



**THE REPUBLIC OF MALAWI**  
**MINISTRY OF LOCAL GOVERNMENT**

**CONTRACT NO: CZDC/DDF/NAMAPALE/2022-23/1**

**CONTRACT AGREEMENT FOR CONSTRUCTION OF  
NAMAPALE CONCRETE SLAB**

**BETWEEN**

**THE GOVERNMENT OF THE REPUBLIC OF MALAWI**

*Acting through its*

**CHIRADZULU DISTRICT COUNCIL**  
**P/Bag 1**  
**CHIRADZULU**

*And*

**SEJO CONSTRUCTION**  
**P.O BOX 78**  
**MZUZU**

THIS CONTRACT AGREEMENT is made on the 20<sup>th</sup> day of January, 2023

Between

1. **CHIRADZULU DISTRICT COUNCIL**, acting on behalf of the Government of Malawi, Ministry of Local Government and having its principal place of business at **Private Bag 1, Chiradzulu Malawi** (hereinafter called "the Employer")

AND

2. **SEJO CONSTRUCTION** a corporation incorporated under the laws of Malawi having its principal place of business **Post Office Box 78 ,Mzuzu, Malawi** (hereinafter called "the Contractor")

Contact Details (Cell) 0995 6417 94

Whereas the Employer sourced bid for the works, describe as **Construction of Namapale concrete slab in Lilangwe ward, West Constituency in Chiradzulu District** and has accepted a Bid by the Contractor for execution and completion of these works and remedying of any defects therein, and the Employer agrees to pay the Contractor the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

**Employer and the Contractor agree as follows:**

*In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.*

The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over other Contract documents.

- A. The Minutes of Contract Negotiations
  - B. The Acceptance letter
  - C. The Award letter
  - D. The Bid submission form
  - E. The Bid Securing Declaration Form
  - F. The Priced Bill of Quantities
  - G. The Proposed Personnel
  - H. The Drawings
  - I. The Code of Conduct
  - J. The Environmental Declaration Form
  - K. The Sexual Exploitation and Abuse (SEA)/ Sexual Harassment Performance Declaration
  - L. The Proposed programme of works
  - M. The letter of acceptance of World Bank Anti-Corruption Guidelines
  - N. The General conditions
  - O. The Special conditions
  - P. The Schedule of requirements
3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, **the Contract Price MK15,957,006.56 (FIFTEEN MILLION NINE HUNDRED AND FIFTY SEVENT THOUSAND AND SIX KWACHA FIFTY SIX TAMBALA ONLY)** or such other sum as may become payable under the provisions of the **admeasurements Contract** at the times and in the manner prescribed by the Contract.
5. The Mobilisation (Advance Payment) will be equivalent to a limit of **20%** of the Contract Price. It will be paid to the **Contractor** no later than **30 days**.



6. The Start Date shall be: **5 days after Contract signing** and the Intended Completion Date for the whole of the Works shall be: **120 Days after the start date.**

Agreement to be executed in accordance with the laws of **Malawi** on the day, month and year indicated above.

**Name: Francis Matewere**  
**Position: District Commissioner**

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

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

20/01/23

For and on behalf of the Employer,  
**CHIRADZULU DISTRICT COUNCIL**

**Name: Francis M'baya**

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

**Witness: Chief Public Works Officer**

Name: SAMSON JERE

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

**SEJO CONSTRUCTION**

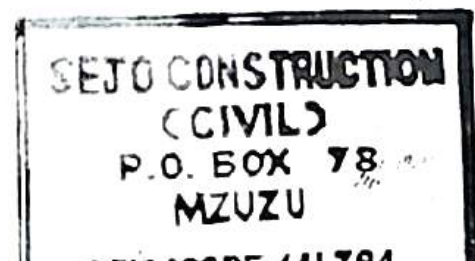
Phone number: \_\_\_\_\_

Date: 20/1/2023

**Witness Name:** E. Mwanika

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

Date: 20/1/2023



# SEJO CONSTRUCTION

P.O.BOX 72

MZUZU

CELL:0881133368/0995641794

20 January 2023

The District Commissioner  
Chiradzulu District Council  
Private Bag 1  
Chiradzulu

Dear Sir

**ACCEPTANCE OF CONTRACT REF No. CZDC/DDF-LILONGWE/2022-23/1(Construction of Namapale concrete slab) FOR AMOUNT 15,957,006.50**

We refer to your award letter Ref No. CZDC/DDF-LILONGWE/2022-23/1 FOR and we hereby accept the Contract at 15,957,006.50

We are ready to start the works as awarded and also from the contract agreement as indicated for 20/01/23

We look forward towards contract signing and execution of the works.

