



MALAWI PRISON SERVICES

Zomba Central Prison

P.O. Box 28, Zomba

REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Reference Number: ZCP/RFQ/ORT/001/2025-26

TO:DATE: 28 May, 2025

The Procuring Entity named above invites you to submit your quotation for the goods/works 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 rejected 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: Description of Works and Location: Supply, delivery and Installation of Security Solar Flood lights at Zomba Central Prison.

1. Works are to commence by: **5 days** from the date of order
2. Works to be completed by: **31days** from the date of order.
3. Currency of Quotation: **Malawi Kwacha**
4. Quotations must be valid for **30 days** from the date of for receipts given above
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. Quotation must be submitted in sealed envelopes no later than: no later than **2nd June, 2025 at 02:00 Pm.**
7. Quotations must be returned to: **The Chairperson, Internal Procurement and Disposal Committee, P.O. Box 28, Zomba.**
8. The attached Activity Schedule for lump sum contract price. At Section C details the works to be performed. You are requested to quote by completing **Section B and C**. Quotation shall cover all 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.

Name: Brown Phiri

Signed:

Title/Position: **Inspector/Procurement Officer**. For and on behalf of the Procuring Entity.

Your quotation is to be returned on this form by completing and returning Section 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 attached the following documents:
 - i. Section C of the Request for Quotations completed and signed
 - ii. A copy of our Trading License
 - iii. A copy of our Annual Tax Clearance Certificate – MRA (for last financial year)
 - iv. A list of recent contracts performed in the same nature
- 6. We confirm that our quotation is subject to terms and conditions stated in your Request for Quotation 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 confirmed 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:

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.....

.....

If any additional documentation is attached to your quotation, a signature and authorization at section B and C is still required as confirmed that the terms and conditions of this RFQ prevail over any attachments. If the quotation is not authorised in Section B and C, the quotation may be rejected

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

For Supply Delivery and Installation of Security Solar Flood Lights

ITEM No.	Description of Activity	Price in Kwacha
1	Supply delivery and Installation of Security Solar Flood Lights works	
	Refer to the attached BOQ	
	Total Lump Sum Price	

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:

Authorised for and on behalf of:

Company:



MALAWI PRISON SERVICES

ZOMBA CENTRAL PRISON

P.O. BOX 28, ZOMBA

BILL of QUANTITIES (BoQ)

FOR SUPPLY DELIVERY AND INSTALLATION OF SECURITY SOLAR FLOOD LIGHTS AT ZOMBA CENTRAL PRISON.

ITEM	DESCRIPTION	UNIT	QTY
	High-quality security solar flood lights suitable for Prison Security outdoor use		
1	Lumen Output: 300 watts flood lights	each	20
	Solar lights with Battery Life 12hrs and charging time 6hrs		
2	Lumen Output: 400 watts flood lights	each	3
	Solar lights with Battery Life 12hrs and charging time 6hrs		
3	Mounting Brackets		
	Duration mounting brackets with screws for secure installation	set	23
4	4 mm cable red	M	46
5	4 mm cable black	M	46
6	Concrete (200x200)mm poles 6 meters high	each	6
7	Mobilization and demolition charges	each	
8	Labour charges	each	