

A large teal graphic on the left side of the page, consisting of a triangle at the top and a rectangle below it, with a diagonal cutout in the upper right corner of the rectangle.

# **REQUEST FOR QUOTATIONS**

CONTRACT TITLE: HOTEL CONFERENCE  
PACKAGE AND ACCOMMODATION FOR THE  
NNP ADDITIONAL TRAINING OF MASTER  
TRAINERS REF: RFQ. NO MMB/28/02/2023

February 2023

This page left intentionally blank for pagination.

Mott MacDonald  
Mercantile Building  
Off Presidential Way  
City Centre  
Plot Bwaila 3/40  
PO Box 1133  
Lilongwe  
Malawi

T +265 (0)111 556 239  
mottmac.com

# **REQUEST FOR QUOTATIONS**

**CONTRACT TITLE: HOTEL CONFERENCE  
PACKAGE AND ACCOMMODATION FOR THE  
NNP ADDITIONAL TRAINING OF MASTER  
TRAINERS REF: RFQ. NO MMB/28/02/2023**

February 2023

# Issue and Revision Record

Revision	Date	Originator	Checker	Approver	Description
1	28.02.2023	MM	MM	MM	

**Document reference:**

Information class: Standard

This document is issued for the party which commissioned it and for specific purposes connected with the above-captioned project only. It should not be relied upon by any other party or used for any other purpose.

We accept no responsibility for the consequences of this document being relied upon by any other party, or being used for any other purpose, or containing any error or omission which is due to an error or omission in data supplied to us by other parties.

This document contains confidential information and proprietary intellectual property. It should not be shown to other parties without consent from us and from the party which commissioned it.

# Contents

Executive summary	Error! Bookmark not defined.
1 Introduction	Error! Bookmark not defined.
2 Overview of the Requirement and Procurement Process	1
2.1 The Company	1
2.2 Background & Current Situation	1
2.3 Overview of goods required	1
2.4 Timescales	1
2.5 Company's Contact Details	2
2.6 Response Required	2
2.7 Glossary	2
3 Instructions to Tenderers	4
3.1 Introduction	4
3.2 General	4
3.3 Confidentiality	5
3.4 Clarification	5
3.5 Preparation of Responses	5
3.6 Submission of Responses	6
3.7 Canvassing	6
3.8 Disclaimers	6
3.9 No Inducement or Incentive	7
3.10 Acceptance and Admission to the Agreement	7
3.11 Amendments to RFQ Documents	7
3.12 Late Responses	7
3.13 Modification and Withdrawal	7
3.14 Right to Reject/Disqualify	7
3.15 Right to Cancel, Clarify or Vary the Process	8
3.16 Customer References	8
3.17 Evaluation Process	8
3.18 Notification	8
3.19 Agreement	8
4 Scope of Supply	9
4.1 Introduction	Error! Bookmark not defined.
4.2 Technical specifications	9
4.3 Tender pricing	9
4.4 Delivery	9

4.5	Payment	9
4.6	Warranty	10
4.7	Legal	10
4.8	Alternative proposals	10
4.9	Attachments	10
5	Response	11

# 1 Overview of the Requirement and Procurement Process

Purpose of this Request for Quotations (RfQ) is to solicit quotations from interested hotel service providers based in Lilongwe willing to provide Accommodation and Conference package services during the National Numeracy Programme Additional Training of Master Trainers. The training will be held for 6 days from 6<sup>th</sup> – 11<sup>th</sup> March 2023 in Mponela, Dowa.

## 1.1 The Company

Mott MacDonald is a £1.4bn turnover, employee-owned management, engineering, and development consultancy serving the public and private sectors around the world. We employ around 17,000 staff and work across more than 200 offices globally, undertaking projects in 140 countries. Our expertise and resources help deliver projects covering:

• Buildings	• Environment
• Education	• Communications
• Health	• Industry
• Oil and Gas	• Power
• Transport	• Water
• Mining	• Urban Development
• International Development	

Additional general information about Mott MacDonald can be found at [www.mottmac.com](http://www.mottmac.com).

