



REPUBLIC OF MALAWI

MINISTRY OF HEALTH

Zomba Central Hospital

**Bidding Document
for the
Procurement of Non-Consultancy Services**

Subject of Procurement: Provision of Catering Services

Procurement Reference Number: 031/ZCH/Serv/NCB/21-22/007

Procurement Method: National Competitive Bidding

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Section 1: Instructions to Bidders

Table of Contents

A.	General	4
1.	Scope of Bid	4
2.	Source of Funds	4
3.	Fraud and Corruption	4
4.	Eligible Bidders	4
5.	Eligible Goods and Related Services	5
B.	Contents of Bidding Document	5
6.	Sections of Bidding Document	5
7.	Clarification of Bidding Documents	6
8.	Amendment of Bidding Documents	6
C.	Preparation of Bids	6
9.	Cost of Bidding	6
10.	Language of Bid	6
11.	Documents Comprising the Bid	6
12.	Bid Submission Sheet and Price Schedules	7
13.	Bid Prices	7
14.	Currencies of Bid	8
15.	Documents Establishing the Eligibility of the Bidder	8
16.	Documents Establishing the Eligibility of Goods and Related Services	8
17.	Documents Establishing the Conformity of the Goods and Related Services to the Bidding Documents	8
18.	Documents Establishing the Qualifications of the Bidder	9
19.	Period of Validity of Bids	9
20.	Bid Security	9
21.	Format and Signing of Bid	10
D.	Submission and Opening of Bids	10
22.	Sealing and Marking of Bids	10
23.	Deadline for Submission of Bids	10
24.	Late Bids	10
25.	Withdrawal, Substitution, and Modification of Bids	11
26.	Bid Opening	11
E.	Evaluation and Comparison of Bids	11
27.	Confidentiality	11
28.	Clarification of Bids	12
29.	Responsiveness of Bids	12
30.	Nonconformities, Errors, and Omissions	12
31.	Preliminary Examination of Bids	13
32.	Examination of Terms and Conditions; Technical Evaluation	13
33.	Conversion to Single Currency	13
34.	Evaluation of Bids	13
35.	Comparison of Bids	14
36.	Post-qualification of the Bidder	14
37.	Procuring Entity's Right to Accept Any Bid, and to Reject Any or All Bids	15
F.	Award of Contract	15
38.	Award Criteria	15
39.	Procuring Entity's Right to Vary Quantities at Time of Award	15
40.	Notification of Award	15

41.	Signing of Contract	15
42.	Performance Security	15

Section I. Instructions to Bidders

General

1. Scope of Bid

- 1.1 The Procuring Entity indicated in the Bid Data Sheet (BDS), invites bids by the issue of this Bidding Document for the supply of Goods and Related Services incidental thereto as specified in Section 6, Statement of Requirement. These Instructions to Bidders shall be read in conjunction with the BDS. The subject of procurement, the procurement reference number, and number of lots of this Bidding Document are provided in the BDS.

2. Source of Funds

- 2.1 The Procuring Entity has an approved budget from public funds toward the cost of the procurement described in the BDS.

3. Fraud and Corruption

- 3.1 The Government requires that Procuring Entities, as well as Bidders and Suppliers under government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government:
 - (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) "collusive practices" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish prices at artificial, noncompetitive levels; and
 - (iv) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
 - (b) will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question; and
 - (c) will debar a Bidder from participation in public procurement for a specified period of time if it at any time determines that the firm has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

4. Eligible Bidders

- 4.1 A Bidder may be a natural person, private entity, government-owned entity or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association all parties shall be jointly and severally liable.
- 4.2 This Invitation for Bids is open to all suppliers from eligible source countries as defined in Section 5, Eligible Countries.
- 4.3 A firm that is under a declaration of suspension by the Office of the Director of Public Procurement in accordance with ITB Clause 3.1 (c) shall be ineligible.
- 4.4 Bidders shall provide such evidence of their eligibility satisfactory to the Procuring Entity, to

verify that the bidder:

- (i) has the legal capacity to enter into a contract;
- (ii) is not insolvent, in receivership, bankrupt or being wound up, not have had their business activities suspended and not be the subject of legal proceedings for any of the foregoing; and
- (iii) has fulfilled their obligations to pay taxes.

4.5 To demonstrate compliance with the criteria in ITB Sub-Clause 4.4, a Bidder shall submit with its Bid:

- (i) a copy of its annual tax clearance certificate;
- (ii) appropriate documentary evidence demonstrating its compliance; and
- (iii) such other documentary evidence as may be specified in the BDS.