Yours Faithfully

FOR: Sejo Construction

  
SAMSON JERE

MANAGING DIRECTOR



Telephone: +265 1 693 240  
Facsimile: +265 1 693 235

All communications should be addressed to  
The District Commissioner



In reply please quote No:

Chiradzulu District Council  
Private bag 1  
CHIRADZULU  
MALAWI.

18<sup>TH</sup>, JANUARY, 2023

Ref. No: CZDC/DDF-LILONGWE/2022-23/1

SEJO CONSTRUCTION  
P.O.BOX 78  
MZUZU

Dear Sir / Madam,

**NOTIFICATION OF OFFER OF CONTRACT FOR THE  
CONSTRUCTION OF NAMAPALE CONCRETE SLAB**

Please refer to the Quotation you submitted on the above subject matter.

I am pleased to notify you that your Quotation has been successful following the evaluation which was carried out and subsequent review by Internal Procurement and Disposal Committee (IPDC) amounting to **MK 15,957,006.56**

Meanwhile, we congratulate you for emerging successful. However, you are requested to furnish this office with acknowledgement of receipt and acceptance of this notification of offer within seven (7) days from the date of this notification so that we can arrange for contract signing.

We are waiting for your reply.

Yours faithfully,

F. Matewere

**DISTRICT COMMISSIONER**







MALAWI GOVERNMENT

CHIRADZULU DISTRICT COUNCIL

## NOTICE OF INTENTION TO AWARD CONTRACTS

**Date Issued: 12<sup>th</sup> January, 2023**

Chiradzulu District Council intends to award DDF contracts to the Successful bidders as follows:

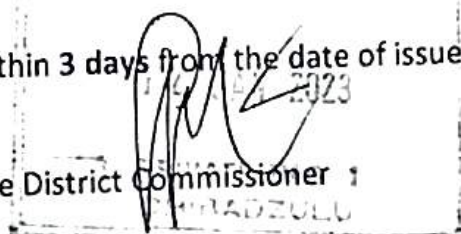
LOT	PROJECT NAME	REFERENCE NO.	NAME OF THE BIDDER	CONTRACT PRICE
1	CONSTRUCTION OF NAMAPALE CONCRETE SLAB	CZDC/DDF-LILANGWE/2022-23/1	SEJO CONSTRUCTION	K15,957,006.56
2	RESHAPING OF CHEMWENYE ROAD & DRAINAGE IMPROVEMENT	CZDC-DDF-NGULUDI/2022-23/2	ORNAMENTAL	K17,309,238.71
3	DECKING OF MASALANI CONCRETE BRIDGE	CZDC/DDF-THUMBWE/2022-23/3	CHITHO CONSTRUCTION	K10,507,039.50

The Following Projects to be Re-Advertised

LOT	PROJECT NAME	REFERENCE NO.	RECOMMENDATION
4	CONSTRUCTION OF MBULUMBUZI CDSS ADMIN BLOCK	CZDC/DDF-MBULUMBUZI/2022-23/4	TO BE RE-ADVERTISED
5	CONSTRUCTION OF MITUMBIRA CONCRETE BRIDGE	CZDC/DDF-MITUMBIRA/2022-23/5	TO BE RE-ADVERTISED

Should there be any queries, write within 3 days from the date of issue of this notice to below address:

The District Commissioner 1



**MINUTES OF INTERNAL PROCUREMENT AND  
DISPOSAL OF ASSETS COMMITTEE OF  
CHIRADZULU DISTRICT COUNCIL HELD IN THE  
CONFERENCE ROOM**

**MINUTE No: IPDC/11/01/2023**

**Held on 11<sup>TH</sup> JANUARY, 2023**

**MINUTES OF THE INTERNAL PROCUREMENT AND DISPOSAL OF  
ASSETS COMMITTEE (IPDC) OF CHIRADZULU DISTRICT COUNCIL**



## **AGENDA OF THE MEETING**

1. Opening Prayer
2. Adoption of Agenda
3. Welcome Remarks
4. Consideration of Various Procurements
  - 4.1 Procurements from Works-GESD
  - 4.2 Procurements from Works-DDF
5. Closing Remarks
6. Closing Prayer