## 1.2 Background & Current Situation

Mott MacDonald Limited has been appointed by the UK Foreign Commonwealth and Development Office (FCDO) – formerly DFID, to deliver the Strengthening the Teaching of Primary School Mathematics in Malawi programme, now named the National Numeracy Programme. The programme will provide technical assistance to the Ministry of Education (MoE) to help improve the quality of mathematics teaching in lower primary school (standards 1-4), nationwide by facilitating the revision of the mathematics curriculum for lower primary, develop corresponding teaching and learning materials, design teacher training strategies (including school-based support structures), carry lessons learnt from the pre-pilot and the pilot to oversee the national scale-up.

## 1.3 Overview of goods required

Purpose of this Request for Quotations (RfQ) is to solicit quotations from interested hotel service providers based in Lilongwe willing to provide Accommodation and Conference package services during The NNP Additional Training of Master Trainers. The training will be held for 6 days from 6<sup>th</sup> – 11<sup>th</sup> March 2023 in Mponela, Dowa.

## 1.4 Timescales

Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Company does not intend to depart from the timetable it reserves the right to do so at any stage.

**Table 1: Proposed timetable**

Date	Action
28 February 2023	RFQ to be published.
01 March 2023	Clarification period for RFQ opens.
02 March 2023	Clarification period closes.
03 March 2023	Closing date and time for receipt by the Company of Suppliers' RFQ Responses (bids).
04 March 2023	Evaluation of bids and selection of supplier.
04 March 2023	Notification of outcome to selected supplier.
05 – 12 March 2023	Delivery of services

## 1.5 Company's Contact Details

Unless stated otherwise in this RFQ or in writing from the Company, all correspondence and communications from Suppliers during the period of this procurement exercise must be directed to the Company's designated contact:

Name: NNP Procurement

Email: [nnpprocurement@mottmac.com](mailto:nnpprocurement@mottmac.com)

All email communications should bear the subject line **"REQUEST FOR QUOTATIONS (RfQ) FOR HOTEL CONFERENCE PACKAGE AND ACCOMMODATION FOR THE NNP ADDITIONAL TRAINING FOR THE MASTER TRAINERS REF: RFQ. NO MMB/28/02/2023"**. Ensure that the name, contact details and position of the person making the enquiry are clearly identified in any written communication.

## 1.6 Response Required

Prospective Suppliers are asked to submit responses in the manner set out in Sections 3 and 4 of this RFQ document. In addition to returning a compliant RFQ Response, the Company would also consider any alternative proposals Suppliers might wish to suggest which could in their opinion fulfil our requirements.

## 1.7 Glossary

- Unless the context otherwise requires, the following words and expressions used within this RFQ document shall have the following meanings:



**Table 2: Definitions of terms used in this document**

<b>Term</b>	<b>Meaning</b>
"Agreement" or "Contract"	The agreement to be entered into by the Company and the Supplier following any award under the procurement exercise to supply the goods and/or services.
"Charges" or "Prices"	The costs, prices and related expenses proposed by the Supplier in relation to the supply of the goods and/or services.
"Company" or "Mott MacDonald"	Mott MacDonald Group Limited and its subsidiary companies.
"Deadline"	The closing date for RFQ Responses, as shown in Section 1.4 – Timescales.
"Due Diligence Information"	The background and supporting documents and information provided by the Company for the purpose of better informing Suppliers' responses to this RFQ.
"Instructions to Suppliers"	The terms and conditions set out in this RFQ relating to the submission of a Response.
"Request for Proposal" or "RFQ"	This Request for Proposal document and all related documents published by the Company and made available to Suppliers (including any Due Diligence Information).
"RFQ Response" or "Response" or "Tender" or "Bid".	A Supplier's formal offer in response to this Request for Proposal.
"Supplier" or "Suppliers" or "Tenderer" or "Tenderers"	The party/parties responding to or contemplating a response to this RFQ.