5. Eligible Goods and Related Services

5.1 All goods and related services to be supplied under the Contract shall have as their country of origin an eligible country in accordance with Section 5, Eligible Countries.

5.2 The term “country of origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognised article results that differs substantially in its basic characteristics from its imported components.

5.3 If so required in the BDS, the Bidder shall demonstrate that it has been duly authorised by the Manufacturer of the Goods to supply, in the Republic of Malawi the Goods indicated in its bid.

Contents of Bidding Document

6. Sections of Bidding Document

6.1 The Bidding Document consists of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addenda issued in accordance with ITB Clause 8.

Part 1 Bidding Procedures

- Section 1 Instructions to Bidders (ITB)
- Section 2 Bid Data Sheet (BDS)
- Section 3 Evaluation and Qualification Criteria
- Section 4 Bidding Forms
- Section 5 Eligible Countries

Part 2 Supply Requirements

- Section 6 Statement of Requirements

Part 3 Contract

- Section 7 General Conditions of Contract (GCC)
- Section 8 Special Conditions of Contract (SCC)
- Section 9 Contract Forms

6.2 The Procuring Entity is not responsible for the completeness of the Bidding Documents and their addenda if they were not obtained directly from the Procuring Entity. Bidders who did not obtain the Bidding Document directly from the Procuring Entity may be rejected during evaluation. Where a Bidding Document is obtained from the Procuring Entity on a Bidder's behalf, the Bidder's name must be registered with the Procuring Entity at the time of sale and

issue.

- 6.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

7. Clarification of Bidding Documents

- 7.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the BDS. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than fourteen (14) days prior to the deadline for submission of bids. The Procuring Entity shall forward copies of its response to all Bidders who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source. Should the Procuring Entity deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8 and Sub-Clause 23.2.

8. Amendment of Bidding Documents

- 8.1 At any time prior to the deadline for submission of bids, the Procuring Entity may amend the Bidding Documents by issuing addenda.
- 8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all Bidders who have obtained the Bidding Documents directly from the Procuring Entity.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Procuring Entity may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 23.2

Preparation of Bids

9. Cost of Bidding

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. Language of Bid

- 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

11. Documents Comprising the Bid

- 11.1 The Bid shall comprise the following:
- (a) Bid Submission Sheet and the applicable Price Schedules in accordance with ITB Clauses 12, and 14;
 - (b) Bid Security, in accordance with ITB Clause 20;
 - (c) documentary evidence in accordance with ITB Clause 15 establishing the Bidder's eligibility to bid;
 - (d) documentary evidence in accordance with ITB Clauses 17 and 29, that the Goods and

Related Services conform to the Bidding Documents;

- (e) documentary evidence in accordance with ITB Clause 18 establishing the Bidder's qualifications to perform the contract if its Bid is accepted; and
- (f) any other document required in the BDS.

12. Bid Submission Sheet and Price Schedules

12.1 The Bidder shall submit the Bid Submission Sheet using the form furnished in Section 4, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested, which includes:

- (a) the reference of the Bidding Document and the number of each addenda received;
- (b) a brief description of the Goods and Related Services offered;
- (c) the total bid price;
- (d) the period of validity of the bid;
- (e) a commitment to submit a performance security and the amount;
- (f) confirmation that the Bidder has not been declared ineligible or suspended by the Office of the Director of Public Procurement;
- (g) a declaration concerning investigations relating to any other public procurement tender exercise or awarded contract,
- (h) a declaration on gratuities and commissions;
- (i) the names and addresses of the Directors of the bidder
- (j) a declaration concerning the country of registration the Bidder;
- (k) an authorised signature.

12.2 The Bidder shall submit the Price Schedules for Goods and Related Services, using the forms furnished in Section 4, Bidding Forms. The Price Schedule Forms shall indicate, as appropriate:

- (a) the item number;
- (b) a brief description of the Goods or Related Services to be supplied;
- (c) their country of origin;
- (d) quantity;
- (e) unit prices;
- (f) customs duties and all taxes paid or payable in Malawi;
- (g) total price per item;
- (h) subtotals and totals per Price Schedule; and
- (i) authorised signature.

13. Bid Prices

13.1 All items in the Statement of Requirements must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.

13.2 The terms EXW (Ex Works), CIF (Cost Insurance & Freight), CIP (Carriage & Insurance Paid), and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce, at the date of the Invitation for Bids.

