



PARLIAMENT OF MALAWI



Parliament Building, Presidential Way, Private Bag B362, Capital City, Lilongwe 3,
Malawi

Telephone: 01 773 008/01 773 253
Cell : 01 774 196
E-mail: parliament@parliament.gov.mw

Procurement Number: POM/RFQ/PDU/W/KITCHEN/2024-25/091

To:

.....

..... Date: 20th December, 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

MAINTENANCE OF ELECTRICAL AND MECHANICAL INSTALLATION OF KITCHEN AT PARLIAMENT BUILDING IN LILONGWE

Works are to commence by: **7 days** from the date of order.

- 2) Works to be completed by: **16 weeks** from the date of order.
- 3) Quotations must be valid for **90 Days** from the date for receipt given below.
- 4) 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.
- 5) Quotations must be received, in sealed envelopes no later than: **15: 00 HRS on 17TH JANUARY, 2025.**
- 6) Quotations must be returned to: **The Chairperson, Internal Procurement and Disposal Committee, National Assembly, Parliament Building, Private Bag B362, Lilongwe 3. Attention: The Ag. Chief Procurement Officer**
- 7) 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.



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- 8) 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: **Annastanzia Chirwa**

Title/Position: **Acting Chief Procurement Officer**

For and on behalf of the Purchaser

Procurement Number: POM/RFQ/PDU/W/KITCHEN/2024-25/091

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/weeks/months from date of Purchase Order.
- 3) Works will be completed by/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is 90 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 list of recent Government contracts performed for the past 3 years: **3 No** (Attach copies of LPO's or vouchers for previous contracts)
 - v. Average annual volume of construction work over the past 3 Years (from 2021) of at least MK100,000,000.00 and include proof works done (Signed contract copy, Contract Completion certificates)
 - vi. Equipment :
 - a. 2No. Multi meter,
 - b. 1No polarity tester
 - c. 1No. 4.7m Multipurpose Aluminium folding ladder
 - d. 2No. Fish tape
 - e. 2No. Chasing hammer
 - f. 1No. Grinder and cutting disk
 - g. 1No. Heavy duty concrete drilling machine
 - h. 3 Tonne Lorry
 - i. 1 Tonne Lorry
 - j. 1No. 10 KVA generator
 - vii. Personnel (provide copies of CV's and certificates):

Personnel with the following qualifications and experience: - Bidders must Attach Curriculum Vitae (CV) with copies of academic and professional qualification attached for all technical personnel below:

 - o Contracts Manager (Qualifications: at least 3 Years' experience, with Electrical Engineering or Quantity Surveying Degree).
 - o Site Agent or Site Manager at least 10 years' experience with a Diploma or Degree in Electrical Engineering major in structures with 5 years' experience
 - o Quantity Surveyor at least 10 years' experience with a Diploma in Quantity Surveying or Degree in Quantity Surveying with 3 years' experience

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- Foreman at least 5 years' experience with Diploma, or Grade 1 as qualification

Note: The following must be registered in any category and show proof of being paid up members of the following board and associations:

- a) Quantity Surveyors – Board of Architects and Quantity Surveyors and Surveyors Institute of Malawi.
- b) Architects - Board of Architects and Quantity Surveyors and Malawi Institute of Architects.
- c) Engineers - Malawi Engineering Institution.
- v. Liquid/Credit facility – **MK20,000, 000.00**
- vi. Build-Up of rates for all items priced
- vii. Programme of works in weeks period

- 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

Item No.	Description of Activity	Price in Kwacha
A	MAINTENANCE OF ELECTRICAL AND MECHANICAL INSTALLATION OF KITCHEN AT PARLIAMENT BUILDING IN LILONGWE	
Total Lump Sum Price		

Note: It is mandatory to attend pre-bid meeting on Wednesday, 15th January 2025, at 10:00 AM, and will be considered as part of the evaluation process.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Procurement Number: POM/RFQ/PDU/W/KITCHEN/2024-25/091

Company: _____

ITEM	PRELIMINARIES	K t
	PROVIDE FOR THE FOLLOWING ITEMS	
1001	Plant and Equipment	
1002	Contractor's supervision	
1003	Safeguarding the works, plant and materials	
1004	Maintenance of roads and footpaths	
1005	Protection of services	
1006	Protection of existing buildings	
1007	Water for works	
1008	Lighting and power for the works	
1008	Avoidance of nuisance to the neighborhood	
1009	Temporary roads	
1010	Temporary buildings	
1011	Instruments for Project Manager	
1012	Temporary telephones	
1013	Temporary screens and boardings	
1014	General scaffolding	
1015	Protecting and cleaning the works	
1016	Removing rubbish	
1017	Insurance / Bond	
1014	Healthy and Safety	
1018	Allow for Architect's or Supervisor's contract administration costs _ Two Million Kwacha	2,000,000.00
	K	
Page 1.1		

