

Mott MacDonald Blantyre Limited Supplier Pre- qualification questionnaire (PQQ)

PQQ Ref No. MMB-13-04-2024-01. Pre-qualification of suppliers to provide different categories of goods and services.

April 2024

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1 Overview of the requirement and procurement process

This is the first stage of a two-stage procurement process to procure assorted goods and services for the period 2024-2025 to support the National Numeracy Programme in achieving its Scale-Up phase.

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 130 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 on 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 National Numeracy Programme in Malawi. The Programme will provide technical assistance to the Malawi Ministry of Education (MoE) to help improve the quality of mathematics teaching in lower primary schools (standards 1 to 4), nationwide by facilitating the revision of the mathematics curriculum for lower primary, developing corresponding teaching and learning materials, designing teacher training strategies (including school-based support structures), rigorously pilot the new materials, documenting impact, refining the materials and training strategies, and then overseeing the national scale-up.

The National Numeracy Programme (NNP) is currently seeking a 15-month extension from June 2024 to August 2025 to enable a national scale-up. If the extension is approved, then Mott MacDonald Limited will be allocated funds that will include but not be limited to the purchase of goods and services of different categories. To achieve the national scale-up, the NNP will require support from experienced, agile, responsive and capable suppliers. The Contract(s) advertised will be awarded subject to the approval of the NNP scale-up extension and funding availability.

1.3 Purpose of the PQQ

The purpose of this Supplier Pre-Qualification Questionnaire is to identify and register suppliers possessing exceptional experience, capabilities and capacity to assist the National Numeracy Programme to achieve its national scale-up.

1.4 Overview of goods and services required

Mott MacDonald Blantyre Limited would like to pre-qualify capable vendors to supply goods and services in these categories (See Appendix 1 for full description of the required goods and services);

a. Goods

- i. Assorted stationery items
- ii. Office furniture and equipment
- iii. Electronic and accessories
- iv. Packaging materials

b. Services

- i. Printing and binding
- ii. Accommodation and conference
- iii. Training materials distribution and courier
- iv. Car hire
- v. Automotive repairs
- vi. Video shooting

1.5 Timescales

Set out below is the proposed pre-qualification 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 timescale

| Date | Action |
|---------------------|--|
| 29/04/2024 | PQQ issued to prospective vendors |
| 29/04/2024 | PQQ Clarification period opens |
| 02/05/2024 | PQQ Clarification period closes |
| 12/05/2024 23:59 Pm | Closing date and time for receipt by the Company of tenderer responses to the PQQ |
| 14/05/2024 | Evaluation of PQQ responses, Due Diligence and creation of a short-list of tenderers |
| 17/05/2024 | Vendor physical verification |
| 20/05/2024 | Final vendor selection |
| 21/05/2024 | Notification of the final listed vendors and feedback to unsuccessful |

1.6 Company's contact details

Unless stated otherwise in these instructions or in writing from the Company, all correspondence and communications from suppliers during the period of this pre-qualification exercise must be directed to the Company's designated contact:

Email: NNPprocurement@Mottmac.com

- All communications should be clearly headed PQQ Ref. MMB-13-04-2024-01. Please ensure that the name, contact details and position of the person making the communication are clearly identified in the communication.

1.7 Eligibility

Prospective suppliers should demonstrate their qualifications, experience, and capacity to meet the Programme's requirements. In addition to the insurance premiums (See Appendix 2), Suppliers are required to submit the following;

- Company registration certificate
- Company profile
- Tax Identification Number and Tax Clearance Certificates
- VAT registration
- PPDA Registration
- Most recent audited accounts
- Three traceable references
- Professional Registration Certificates where applicable
- ISO Certificates where applicable
- Healthy and safety and Morden slavery policies
- Evidence of 3 previous contracts (within the last 2 years)

xii. Proposed terms and conditions.

1.8 Response required

- Prospective suppliers are asked to complete the questionnaire and together with the copies of the documentation listed in section 1.6 submit to the designated contact: NNPprocurement@Mottmac.com
- In addition to returning a compliant tender response, the Company would also consider any alternative proposal you may wish to suggest to fulfil our requirements

1.9 Glossary

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

Table 2: Terms and acronyms used in this document

| Term | Meaning |
|--|---|
| "Agreement" | 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" | The costs, prices and related expenses requested by the supplier in relation to the supply of legal services. |
| "Company, Customer" | Mott MacDonald Group Limited and its subsidiary companies. |
| "Deadline" | The dates to respond as shown in section 1.5 Timescales |
| "Due diligence information" | The background and supporting documents and information provided by the Company for the purpose of better informing the suppliers' responses to this PQQ. |
| "Instructions to suppliers" | The terms and conditions set out in this PQQ relating to the submission of a response. |
| "PQQ response" or "Response" | The suppliers formal offer in response to this pre-qualification questionnaire. |
| "Pre-qualification questionnaire" or "PQQ" | This pre-qualification questionnaire documentation and all related documents published by the Company and made available to Suppliers and includes the due diligence information. |
| "RFP" | Request for Proposal (the second stage of this process). |
| "RFQ" | Request for Quotation (the second stage of this process). |
| "Supplier, Contractor" | Suppliers, The party(ies) responding to this tender document. |