ITEM	DISCUSSION																
1. 0 1.1 Opening prayer	An opening prayer was done by a Mr. H. Kapunga																
1.2 Members Present	<table> <tr> <th data-bbox="336 640 767 685">Name</th><th data-bbox="767 640 1382 685">Designation</th></tr> <tr> <td data-bbox="336 685 767 730">A. Machemba</td><td data-bbox="767 685 1382 730">Chairperson</td></tr> <tr> <td data-bbox="336 730 767 775">T. Majoni</td><td data-bbox="767 730 1382 775">DOF-Member</td></tr> <tr> <td data-bbox="336 775 767 819">L Banda</td><td data-bbox="767 775 1382 819">Member</td></tr> <tr> <td data-bbox="336 819 767 864">J Maseya</td><td data-bbox="767 819 1382 864">Member</td></tr> <tr> <td data-bbox="336 864 767 909">H. Kapunga</td><td data-bbox="767 864 1382 909">Secretary</td></tr> <tr> <td data-bbox="336 909 767 954">Apologies</td><td></td></tr> <tr> <td data-bbox="336 954 767 999">J. Chausa</td><td></td></tr> </table>	Name	Designation	A. Machemba	Chairperson	T. Majoni	DOF-Member	L Banda	Member	J Maseya	Member	H. Kapunga	Secretary	Apologies		J. Chausa	
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J Maseya	Member																
H. Kapunga	Secretary																
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J. Chausa																	
2. 0 Adoption of the Agenda	The committee adopted the agenda without any amendments.																
3. 0 Opening Remarks	The Chairperson welcomed all members present to the meeting. He emphasised the need to meet as IPDC to approve District Council's procurements.																
4. 0 Committ ee	Passes and adopted all RFB's presented to the committee																

IPDC review evaluation report and approved the following Projects.

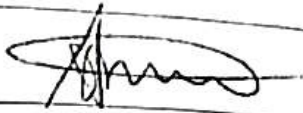

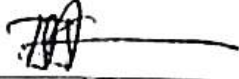


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IPDC approved the Following Projects to be Re-Advertised

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5. D	<b>Closing Remarks</b>	The Chairperson thanked all the members for participating in the deliberations of the procurements, approving and disapproving. He edged the members to be committed to attending the meeting. Having no any other business to the Chairperson closed the meeting.
.	<b>Closing Prayer</b>	A closing prayer was conducted by Mr. H. Kapunga

MEMBERS PRESENT	POSITION	SIGNATURE
ACHEMBA	CHAIRPERSON	
MAJONI	DOF	
MASEYA	MEMBER	
J. CHAUSA	MEMBER	
H. KAPUNGA	SECRETARY	

**REPUBLIC OF MALAWI**



**CHIRADZULU DISTRICT COUNCIL**

**PROCUREMENT OF VARIOUS WORKS PROJECTS IN CHIRADZULU  
DISTRICT-DDF**

**BID EVALUATION REPORT**






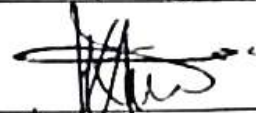
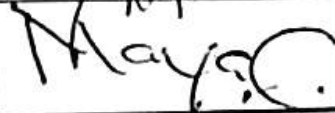
**November, 2022**



Bidder No.	Name of Bidder	Bid Price	Ranking	Remark
13	Sejo Construction	15,957,006.56	1	Corrected
5	Comfort Manuel Jani JV	16,133,127.18	2	Corrected
9	Wisdom Construction Ltd	17,034,650.70	3	Corrected
1	Bahats 4 Enterprises	19,514,902.05	4	Corrected

Based on the final ranking above, Evaluation team therefore recommends that the contract for the construction of Namapale Concrete Slab be awarded to **Sejo Construction** at contract amount of **MK15,957,006.56** VAT inclusive.

# Signing of Bid Evaluation Report

No	Name	Signature
1	Tyness Chirwa	
2	Francis M'baya	
3	Jimmy Masina	 RP
4	Zebediah Chirwa	
6	Hastings Kapunga	
7	Henderson Kaumi	
8	Chikumbutso Maya	 May C.