## 2 Instructions to Tenderers

### 2.1 Introduction

- This RFQ is in four sections:
  - Section 1 states the outline of the requirement.
  - Section 2 contains the Instructions to Tenderers and the conditions of this RFQ.
  - Section 3 contains the detailed specifications/scope of the requirement.
  - Section 4 specifies the format or manner in which Tenderers are requested to respond.
- Potential Suppliers are free to express and propose in their response the solution(s) that they believe meet best the Company's requirement.
- Suppliers shall under in no circumstances be entitled to recover from the Company any costs, charges, expenses, or claims associated with the preparation and submission of a response to this RFQ, including in the event of this RFQ or subsequent Tender being withdrawn.
- Whilst it is the Company's intention to purchase the goods/services described herein from the Supplier(s) appointed, this does not confer any exclusivity on any appointed Supplier. The Company reserves the right to purchase any goods/services (including those similar to the goods/services covered by this procurement exercise) from any supplier.

### 2.2 General

- These instructions are designed to ensure that all Suppliers are given fair and equal access and consideration. It is important therefore that Tenderers provide all the information asked for in the format and manner specified.
- Suppliers should read these instructions carefully before submitting a Tender. Failure to comply with these requirements for completion and submission of the RFQ Response may result in the rejection of the Tender. Suppliers are advised therefore to acquaint themselves fully with the extent and nature of the goods/services and contractual obligations. These instructions constitute the Conditions of Tender. Participation in the tender process automatically signals that the Supplier accepts these Conditions.
- All material issued in connection with this RFQ shall remain the property of the Company and shall be used only for the purpose of this procurement exercise. All Due Diligence Information shall be either returned to the Company or securely destroyed by the Supplier (at the Company's option) at the conclusion of the procurement exercise.
- The Supplier shall ensure that each and every supplier, sub-contractor, consortium member and adviser that they chose to work with in responding to this RFQ abides by the terms of these instructions.
- The Supplier shall not contact any employee, agent or consultant of the Company that is in any way connected with this procurement exercise during the period of this procurement exercise, save for the Company's designated contact, unless instructed otherwise by the Company in writing.
- The Company shall not be committed to any course of action as a result of: issuing this RFQ or any invitation to participate in this procurement exercise; an invitation to submit any Response in respect of this procurement exercise; communicating with a Supplier or a Supplier's representatives or agents in respect of this procurement exercise; or any other communication between the Company (whether directly or by its agents or representatives) and any other party.

- Suppliers shall accept and acknowledge that by issuing this RFQ the Company shall not be bound to accept any subsequent Tender and reserves the right not to conclude an Agreement, where applicable, for some or all of the goods and/or services for which Tenders are invited.
- The Company reserves the right to amend, add to or withdraw all or any part of this RFQ at any time during the procurement exercise.

### 2.3 Confidentiality

- Subject to the exceptions stated below, the contents of this RFQ are made available by the Company with the following conditions:
  - Suppliers shall always treat the contents of the RFQ and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain.
  - Suppliers shall not disclose, copy, reproduce, distribute, or pass any of the Information to any other person at any time or permit any of these things to happen.
  - Suppliers shall not use any of the Information for any purpose other than for the purpose of submitting (or deciding whether to submit) a response to the RFQ.
  - Suppliers shall not undertake any publicity activity within any section of the media, including but not limited to social networking and online blogs, in relation to this RFQ.
- Suppliers may disclose, distribute, or pass any of the Information to its advisers, sub-contractors or to another person provided that at least one of the following conditions applies:
  - This is done for the sole purpose of enabling a Response to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Supplier.
  - The Supplier obtains the prior written consent of the Company in relation to such disclosure, distribution or passing of Information.
  - The Supplier is legally required to make such a disclosure.
- The Company may disclose detailed information and responses relating to this RFQ and any subsequent Tenders to its officers, employees, agents, or advisers.
- Where a Supplier has requested information or clarification then the Company reserves the right to disseminate information that is materially relevant to the procurement to all Suppliers involved, even if the information has only been requested by one Supplier, subject to the duty to protect each Supplier's commercial confidentiality in relation to its Response.
- In this section, the definition of 'person' includes but is not limited to any person, firm, corporate body, or unincorporated association.