2 Instructions to tenderers

2.1 Introduction

- This PQQ is split in to four sections:
 - Section 1 restates the outline of the requirement
 - Section 2 contains the Instructions to suppliers and the conditions of this PQQ
 - Section 3 contains some more detail around the specification / scope
 - Section 4 contains the questions and format of the response that suppliers are requested to complete
- Potential suppliers are free to express and propose the solution(s) that they think fits best the Company's requirement in their response
- Please note, the suppliers shall not recover any costs, charges, expenses, or claims associated with the preparation and submission of this PQQ and any subsequent RFP / RFQ, from the Company, including in the event of this PQQ or subsequent tender being withdrawn
- Whilst it is the Company's intention to purchase the goods / services under this arrangement 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 equal and fair consideration. It is important therefore that the supplier provides all the information asked for in the format and order specified
- Suppliers should read these instructions carefully before completing the tender documentation. Failure to comply with these requirements for completion and submission of the PQQ may result in the rejection of the tender response. 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 Instructions to tenderers
- All material issued in connection with this PQQ 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 sub-contractor, consortium member and adviser that they chose to work with in responding to this PQQ abides by the terms of these instructions
- The supplier shall not contact any other employee, agent or consultant of the Company that are in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed otherwise by the Company
- The Company shall not be committed to any course of action as a result of: issuing this PQQ 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 PQQ 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 PQQ at any time during the procurement exercise

2.3 Confidentiality

- Subject to the exceptions referred to below, the contents of this PQQ are being made available by the Company with the following conditions:
 - Suppliers shall always treat the contents of the PQQ 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 purposes of submitting (or deciding whether to submit) a response to the PQQ
 - 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 PQQ
- Suppliers may disclose, distribute, or pass any of the Information to its advisers, sub-contractors or to another person provided that 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 tenderer
 - 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
- In this section, the definition of 'person' includes but is not limited to any person, firm, corporate body, or unincorporated association.
 - The Company may disclose detailed information and responses relating to this PQQ 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

2.4 Clarification

- It is anticipated that sufficient information has been provided to allow you to prepare your response, however, should you want additional information then please submit your request via email to the Company's designated contact named in Section 1.5. The Company will endeavour to answer all questions as quickly as possible. If, in our opinion, the question and answer is deemed to be of interest to all bidders, then we reserve the right to respond with the question and answer to all bidders. Care will be taken to ensure that the identity of the party asking the question will remain anonymous

2.5 Intention to submit a response

- If a supplier does not wish to participate further in this procurement exercise, the supplier should indicate so via email or post and return any documentation to the Company's designated contact named in Section 1.5

2.6 Preparation of the response

- 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 their advisers, be liable for any costs or expenses borne by suppliers, 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, their response, and any subsequent response to a tender, without reliance upon any opinion or other information provided by the Company or their advisers and representatives. Suppliers must notify the Company promptly of any perceived ambiguity, inconsistency, or omission in this PQQ, any of its associated documents and / or any other information issued to them during the procurement process

2.7 Submission of responses

- Responses are to be received by the Company no later than the date shown 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 in the spreadsheet provided in Section 4
- It is anticipated that all responses can be processed from the submitted documents but if you would like the opportunity to ask questions then please do so by emailing the Company's designated contact named in Section 1.5. The Company will endeavour to answer all questions as quickly as possible but cannot guarantee a minimum response time
- The response and any documents accompanying it must be in the English language

- Suppliers may include in the response a small amount of related information which has not been specifically requested in the PQQ

2.8 Canvassing

- Any supplier who directly or indirectly canvasses any officer, member, employee, or agent of the Company or its members concerning the establishment of the agreement 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

2.9 Disclaimers

- Whilst the information in this PQQ 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 agreement
- 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 this arrangement.
- Neither the Company or its advisors, respective 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 PQQ
 - Accepts any responsibility for the information contained in the PQQ or for their 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 PQQ 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 PQQ shall be governed by the Laws of Malawi

2.10 No inducement or incentive

- The PQQ 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

2.11 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 responses to this PQQ or any subsequent tender documentation, irrespective of whether it has tendered the lowest price etc.

2.12 Amendments to PQQ documents

- At any time prior to the deadline for the receipt of responses, the Company may modify the PQQ 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

2.13 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.

2.14 Modification and withdrawal

- Suppliers may modify 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.

2.15 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 PQQ
 - 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

2.16 Right to cancel, clarify or vary the process

- The Company reserves the right to:
 - Amend the terms and conditions of the invitation to 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.

