: Bid Data Sheet (BDS)

| **Instructions to Bidders (ITB) reference** | Data relevant to ITB |
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| A. General | |
| **ITB 1.1** | The Procuring Entity is: **Central Region Water Board** |
| **ITB 1.1** | The subject of the procurement is: **Security Services** |
| **ITB 1.1** | The Procurement Reference Number is: **CRWB/NCS/SS/2023** |
| **ITB 1.1** | The number and identification of Lots in this Bidding Document is: **1 (One)** |
| **ITB 1.2** | The Bidding Document is issued under Procurement Method: **Request for Quotation(RFQ)** |
| B. Bidding Documents | |
| **ITB 7.1** | For **clarification purposes** only, the Procuring Entity’s address is,  Attention : **Acting Procurement and Disposal Manager**  Private Bag : **59**  City : **Lilongwe**  Country : **Malawi**  Telephone : **+265999 203 621**  E mail address : [tnyalapa**@crwb.org.mw**](mailto:tnyalapa@crwb.org.mw) |
| C. Preparation of Bids | |
| **ITB 12.1 (i)** | The Bidder shall submit with its bid the following additional documents:   1. **Beneficial Ownership Form** 2. **Current Tax Clearance Certificate(TCC)** 3. **Current Clearance Certificate from Ministry of Home Affairs.** 4. **Letter from Malawi Police Service to confirm screening arrangement of guards during recruitment process.** 5. **Certificate of Registration with PPDA** 6. **Certificate of Incorporation** 7. **Documentary evidence of at least three similar contracts** **performed in the past two years.** 8. **Documentary evidence of liquidity equivalent to three (3) months cash flow requirement for performing the contract.** |
| **ITB 14.1** | Alternative bids **shall not** be considered. |
| **ITB 15.5** | The Incoterms edition is: **Not Applicable** |
| ITB 15.5 | For Related Goods, the Bidder shall quote prices using the following Incoterms: **Not Applicable** |
| **ITB 15.6** | The prices quoted by the Bidder shall be: **fixed during the contract period.** |
| **ITB 16.1** | For Services and Related Goods originating in Malawi, the currency of the bid shall be: **Malawi Kwacha** |
| **ITB 22.1** | Bid Security **shall be** required. This will be in the form of a **Bid Securing Declaration.** |
| D. Submission and Opening of Bids | |
| **ITB 25.1** | For **bid submission purposes** only, the Procuring Entity’s address is,  Attention : **The Chairman**  : **Internal Procurement and Disposal Committee**  Private Bag : **59**  City : **Lilongwe**  Country : **Malawi**  **The deadline for bid submission is:**  Date:**17th August 2023** Time: **10:00 hours Local Time** |
| **ITB 28.1** | The **bid opening** shall take place at: **Central Region Water Board Head Office**  Place/Room number : **CRWB Head Office**  City : **Lilongwe**  Country : **Malawi**  Date: **17th August 2023**  Time: **10:00 hours Local Time** |
| E. Evaluation and Comparison of Bids | |
| **ITB 35.1** | The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is: **Malawi Kwacha**  The source of exchange rate shall be: **National Bank of Malawi**  The date for the exchange rate shall be: **the date of bid opening** |
| **ITB 36.1** | A margin of preference shall **Not** apply. |
| F. Award Procedure | |
| **ITB 42.1** | The percentage by which quantities may be increased is: **15 %**  The percentage by which quantities may be decreased is: **15 %** |
| **ITB 45.1** | Amount of Performance Security shall be **10 % of the Contract Price**. |