ELEMENT 1: FACILITATING WORKS (PROVISIONAL)

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
<p><u>DEMOLITIONS AND ALTERATIONS</u></p> <p>Special Preamble: All materials arising from the demolition work shall become the property of the employer. All demolitions and alterations shall carefully be carried out i.e causing as little disturbance as possible to surrounding construction or finish and for subsequent clearing away upon completion</p>					
<p><u>Plant</u></p>					
A	Bring to site all plant and equipment equal required for this section of work		Item		
B	Maintening on site all plant and equipment required for this section of work (Time related)		Item		
C	Removing from site all plant and equipment required for this work		Item		
<p>Shoring,needling,strutting,etc</p>					
D	Allow for supplying and erecting all additional necessary shoring,needling,strutting,etc that may be required to ensure the stability of the buildings with suitable and substantial timber and other necessary materials and taking down and removing when directed		Item		
<p>Temporary Screens</p>					
E	Allow for supplying and erecting any additional temporary tarpaulins,dust or weatherproof screens and barriers that may be necessary throughout the progress of the works and taking down and removing when directed		Item		
<p>Water to prevent dust nuisance</p>					
F	Allow for watering the works from time to time as necessary to prevent any nuisance from dust		Item		
Collection					-

ELEMENT 1: FACILITATING WORKS (PROVISIONAL)

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p>Measuring Note</p> <p>Generally all items to be removed are fixed to brickwork and/or concrete and rates shall be for making good to surrounding finishes whether specifically mentioned or not</p> <p><u>Demolitions (All Provisional)</u></p> <p><u>Carefully remove,dismantle the following into sections as required; and handover to the Architect/supervising officer</u></p> <p><u>Doors</u></p> <p>B Doors, 900x2100mm high (2No)</p> <p>C Doors, 1700x2100mm high (2No)</p> <p><u>Hack up and remove debris from site as directed by the Architect/supervising officer</u></p> <p><u>Floor Finishes</u></p> <p>D Ceramic tiles (7m2)</p> <p><u>ALTERATIONS</u></p> <p><u>Carefully form the following and remove debris from site</u></p> <p>E 400 x 400mm drain adjoining the existing drain</p>		Item		
			Item		
			Item		
			Item		
		2	m3		
TOTAL FACILITATING WORKS TO SUMMARY					-

ELEMENT 2: WINDOWS AND DOORS

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>Doors</u> Flush panel doors shall be 45mm finished thickness, faced both sides with plywood (as described) and lipped all round with 25 x 50mm strip				
A	1700 x 2100mm High solid-core flush panel door, 400 x 855mm glazed vision panel; 750 x 150mm SS push and kick plate both sides;	2	No		-
B	900 x 2100mm High solid-core flush panel door, 401 x 855mm glazed vision panel; 750 x 150mm SS push and kick plate both sides;	2	No		
TOTAL WINDOWS AND DOORS TO SUMMARY					-

ELEMENT 3: IRON MONGERY

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>IRONMONGERY</u>				
	<u>Yale and Union/Assa Abloy ironmongery or equal and approved</u>				
A	Euro Profile Cylinder upright lock case. CODE L-22315	4	No		-
B	Euro Profile Double Cylinder CODE 2X18SC	4	No		-
C	Euro Profile Cylinder Escutcheon. CODE 5305-13SS	4	No		-
D	Sandpiper Tubular Stainless steel Handle. CODE 6111	4	No		-
E	Union double action hinges with ball bearings	6	Pairs		
TOTAL IRON MONGERY TO SUMMARY					-

ELEMENT 4: WALL FINISHES

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>TILER</u>				
	<u>Ceramic tiles fixing with special tile adhesive and grout in joints</u>				
A	300 x 600 x 6mm White glazed cushion edged tiles, adhesive fixed and pointed with white cement to rendered walls	18	m2		-
	<u>CLEANING</u>				
	<u>Washdown, clean with approved chemicals</u>				
B	Ceramic walls	322	m2		-
TOTAL WALL FINISHES TO SUMMARY					-

ELEMENT 5: FLOOR FINISHES

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>TILE: SLAB OR BLOCK FINISHES</u>				
	<u>Ceramic tiles fixing with special tile adhesive and grout in joints</u>				
	600 x 600 x 6mm thick; standard duty; butt joints to cement sand base				
A	over 300mm wide	16	m2		-
	Skirtings				
B	over 100 not exceeding 200mm girth	16	m1		-
	<u>CLEANING</u>				
	<u>Washdown, clean with approved chemicals</u>				
C	Ceramic floors	926	m2		-
	<u>CHANNELS</u>				
	<u>The following in steel gratings, fabricated in convenient lengths and loose laid in rebate</u>				
D	20 x 20mm Mild steel flat edging	13	m1		-
E	Ditto, in short length cross rails, welded to edging	145	m1		-
	<u>Prepare and apply two coats of red oxide priming to mild steel</u>				
F	0 to 100mm girth	145	m1		-
TOTAL FLOOR FINISHES TO SUMMARY					-