13.3 Prices proposed on the Price Schedule Forms for Goods and Related Services, shall be disaggregated solely for the purpose of facilitating the comparison of bids by the Procuring Entity. This shall not in any way limit the Procuring Entity's right to contract on any of the terms offered:

(a) For goods:

- (i) the price of the goods shall be quoted DDP named place of delivery, or as specified in the BDS;
- (ii) all Malawian customs duties and sales and other taxes already paid or payable on the goods or on the components and raw material used in the manufacture or assembly if the contract is awarded to the Bidder; and
- (iii) the total price for the item.

(b) For related services

- (i) the price of the related services;
- (ii) all Malawian customs duties and sales and other taxes already paid or payable on the related services if the contract is awarded to the Bidder; and
- (iii) the total price for the item.

13.4 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the BDS.

13.5 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Prices quoted shall be for each complete lot or item.

14. Currencies of Bid

14.1 For Goods and Related Services that the Bidder will supply from inside Malawi the prices shall be quoted in Malawi Kwacha, unless otherwise specified in the BDS.

14.2 For Goods and Related Services that the Bidder will supply from outside Malawi prices shall be expressed in Malawi Kwacha unless otherwise specified in the BDS. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may indicate the percentage of the bid price to be paid in no more than three currencies different from the currency of Malawi.

15. Documents Establishing the Eligibility of the Bidder

15.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the eligibility declarations in the Bid Submission Sheet, included in Section 4, Bidding Forms.

16. Documents Establishing the Eligibility of Goods and Related Services

16.1 To establish the eligibility of the Goods and Related Services, in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section 4, Bidding Forms.

17. Documents Establishing the Conformity of the Goods and Related Services to the Bidding Documents

17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its bid the documentary evidence specified in Section 6, Statement of Requirement.

17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed description of the essential technical and performance characteristics of the Goods

and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to those requirements, and if applicable, a statement of deviations and exceptions to the provisions of the Statement of Requirement.

- 17.3 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Entity in the Statement of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Statement of Requirement.

18. Documents Establishing the Qualifications of the Bidder

- 18.1 To establish its qualifications to perform the Contract, the Bidder shall submit the evidence indicated for each qualification criterion specified in Section 3, Evaluation and Qualification Criteria.

19. Period of Validity of Bids

- 19.1 Bids shall remain valid for the period specified in the BDS after the bid submission deadline prescribed. A bid valid for a shorter period shall be rejected as non-responsive.
- 19.2 In exceptional circumstances, prior to expiry of the bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a bid security is requested in accordance with ITB Clause 21, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request shall not be required or permitted to modify its bid.

20. Bid Security

- 20.1 Unless otherwise specified in the BDS, the Bidder shall furnish as part of its bid, a bid security in original form and in the amount and currency specified in the BDS.
- 20.2 The bid security shall be in any of the following forms:
- (a) ; a cashier's or bank certified cheque or payable order
 - (b) an irrevocable letter of credit;
all from a reputable source in an eligible country. The bid security shall be submitted using the Bid Security Form included in Section 4, Bidding Forms, or in another substantially similar format acceptable to the Procuring Entity. In either case, the form must include the complete name of the Bidder. The bid security shall be valid for twenty-eighty (28) days beyond the end of the validity period of the bid. This shall also apply if the period for bid validity is extended.
- 20.3 Any bid not accompanied by a substantially responsive bid security, if one is required in accordance with ITB Sub-Clause 20.1, shall be rejected as non responsive.
- 20.4 The bid security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 42.
- 20.5 The bid security of the successful Bidder shall be returned as promptly as possible once the successful Bidder has signed the Contract and furnished the required performance security.
- 20.6 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Sheet, except as provided in ITB Sub-Clause 19.2; or

(b) if the successful Bidder fails to:

- (i) sign the Contract in accordance with ITB Clause 41;
- (ii) furnish a performance security in accordance with ITB Clause 42; or
- (iii) accept the correction of its Bid Price pursuant to ITB Sub-Clause 30.5.

21. Format and Signing of Bid

- 21.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it “ORIGINAL.” In addition, the Bidder shall submit copies of the bid, in the number specified in the BDS and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.
- 21.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. The name and position held by each person signing the authorisation must be typed or printed below the signature. All pages of the bid, except for unamend printed literature, shall be signed or initialled by the person signing the bid.
- 21.3 Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the bid.

