



National Numeracy Programme

Developing strong foundations in mathematics for all children to succeed

REQUEST FOR PROPOSALS

CONTRACT TITLE: HOTEL ACCOMMODATION AND CONFERENCE PACKAGE

Reference No: RFQ No. MMB/16/08/2022

1- Overview of the Requirement

Mott MacDonald Limited has been appointed by the UK Foreign Commonwealth and Development Office (FCDO) – formerly DFID, to deliver the National Numeracy Program 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 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), rigorously pilot the new materials document impact, refine the materials and training strategies, and then oversee the national scale-up.

The National Numeracy Programme (NNP) has since its inception trained teachers on the new mathematics curriculum in both the 200 pilot and 23 pre-pilot schools. To learn more from the pilot schools, the NNP plans to expand the pilot to 1 107 schools from 7 districts and corresponding zones. To achieve this, the NNP will use a three-level cascade model to train teachers in their schools.

2- Purpose of this Request for Quotations

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 a training of Master Trainers. The training will be held for 8 days from 29 August to 6 September in Lilongwe.

3- Detailed specifications

No.	Description of service	No of days	Period in dates
1	Conference Package for 70 people, consisting of: table water twice a day, refreshments/teas/snacks twice a day, three course lunch buffet, conference room, PA system, LCD projector and Projector screen etc	8	29th Aug - 6th Sept 2022
2	Accommodation for 46 people, check in on 29th Aug and out on 7th Sept 2022	10	28th Aug - 6th Sept 2022
3	Dinner for 37 people for 10 days each	10	28th Aug - 6th Sept 2022
4	Three course lunch buffet for 46 people for one day on 4th Sept 2022	1	4th September 2022

4- Submission:

Submit your quotations via email to: Gibson.Nyirenda@mottmac.com. All emails must bear the subject line “REQUEST FOR QUOTATIONS (RfQ) - HOTEL ACCOMMODATION AND CONFERENCE PACKAGE”.

Deadline for submission is 24th August 2022