### 2.4 Clarification

- It is anticipated that sufficient information has been provided herein to allow Suppliers to prepare their response. However, should additional information be deemed necessary, please submit a request by email to the Company's designated contact. The Company will endeavour to answer all questions as quickly as possible. If, in our opinion, the question and answer are deemed to be of interest to all potential Suppliers, then we reserve the right to respond with the question and answer to all potential Suppliers. Care will be taken to ensure that the identity of the party asking the question will remain anonymous.

### 2.5 Preparation of Responses

- Suppliers must obtain for themselves at their own responsibility and expense all information necessary for the preparation of the Response. Suppliers are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their Response

and all other stages of the selection and evaluation process. Under no circumstances will the Company, or any of its officers, employees, agents, or advisers, be liable for any costs or expenses borne by Suppliers or their sub-contractors, suppliers, or advisers in this process.

- The Company relies on Suppliers' own analysis and review of information provided. Consequently, Suppliers are solely responsible for obtaining the information which they consider is necessary in order to make decisions regarding the content of their Responses and to undertake any investigations they consider necessary in order to verify any information provided to them during the procurement process.
- Suppliers must form their own opinions, making such investigations, and taking such advice (including professional advice) as is appropriate, regarding the scope of supply and any subsequent Response, without reliance upon any opinion or other information provided by the Company or its advisers or representatives. Suppliers must notify the Company promptly of any perceived ambiguity, inconsistency, or omission in this RFQ, any of its associated documents and/or any other information issued to them during the procurement process.

## 2.6 Submission of Responses

- Responses are to be received by the Company no later than the closing date and time stated in Section 1.4.
- The Company may at its own absolute discretion extend the closing date and the time for receipt of Responses. Any extension granted will apply to all Suppliers.
- Suppliers must submit Responses according to the instructions set out Section 4
- It is anticipated that all Responses can be processed from the submitted documents but if Suppliers would like to ask any question, they may do so by emailing the Company's designated contact. The Company will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time.
- Suppliers' Response and any documents accompanying it must be in the English language.
- Suppliers may include in the Response a small amount of related and relevant information which has not been specifically requested in the RFQ.

## 2.7 Canvassing

- Any Supplier who directly or indirectly canvasses any officer, member, employee, or agent of the Company concerning this procurement or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Supplier, Tender or proposed Tender may be disqualified.

## 2.8 Disclaimers

- Whilst the information in this RFQ has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.
- Suppliers should note that the details, volumes, and any potential service dates set out in this document are estimates only. They are not intended to provide any commitment as to the value of goods/services that the Company may purchase using this or any other procurement.
- Any Agreement(s) awarded will be non-exclusive. The Company gives no undertaking that it will purchase the whole or any of the requirements for goods/services through such arrangement.
- Neither the Company nor its advisers, directors, officers, members, partners, employees, other staff or agents:
  - Makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the RFQ.

- Accepts any responsibility for the information contained in the RFQ or for the fairness, accuracy or completeness of that information, nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- Any persons considering making a decision to enter contractual relationships with the Company following receipt of the RFQ should make their own investigations and their own independent assessment of the Company and its requirements for the goods/services and should seek their own professional advice.
- Any Agreement concluded as a result of this RFQ shall be governed by the Laws of England and Wales, or by the laws of the country in which the Supplier is based, or by alternative laws and jurisdiction, at the Company's discretion.

## **2.9 No Inducement or Incentive**

- The RFQ is issued on the basis that nothing contained in it shall constitute an inducement or incentive nor shall have in any other way persuaded a Supplier to submit a Response or enter into any subsequent Agreement or any other contractual arrangement.

## **2.10 Acceptance and Admission to the Agreement**

- The Company shall be under no obligation to contract with or conclude any Agreement with the Supplier following receipt of its Response to this RFQ or any subsequent tender documentation, irrespective of whether it has tendered the lowest price.

## **2.11 Amendments to RFQ Documents**

- At any time prior to the deadline for the receipt of RFQ Responses, the Company may modify the RFQ by amendment. Any such amendments will be numbered and dated and issued to all prospective Suppliers prior to the Deadline for the submission of Responses. To give prospective Suppliers reasonable time in which to take the amendment into account in preparing their Responses, the Company may, at its discretion, extend the Deadline for receipt of Responses.