SUMMARY : PARLIAMENT OF MALAWI KITCHEN

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>SUMMARY</u>	Page			
A	Facilitating Works				-
B	Windows & Doors				-
C	Iron Mongery				-
D	Wall Finishes				-
E	Floor Finishes				-
TO MAIN SUMMARY					-

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	MAIN DISTRIBUTION BOARD EXISTING (KITCHEN)				
	Sending End				
A	Supply and install 250A TPN MCCB	1	No		-
B	Supply and install 95mm sq CU /PVCSWA/ PVC 4 core armoured cable from Main distribution board to sub distribution board	50	M		-
	SUB DISTRIBUTION BOARD				
C	Supply and install 12 ways 3 phase Sub Distribution board complete with the following:-				
	Receiving End				
	1 No 200A TP& N RCCB with 300mA sensitivity				
	1 No 125A TP isolator (Combi steam oven)				
	3 No 32A TP isolator (Heavy duty solid top griller)				
	2 No 40A TP isolator (Top electric range and combi steam oven)				
	2 No 32A TP isolator (Tilting Pan)				
	1 No 25A TP isolator (Hood type dish washer)				
	2 No 10A TP isolator (Steel bandsaw and planetary mixer)				
	3 No 30A DP isolator	1	Item		-
	NOTE: Main sub board shall be manufactured by Proprietary Manufacturing Company Ltd, or equal and approved, surface metal clad pattern constructed and finished as described fixed to brick/concrete walls				
	To Collection				-

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	EARTHING				
A	Allow to provide an earthing system with accordance with specifications and best trade practices including for all conduits and all wiring	1	Item		-
	KITCHEN EQUIPMENT CIRCUIT				
B	Circuit 1 (6.0 mm² 4 core Cu) Radial to E3 solid top electrical range with oven	25	M		-
C	Circuit 2 (4.0 mm² 4 core Cu) Radial circuit to Boiling Pan	25	M		-
D	Circuit 3 (4.0 mm² 4 core Cu) Radial circuit to Boiling Pan	25	M		-
E	Circuit 4 (4.0 mm² 4 core Cu) Radial circuit to Griller	25	M		-
F	Circuit 5 (4.0 mm² 4 core Cu) Radial circuit to Tilting pan	25	M		-
G	Circuit 6 (4.0 mm² 4 core Cu) Radial circuit to Tilting pan	25	M		-
H	Circuit 7 (4.0 mm² 4 core Cu) Radial circuit to Deep flier	25	M		-
J	Circuit 8 (4.0 mm² 4 core Cu) Radial circuit to Steamer oven	25	M		-
K	Circuit 9 (4.0 mm² 4 core Cu) Radial circuit to Dish Washing Machine	25	M		-
L	Circuit 3 (6.0 mm² CU 4 core) Radial to Combi steam oven COA 1010	25	M		-
M	Circuit 4 (4.0 mm² CU 4 core) Radial to Hood type dishwasher complete	25	M		-
	To Collection				-

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
KITCHEN EQUIPMENT CIRCUIT					
A	Circuit 5 (35.0 mm² CU 4 core) Radial to Combi steam oven (40 Pan)	25	M		-
B	Circuit 6 (4.0 mm² CU 4 core) Radial to Planetary mixer	25	M		-
C	Circuit 7 (6.0 mm² CU 4 core) Radial to Heavy duty solid grill	25	M		-
D	Circuit 8 (2.5 mm² CU 4 core) Radial to Mild steel bandsaw	25	M		-
KITCHEN					
Isolators					
Supply and install the following Isolators :					
E	32A TPN&E, 400V Interlocked switch socket	6	No		-
F	40A TPN&E, 400V Interlocked switch socket	2	No		-
G	16A TPN&E, 400V Interlocked switch socket	2	No		-
Cable Trays and Conduits					
H	Supply and install 150 mm x 50mm galvanised steel cable tray c/w all accessories	36	M		-
J	Supply and install 300mm x 125mm perforated cable tray	27	M		-
K	Supply and install 25mm steel flex conduit from trunking to respective kitchen equipment	120	M		-
To Collection					-

