

# NATIONAL LIBRARY SERVICE(HQ)

P.O. Box 30314

Lilongwe 3

Tel: 0 991 463 912

## REQUEST FOR QUOTATIONS (FOR SERVICES)

**Procurement Number: NLS/AMCS/26/8/2024**

To: All suppliers registered with PPDA

Date: 26 August 2024

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services 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 Services and Location

**Providing security services at National Library Service Headquarters, City centre, Lilongwe.**

- 2) Services are to commence by: **30 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 **7 days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: 10:00 AM on 2 September 2024
- 7) Quotations must be returned to: **IPDC Chairperson, National Library Service, P. O. Box 30314, Lilongwe.**
- 8) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services 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 services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials 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: Grace Hiwa Mkandawire

Title/Position: Procurement Assistant

For and on behalf of the Purchaser

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*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) Services will commence within .....days/weeks/months from date of Purchase Order.
- 3) Services to 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 enclose 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) A list of recent Government contracts performed within the past three (3) years,
  - (v) Certificate from PPDA
  - (vi) MSME certificate from Ministry of Trade
  - (vii) Copy of National ID
- 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.

### Authorised By:

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

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

(DD/MM/YY)

Authorised for and on behalf of:

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

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: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	Provision of cleaning services	Months	12		
	Supervisor		01		
	Cleaners		03		
	Overheads				
	Others (specify)				
	Equipment contribution				
TOTAL					

The following attachments are appended to clarify the Description of Services:  
[List each attachment e.g. detailed schedule of services, or terms of reference]

**Authorised By:**

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

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

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## Completion Schedule

The completion period shall commence from the date of contract award.

Item Number	Description of Services and or Related Goods	Completion period (months)	Site
1	Provision of cleaning services ( cleaners)	12 Months	<u>National Library Service, City Centre Lilongwe</u>

## Statement of Requirements (Technical Specifications) and Compliance Sheet

Procurement Reference Number: NLS/AMCS/26/8/2024

Column b states the minimum requirement of the service(s) to be provided. Column c indicates whether the requirement is a “Mandatory” by use of the letter “M”. Any requirement without an “M” in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation in accordance with Section 3.

The Bidder is to complete column d and to state whether the offered service(s) “comply” or do “not comply” giving details of the areas of non-compliance.

Item No. <i>a</i>	SCOPE OF THE ASSIGNMENT The qualifying firm will be expected to provide the following services	Frequency	Area covered in square meters	Mandatory	Compliance to Requirements
1.	Front Door/Main Entrances. <ul style="list-style-type: none"> <li>Thoroughly clean glass doors, and the surroundings and hard floors</li> <li>Spot clean glass, remove cobwebs from awing lights.</li> <li>Sweep thoroughly and clean mats</li> </ul>	Daily  Weekly  Daily	Approximately 10 square meters	M	
2.	Reception Area <ul style="list-style-type: none"> <li>Clean thoroughly wooden floor, parcel shelves, chairs and tables.</li> <li>Empty bins</li> </ul>	Daily  Daily	Approximately 25 square meters	M	
3.	Stairway <ul style="list-style-type: none"> <li>Sweep/mop and removal of dirt</li> </ul>	Daily	Approximately 7 square meters	M	