## **2.12 Late Responses**

- Any Response received at the designated point after the Deadline for receipt of Responses may be rejected unless the Supplier can provide irrefutable evidence that the Response was capable of being received by the due date and time.

## **2.13 Modification and Withdrawal**

- Suppliers may modify or withdraw their Response prior to the Deadline by giving notice to the Company in writing or via electronic submission to the Company's designated contact.
- Suppliers may withdraw their Response at any time prior to accepting the offer of an Agreement following the final stage of the tender process. The notice to withdraw the Response must be in writing and sent to the Company by recorded delivery or equivalent service and delivered to the Company's designated contact.

## **2.14 Right to Reject/Disqualify**

- The Company reserves the right to reject or disqualify a Supplier where one or more of the following apply:
  - The Supplier fails to comply fully with the requirements of this RFQ.

- The Supplier is guilty of serious misrepresentation in relation to its Tender and/or the Tender process or in supplying any information required in this document.
- There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Supplier.
- There is evidence that the Supplier has acted in collusion with another party.

## 2.15 Right to Cancel, Clarify or Vary the Process

- The Company reserves the right to:
  - Amend the terms and conditions of the Tender process.
  - Cancel the evaluation process at any stage.
  - Require the Supplier to clarify its Response in writing and/or provide additional information. Failure to respond adequately may result in the Supplier not being selected.

## 2.16 Customer References

The Company may wish to contact and/or visit one or more customer references submitted by the Supplier, as part of the evaluation stage of this RFQ or subsequently if the Supplier is selected as preferred supplier.

## 2.17 Evaluation Process

The evaluation process for this RFQ will feature the following steps:

- Step 1: Compliance checks, verifying that all information requested has been submitted in compliance with the Tender instructions.
- Step 2: Evaluation and scoring of Responses:
  - Technical (goods/services offered)
  - Commercial (price and terms)
- Step 3: Evaluation report and recommendation.
- Step 4: Confirmation of outcome and authorisation to proceed.
- Step 5: Notification of outcome to the successful Tenderer.

## 2.18 Notification

- The Company will inform the successful Tenderer(s) of its intention to award contract(s) based on the evaluation process as outlined above.
- Upon request, all unsuccessful Tenderers will be afforded the opportunity of feedback on the Company's reasons for the unsuccessful outcome.

## 2.19 Agreement

- In the event that the Company wishes to enter into an Agreement with any Supplier, that Agreement will be augmented with appropriate information submitted in the Tender's Responses including any Specifications, Technical Requirements and Charges. In drafting their responses Tenderers must be mindful of this and should ensure that their Responses are drafted in clear and concise terms which will provide a basis for translation into firm contractual commitments.

## 3 Scope of Supply

Purpose of this Request for Quotations (RfQ) is to solicit quotations from interested hotel service providers based in Lilongwe willing to provide Accommodation and Conference package services during Term 2 Training of Master Trainers. The training will be held for 5 days from 5<sup>th</sup> – 9<sup>th</sup> December in Lilongwe

### 3.1 Technical specifications

Detailed specifications:

No.	Description of service	No of days	Qty	Period in dates
1	Conference Package for 109 people, consisting of: bottled water twice a day, refreshments/teas/snacks twice a day, three course lunch buffet, 2 conference rooms (for 60 people), 2 PA systems, 2 LCD projector and Projector screens etc	6	654	6 <sup>th</sup> – 11 <sup>th</sup> March 2023
2	Accommodation for 109 people, check in on 5th March and out on 12th March 2023	7	763	5 <sup>th</sup> – 12 <sup>th</sup> March 2023
3	Dinner for 5 people for 7 days each	7	35	5 <sup>th</sup> – 11 <sup>th</sup> March 2023