2.17 Customer references

- The Company is likely to want to talk to and, or visit one or more customer references supplied by the supplier, as part of the evaluation stage of this PQQ

2.18 Evaluation process

- The evaluation process for this PQQ will feature the following steps:
 - Step 1 - Compliance checks, ensuring that all information requested has been submitted in compliance with the tender instructions.
 - Step 2 - Evaluation and scoring of responses:
 - Technical-quality of the goods / services offered
 - Financial Stability
 - Reputation and Reference
 - Capacity and capability
 - Delivery and lead time
 - Ethical and environmental practice
 - Communication and collaboration
 - Step 3 - Evaluation of submissions
 - Step 4 - Notification of outcome to both successful and unsuccessful tenderers

2.19 Notification

- The Company will inform the successful supplier(s) of its intention to move to the second stage of this tender process based on the evaluation process as outlined above.
- Upon request, all unsuccessful suppliers will be afforded the opportunity of a debriefing to discuss the Company's reasons for the unsuccessful outcome.

2.20 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 provider's responses including any specifications, technical requirements and charges. In drafting their responses suppliers 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

A. Appendices

Appendix 1: Description of the goods and services required

| No | Categories Reference | Description of Goods and Services | Frequency of Order |
|-------|----------------------|--|--------------------|
| Lot 1 | MMBRFPQ001 | Supply of general office and training stationery (including sortin, packaging and Delivery) | As need arises |
| | MMBRFPQ002 | Supply of office furniture, fixtures, and equipment. | As need arises |
| | MMBRFPQ003 | Supply of electronic devices and accessories. | As need arises |
| Lot 2 | MMBRFPQ004 | Supply of packaging cartons, pallets, Fevicol Glue and related materials. | As need arises |
| Lot 3 | MMBRFPQ005 | Provision of printing services for training and promotional materials, books and other documents. | As need arises |
| Lot 4 | MMBRFPQ006 | Provision of accommodation and conference services for staff and stakeholders. | As need arises |
| | MMBRFPQ007 | Provision of catering services and refreshments during training and meetings | As need arises |
| Lot 5 | MMBRFPQ008 | Provision of distribution services for Programme training materials and resources across the nation. | As need arises |
| | MMBRFPQ009 | Provision of car rental services for staff and stakeholder transportation needs. | As need arises |
| | MMBRFPQ0010 | Provision of courier services for the dispatch and delivery of training materials across the nation. | As need arises |
| Lot 6 | MMBRFPQ0011 | Provision of vehicle parts, maintenance and repair services for Programme vehicles. | As need arises |
| | MMBRFPQ0012 | Provision of vehicle Installations, fittings and replacement services | As need arises |
| Lot 7 | MMBRFPQ0013 | Provision of videography and video production services | As need arises |

Appendix 2: Insurance requirements per Category

| No | Categories | Insurance Premium Coverage Requirements-Please provide copies of certificates/Letters |
|-------|---|---|
| Lot 1 | Stationery Items | Workers compensation, Public Liability and Product Liability a minimum of K300,000,000.00 coverage each |
| | Office Furniture and Equipment | Workers Compensation, and Product and Public Liability a minimum of K15,000,000.00 coverage each |
| | Electronics | Workers Compensation, Public Liability and Product Liability minimum of K10,000,000.00 coverage and Warranty |
| Lot 2 | Printing and binding | Professional indemnity, Product Liability, Errors and omission, Workers Compensation, Public Liability, and business interruption; a minimum of K300,000,000.00 coverage each |
| Lot 3 | Accommodation and conference services | Workers compensation and Public Liability a minimum of K20,000,000.00 coverage |
| | Catering and refreshments | Workers Compensation and Public Liability a minimum of K10,000,000.00 coverage |
| Lot 4 | Material distribution | Workers Compensation and Fidelity bond, Business Interruption, Professional Indemnity and Public Liability; a minimum of K20,000,000.00 coverage each |
| | Car Hire services | Workers compensation, Professional Indemnity and Public Liability a minimum of K50,000,000.00 coverage |
| | Courier Services | Workers compensation, and Fidelity bond, Business Interruption and, Professional Indemnity, Public Liability; a minimum of K5,000,000.00 coverage each |
| Lot 5 | Automotive parts and routing vehicle Services | Workers compensation, and Fidelity bond, Business Interruption, Professional Indemnity and Public Liability; a minimum of K10,000,000.00 coverage each |
| | Replacement | Workers compensation, and Fidelity bond, Business Interruption, Product Liability and Public Liability; a minimum of K10,000,000.00 coverage each |
| Lot 6 | Video shooting and production | Workers compensation, and Professional indemnity, Media and Public Liability; a minimum of K20,000,000.00 coverage each |
| Lot 7 | Packaging materials | Workers compensation, Product Liability and Public Liability a minimum of K20,000,000.00 coverage |