

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.

14<sup>th</sup> March, 2023

**Ref. No: MW-CZDC-337728-CW-RFQ**

The Managing Director  
Umboni Construction  
P.O Box 37  
**CHIRADZULU**

Dear Sir,

**NOTIFICATION OF OFFER OF CONTRACT FOR COMPLETION OF  
MBUNDA HEALTH POST**

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 of Assets Authority (PPDA) amounting to **Mk9, 458,436.69**

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,

Francis Matewere  
**DISTRICT COMMISSIONER**





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

**CONTRACT NO: MW-CZDC-337728-CW-RFB**

**CONTRACT AGREEMENT FOR COMPLETION OF  
MBUNDA HEALTH POST**

**BETWEEN**

**THE GOVERNMENT OF THE REPUBLIC OF MALAWI**

Acting through its

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

And

**UMBONI BUILDING CONTRACTORS  
P.O BOX 37  
CHIRADZULU**

THIS CONTRACT AGREEMENT is made on the 14<sup>th</sup> day of March, 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. **UMBONI BUILDING CONTRACTORS** a corporation incorporated under the laws of Malawi having its principal place of business **Post Office Box 37, CHIRADZULU, Malawi** (hereinafter called "the Contractor")

**Contact Details (Cell)** 0995544685 / 088179474

Whereas the Employer sourced bid for the works, describe as **Completion of Mbunda Health Post, Chiradzulu North, Ntayamwana Ward 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 MK9, 458,436.69 (NINE MILLION FOUR HUNDRED FIFTY EIGHT THOUSAND FOUR HUNDRED THIRTY SIX KWACHA SIXTY NINE TAMBALA ONLY)** or such other sum as may become payable under the provisions of the **fixed Contract** at the times and in the manner prescribed by the Contract.
5. Payment 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: **30 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: \_\_\_\_\_

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

Name: **Francis M'baya**

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

Witness: **Chief Public Works Officer**

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

**WITNESS**

**Amukha**

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

**UMBONI CONSTRUCTION**

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

**14/03/2023**

Witness Name: \_\_\_\_\_

**AICKSON LION MBARE**

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

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

**14/03/2023**

UMBONI BUILDING CONTRACTORS  
P.O. Box 37,  
NAMADZI, CHIRAZUKE.  
14-03-2023.  
PHONE: 0995544625

TO THE DISTRICT Commissioner.  
CHIRAZUKE DISTRICT Council,  
P/BAG 1,  
CHIRAZUKE.

Dear Sir/Madam.

ACCEPTANCE LETTER FOR COMPLETION  
OF MBUNDA HEALTH POST.

I witness Namukha of Umonu Building  
Contractors, I agreed to complete Mbunda  
Healthy Post at the amount of  
K 9,458,000.

I promise to complete the Healthy Post  
in 120 days.

Yours faithfully  
WITNESS NAMUKHA









**MALAWI GOVERNMENT**

**CHIRADZULU DISTRICT COUNCIL**

**NOTICE OF INTENTION TO AWARD CONTRACTS**

**Date Issued: 09<sup>th</sup> March, 2023**

Chiradzulu District Council intends to award GESD contracts to the successful bidders as follows:

NO.	PROJECT NAME	PROCUREMENT REFERENCE NUMBER	NAME OF THE BIDDER	CONTRACT PRICE
1	CONSTRUCTION OF JUNE JUNIOR TOILET	MW-CZDC-337728-CW- RFQ	MANZE CONSTRUCTION	3,798,399.00
2	COMPLETION OF MBUNDA HEALTH POST	MW-CZDC-337730-CW- RFQ	UMBONI BUILDING CONTRACTORS	9,458,436.69

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

The District Commissioner

Chiradzulu District Council

Private Bag 1

Chiradzulu

**REPUBLIC OF MALAWI**



**CHIRADZULU DISTRICT COUNCIL**

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

**BID EVALUATION REPORT**

**FEBRUARY, 2023**







Based on the final ranking above, Evaluation team therefore recommends that the contract for the completion of Mbunda Under-five Clinic be awarded to **Umboni Building Contractors** at contract amount of **Mk9, 458,436.69** VAT inclusive.

**Table 7:**

**Administrative Compliance; Qualification Information**

ADMINISTRATIVE COMPLIANCE												
LOT 2		Procurement Ref No. MW-CZDC-337728-CW-RFB										
QUALIFICATION CRITERIA												
Table 7	Construction of June Junior Primary Toilet	COMPLIANCE	Verification, Eligibility, Completeness of bid and Substantial responsiveness								Overall Decision (A/R)	
			Business Registration Certificate	Bid Submission form Signed	Sexual Exploitation	Code of conduct	World Acceptance	ESMP Declaration	Bid Validity 120 days	MRA Tax Clearance		BUILDING MK20M
1	Ambewe Construction And General Suppliers	Y/N	Y	Y	Y	Y	Y	Y	Y	Y	Y	A
2	Manze Construction	Y/N	Y	Y	Y	Y	Y	Y	Y	Y	Y	A
3	Umboni Building Contractors	Y/N	Y	Y	Y	Y	Y	Y	Y	Y	Y	A

## 5.0 Signing of Bid Evaluation Report

No	Name	Signature
1	Hastings Kapunga	
2	Francis M'baya	
3	William Chikuse	
4	F. T. Magodi	

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

**MINUTE No: IPDC/08/03/2023**

**Held on 8<sup>th</sup> March 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 Works Procurements
  - 4.1 Procurements from Works - GESD
5. Closing Remarks
6. Closing Prayer



	DISCUSSION	
1.1 Opening prayer	An opening prayer was done by a Mr H. Kapunga	
1.2 Members Present	<b>Name</b>	<b>Designation</b>
	A. Machemba	DEM - Chairperson
	T.Majoni	Accounts- Member
	J. Maseya	Member
	H. Kapunga	Secretary
	L. Banda	Member
	<u>APOLOGIES</u>	
	J. Chausa	
Adoption of the Agenda	The committee adopted the agenda without any amendments.	
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.	
Committee	Passes and adopted all RFBs presented to the committee	

**Closing  
Remarks**


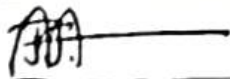
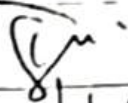

The Chairperson thanked all the members for participating in the deliberations of the procurements, approving and disapproving. He edged the members to be committed to attending the meeting. Having no any other business to the Chairperson closed the meeting.

**Closing  
Prayer**

A closing prayer was conducted by Mr H. Kapunga

PROJECT NAME	REFERENCE NUMBER	NAME OF THE BIDDER	CONTRACT PRICE
Construction of June Junior Toilet	MW-CZDC-337728- CW-RFQ	Manze Construction	MK3,798,399.00
Completion of Mbunda Health Post	MW-CZDC-337730- CW-RFQ	Umboni Building Contractors	MK9,458,436.69

IPDC members present and signatures

	NAME	POSITION	SIGNATURE
1	A. MACHEMBA	CHAIRPERSON	
2	J. MASEYA	MEMBER	
3	T. MAJONI	MEMBER-ACCOUNTS	
4	L. BANDA	MEMBER	
5	H. KAPUNGA	SECREATARY	