### 3.2 Tender pricing

- Prices tendered must be firm, fixed and valid for 90 days following the closing date for submission of RFQ Responses.
- Prices tendered must be for provision of conference package and accommodations in Lilongwe, Malawi, and must include any and all applicable administration, shipping, sales taxes etc
- Prices tendered must be inclusive of warranty (see 3.6 below).
- Tenderers based in Malawi must specify their Tender price in Malawi Kwacha (MWK).
- Tenderers based elsewhere may specify their Tender price in GBP.
- The common currency for evaluation purposes is MWK and all Tender prices specified in other currencies will be converted to MWK at the selling exchange rate quoted by the Central Bank of Malawi on the closing date for submission of RFQ Responses.
- No element of advance payment will be available for this requirement. Bidding is open to all Suppliers who can demonstrate the capacity to deliver without advance payment.

### 3.3 Delivery

Training is expected to take place at Mponela in Dowa District and the Accommodation and Conference Package services as per the details above.

### 3.4 Payment

- Supplier(s) will be paid in Malawi Kwacha (MWK).



- Full payment will be conditional upon service delivery and acceptance by the Company of the services.
- Services will only be accepted if they conform to the agreed Specifications and are free from defects. Payment terms must be included in the RFQ response.
- The Supplier may submit to the Company a single invoice for full and final payment upon acceptance of the services by the Company.
- Payment to the Service Provider will be made within 30 days following receipt by the Company of a valid invoice.

### 3.5 Warranty

Tenderers must specify as part of their RFQ Response any available service warranties if any and confirm that such warranty shall be fully transferrable to the Company and fully applicable in Malawi. The warranty should cover a minimum of 1 year (12 months).

### 3.6 Legal

- Any purchase order placed as a result of this procurement will be subject to Mott MacDonald's purchase order Terms and Conditions (Annex 1).
- Mott MacDonald reserves the right to request changes to the selected Supplier's Terms and Conditions as part of any subsequent contracting process.
- Mott MacDonald will carry out its own assessment of tenders' financial standing and this will be considered alongside the RFQ Response.

### 3.7 Alternative proposals

- Alongside the requirements stated in this RFQ, Mott MacDonald would be open to considering other or alternative options that Suppliers might wish to propose to fulfil our requirements.

### 3.8 Attachments

Tenders should provide current copies of the following (as applicable) in support of their RFQ Response:

- Evidence of Company Registration/incorporation.
- Proof of registration with Malawi Public Procurement and Disposal Authority-PPDA (for local companies)
- Postal address and verifiable contact telephone / cell phone numbers.
- Physical address of the vendor.
- References indicating the Tenderer's experience and capacity to deliver similar products to reputable organisations (private companies, INGOs, Government).
- Valid business registration certificate.
- Valid tax clearance certificate (if based in Malawi).
- Proposed Terms and Conditions of Business.
- Any relevant accreditations or quality certificate(s) such as ISO standards, dealership etc.
- Any other relevant information such as ethics policy, anti-slavery policy, etc.
- Tenderers may include in their Response a small amount of related and relevant information which has not been specifically requested in the RFQ



## 4 Response

Quotations and supporting documents must be submitted in Portable Document Format (PDF) by email attachment to the Company's designated contact, by the Deadline to the following email address: [nnpprocurement@mottmac.com](mailto:nnpprocurement@mottmac.com)

All email communications should bear the subject line: **"HOTEL CONFERENCE PACKAGE AND ACCOMMODATION FOR THE NNP ADDITIONAL TRAINING FOR THE MASTER TRAINERS REF: RFQ. NO MMB/28/02/2023"**.

Tenderers' RFQ responses must contain the following, set out clearly and unambiguously:

- The name of the hotel and any affiliation if any
- The full specifications of the service(s) offered.
- The Tenderer's unit price for the service (s) offered, inclusive of any and all applicable administration, and taxation costs (including, but not limited to, import duties and sales taxes).
- A breakdown showing the tax component(s) of the unit price.
- The total fully-inclusive Tender price.
- The currency in which the Tender price is specified (see Sections 3.3 and 3.5).
- The duration and terms of the warranty included in the Tender price. Prices tendered must be inclusive of warranty (see Section 3.6).
- Any relevant additional information (see Section 3.9).