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4.	<b>Lending Library Area</b> <ul style="list-style-type: none"> <li>Vacuum carpeted area</li> <li>Clean, dust tables and chairs</li> <li>Clean book shelves</li> <li>Empty waste bins</li> </ul>	Daily Daily Weekly Daily	Approximately 150 square meters	M	
5.	<b>Reference Library Area</b> <ul style="list-style-type: none"> <li>Vacuum carpeted area</li> <li>Clean, dust tables and chairs</li> <li>Clean bookshelves</li> <li>Empty waste bins</li> </ul>	Daily Daily Weekly Daily	Approximately 150 square meters	M	
6.	<b>Junior Library Area</b> <ul style="list-style-type: none"> <li>Vacuum carpeted area</li> <li>Clean, dust tables and chairs</li> <li>Clean bookshelves</li> <li>Empty waste bins</li> </ul>	Daily Daily Weekly Daily	Approximately 75 square meters	M	
7.	<b>Computer/Server Room</b> <ul style="list-style-type: none"> <li>Vacuum carpeted area</li> <li>Clean, dust tables and chairs</li> <li>Clean bookshelves</li> <li>Empty waste bins</li> </ul>	Daily Daily Weekly Daily	Approximately 50 square meters	M	
8.	<b>Development Information Centre</b> <ul style="list-style-type: none"> <li>Sweep and clean wooden floor</li> <li>Clean, dust tables and chairs</li> <li>Clean bookshelves</li> <li>Empty waste bins</li> </ul>	Daily Daily Weekly Daily	Approximately 150 square meters	M	
9.	<b>Internet café</b> <ul style="list-style-type: none"> <li>Sweep, scrub, mop and clean tiled area</li> <li>Clean, dust table and chairs</li> <li>Thoroughly clean computes with dump waters</li> </ul>	Daily Daily Daily	Approximately 75 square meters	M	
10.	<b>Boardroom</b> <ul style="list-style-type: none"> <li>Clean, dust table and chairs</li> <li>Vacuum carpeted area</li> </ul>	Daily Daily	Approximately 75 square meters	M	
11.	<b>Technical Services Department</b> <ul style="list-style-type: none"> <li>Sweep clean tiled floor</li> <li>Scrub and mop tiled floor</li> <li>Clean, dust tables and chairs</li> <li>Clean bookshelves</li> <li>Empty waste bins</li> </ul>	Daily Weekly Daily Daily Daily	Approximately 200 square meters	M	
12.	<b>Extramural Services Department</b> <ul style="list-style-type: none"> <li>Sweep clean tiled floor</li> <li>Scrub and mop tiled floor</li> <li>Clean, dust tables and chairs</li> <li>Clean bookshelves</li> </ul>	Daily Weekly Daily Daily Daily	Approximately 200 square meters	M	

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	<ul style="list-style-type: none"> <li>• Empty waste bins</li> </ul>				
13.	Project Department <ul style="list-style-type: none"> <li>• Sweep clean tiled floor</li> <li>• Scrub and mop tiled floor</li> <li>• Clean, dust tables and chairs</li> <li>• Clean bookshelves</li> <li>• Empty waste bins</li> </ul>	Daily Weekly Daily Daily Daily	Approximately 75 square meters	M	
14.	Book warehouse <ul style="list-style-type: none"> <li>• Sweep and clean the hard floor</li> <li>• Clean and dust bookshelves</li> <li>• Wash and trench</li> </ul>	Daily Daily Weekly	Approximately 75 square meters	M	
15	Offices <ul style="list-style-type: none"> <li>• Clean floors as per item and task listing</li> <li>• Empty all recycling and general waste bins replacing soiled liners</li> </ul>	Daily Daily	Approximately <u>36 square meters</u> 4	M	
16.	Cobwebs and hovering fans <ul style="list-style-type: none"> <li>• Remove cobwebs all around the building and dust hovering fans</li> </ul>	Monthly		MM	
17.	Toilets <ul style="list-style-type: none"> <li>• Thoroughly clean all basins, toilet filling, all vertical, horizontal surface below 1.8m with an approved detergent</li> <li>• Remove graffiti</li> <li>• Mop floor with neutral detergent</li> <li>• Supply/replenish consumables &amp; expected to provide toilet tissues in public toilets</li> </ul>	Daily  Daily  Daily  Daily	Approximately <u>36 square meters</u> 6	M	
18.	Louvre glasses/big glasses <ul style="list-style-type: none"> <li>• Clean with approved window cleaner</li> </ul>	Monthly		M	
19.	Curtain cleaning, linen, sofa cleaning, book racks, carpet shampoo board meetings and conference venue arrangements	Any time needed		M	
20.	Cleaning materials and equipment will be provided by National Library Service	Monthly		M	
21.	Payment will be made monthly	Monthly		M	

Note: Payment for the service shall be on monthly basis.