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	KITCHEN				
	Power Sockets Outlets				
A	Replace all single sockets with 13A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box	10	No		-
B	Replace all single sockets with 15A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box	6	No		-
C	Supply and install additional 13A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box	4	No		-
D	Supply and install additional 15A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box	3	No		-
	GAS COOKING POTS				
E	Supply and Install Modern single cavity gas range style cooker in stainless steel as "Delonghi Model DSC 606G " or equally approved by supervising engineer	0	No		-
F	Supply and Install 45 kg gas cylinder as delta, 265 Energy or equally approved by supervising engineer	0	No		-
G	Supply, install and connect gas cylinders to gas cookers using 15mm GI pipe complete with accessories	80	m		-
H	Allow for provisional sum of cooking gas installation	0	Item		-
J	Replace with 1200mm twin LED Vapour proof fittings complete with LED tubes	30	No		-
K	Replace with Window type mounted extract fan as Stylvent HV-230AE 230mm	1	No		-
	MISCELLANEOUS				
L	Allow for a provisional sum of Six million kwacha for maintenance of cold room storage	2	Item		-
M	Allow for a provisional sum of Four million Kwacha for maintenance of hood extraxtor fan and light	1	Item		-
N	Allow for a provisional sum of Four million five hundred Kwacha for maintenance of fire detectors and rewiring of the system	1	Item		-
P	Allow for the testing and commisioning of the completed electrical installation	1	Item		-
	To Collection				-

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	FIRE EXTINGUISHER The following should include: supply, installation, Testing and commission of the following type of extinguisher with provision of wall wall bracket (fixed with anchor fastener) ISI market ABC type portable dry chemical powder type (as FM200 gas) fire extinguisher with gun metal cap and nozzle complete in all respects including initial fill of powder and wall suspension bracket:				
A	9kg capacity	3	No		-
	WATER HEATER Supply and install 150Ltr, 3KW wall mounted water heater c/w accessories as kwikot or equally approved by supervising engineer				
B		1	No		-
	CAFETERIA (MP) Supply and install two compartment skirting trunking c/w covers, bends, coupler retainers, corners, accessory boxes as MK or equally approved				
C		0	M		-
	Replace with LED downlights as Radiant LBT002 complete with 12W 220VAC LED bulb as phillips/glowlite or equally approved				
D		50	No		-
	Replace with ceiling round bulkhead fittings complete with 12 W LED bulbs as glowlite/phillips (ladies, gents & Disability WC)				
E		20	No		-
	Replace all single sockets with 13A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box				
F		10	No		-
	Replace all single sockets with 15A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box				
G		6	No		-
	Supply and install additional 13A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box				
H		5	No		-
	Supply and install additional 15A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box				
J		2	No		-
	Supply and install Air curtain as Carrier AC 1200G				
K		1	No		-
	To Collection				-

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	CAFETERIA (Staff)				
A	Replace with LED downlights as Radiant LBT002 complete with 12W 220VAC LED bulb as phillips/glowlite or equally approved	50	No		-
B	Replace with ceiling round bulkhead fittings complete with 12 W LED bulbs as glowlite/phillips (ladies, gents & Disability WC)	20	No		-
C	Replace with Shaver mirror lights with 12 W LED bulbs as glowlite/phillips (gents)	1	No		-
D	Replace with 13A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box	10	No		-
E	Replace with 15A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box	6	No		-
F	Supply and install additional 13A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box	5	No		-
G	Supply and install additional 15A, 220 VAC flush double socket as MJ/BG c/w 6x3 PVC box	2	No		-
H	Supply and install Air curtain as Carrier AC 1200G	1	No		-
J	Allow for the testing and commisioning of the completed electrical installation	1	Item		-
K	Allow for provisional sum of MK3,000,000.00 for all associated builders work	1	Item		-
	To Collection				-

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	SUMMARY				
A	Page 3/1				-
B	Page 3/2				-
C	Page 3/3				
D	Page 3/4				
E	Page 3/5				-
F	Page 3/6				-
TOTAL SUM ELECTRICAL					-

MAINTENANCE OF ELECTRICAL AND MECHANICAL INSTALLATION OF KITCHEN AT PARLIAMENT BUILDING

MAIN SUMMARY

BILL NO.	ITEM	PAGE	K	T
1	PRELIMINARIES	1		
	PREAMBLES			N/A
	BILLS OF QUANTITIES			
2	BUILDING WORKS	2/7		
3	MECHANICAL AND ELECTRICAL INSTALLATIONS	3/7		
	SUB-TOTAL A			-
	Allow a Provisional Sum for Price and Design (Physical) Contingency Sum to be expended or deducted at the discretion of the Project Manager	15.0%		-
	SUB-TOTAL B			-
	Value Added Tax (State TPI No.)	16.50%		
	NCIC Levy	1.00%		
	PPDA Levy	1.00%		
TOTAL CONSTRUCTION COST				-