitors who have access to DORS premises	M	
9	Providing reception services	M	
10	Monitoring and checking movement of Government properties (DORS premises) during day and night	M	
11	Undertake adhoc searches on staff and visitors leaving the premises as may be seen fit	M	
12	Submit monthly incidence report to the administration highlighting areas that are a security concern	M	
13	In the event of strike of civil disobedient and demonstrations, ensure that entry into the building is restricted.	M	
14	Ensure that all security officers should always be in uniform all the time while on duty	M	
15	Officers should possess appropriate security equipment	M	
16	Ensure that all security guards employed should be screened and approved/vetted by the Police	M	
17	Ensure swift replacement of absentees ^a	M	
18	Rapid response equipment & installation is in place.	M	