Submission and Opening of Bids

22. Sealing and Marking of Bids

- 22.1 The Bidder shall enclose the original and each copy of the bid in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 22.2 The inner and outer envelopes shall:
- (a) be addressed to the Procuring Entity in accordance with ITB Sub-Clause 23.1;
 - (b) bear the subject of the procurement or the Project name, and procurement reference number indicated in the BDS;
- 22.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to ITB Clause 24.1.
- 22.4 If all envelopes are not sealed and marked as required, the Procuring Entity shall assume no responsibility for the misplacement or premature opening of the bid.

23. Deadline for Submission of Bids

- 23.1 Bids must be received by the Procuring Entity at the address and no later than the date and time indicated in the BDS.
- 23.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Procuring Entity and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

24. Late Bids

- 24.1 The Procuring Entity shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 23. Any bid received by the Procuring Entity after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

25. Withdrawal, Substitution, and Modification of Bids

- 25.1 A Bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorised representative. The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:
- (a) Submitted in accordance with ITB Clauses 21 and 22 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” “Substitution,” or “Modification;” and
 - (b) Received by the Procuring Entity prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23.
- 25.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned unopened to the Bidders.
- 25.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and expiry of the period of bid validity specified by the Bidder on the Bid Submission Sheet or any extension thereof.

26. Bid Opening

- 26.1 The Procuring Entity shall conduct the bid opening in the presence of Bidders’ designated representatives who choose to attend, and at the address, date and time specified in the BDS.

26.1.a.i.1.1.1.1 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal and is read out at bid opening. Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding bid being substituted, and the substituted bid shall not be opened, but returned to the Bidder. No bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorisation to request the substitution and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding bid. No bid modification shall be permitted unless the corresponding modification notice contains a valid authorisation to request the modification and is read out at bid opening. Only envelopes that are opened and read out at bid opening shall be considered further.

- 26.2 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a bid security, if required; and any other details as the Procuring Entity may consider appropriate. No bid shall be rejected at bid opening except for late bids, in accordance with ITB Sub-Clause 24.1.

26.3 The Procuring Entity will prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts and alternative offers; and the presence or absence of a bid security, if one was required. The Bidders’ representatives who are present shall be requested to sign the record. The omission of a Bidder’s signature on the record shall not invalidate the contents and effect of the record. A copy of the record may be provided to Bidders upon request.

Evaluation and Comparison of Bids

27. Confidentiality

- 27.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons

not officially concerned with such process until information on Contract award is communicated to all Bidders.

27.2 Any effort by a Bidder to influence the Procuring Entity in the examination, evaluation, comparison, and post-qualification of the bids or Contract award decisions shall result in the rejection of its bid.

27.3 Notwithstanding ITB Sub-Clause 27.2, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Procuring Entity on any matter related to the bidding process, it should do so in writing.

28. Clarification of Bids

28.1 To assist in the examination, evaluation, comparison and post qualification of the bids, the Procuring Entity may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder that is not in response to a request by the Procuring Entity shall not be considered. The request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the bids, in accordance with ITB Clause 30.

29. Responsiveness of Bids

29.1 The Procuring Entity's determination of a bid's responsiveness is to be based on the contents of the bid itself.

29.2 A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) limits in any substantial way, inconsistent with the Bidding Documents, the Procuring Entity's rights or the Bidder's obligations under the Contract; or
- (c) if rectified would unfairly affect the competitive position of other Bidders presenting substantially responsive bids.

29.3 If a bid is not substantially responsive to the Bidding Documents, it shall be and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

30. Nonconformities, Errors, and Omissions

30.1 Provided that a bid is substantially responsive, the Procuring Entity may waive any non-conformity or omissions in the bid that does not constitute a material deviation.

30.2 Provided that a bid is substantially responsive, the Procuring Entity may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.

30.3 Provided that a bid is substantially responsive, the Procuring Entity shall rectify nonmaterial nonconformities or omissions. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or non-conforming item or component. The adjustment shall be made using the highest price quoted among all the other bidders for the

missing or non-conforming item.

30.4 Provided that the bid is substantially responsive, the Procuring Entity shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

30.5 If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its bid security may be forfeited.

31. Preliminary Examination of Bids

31.1 The Procuring Entity shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.

31.2 The Procuring Entity shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the bid shall be rejected.

- (a) Bid Submission Sheet, including:
 - (i) a brief description of the Goods and Related Services offered; and
 - (ii) the price of the Bid;
 - (iii) the period of validity of the Bid;
- (b) Price Schedules; and
- (c) Bid Security, if applicable.

32. Examination of Terms and Conditions; Technical Evaluation

32.1 The Procuring Entity shall examine the bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.

32.2 The Procuring Entity shall evaluate the technical aspects of the bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section 6, Statement of Requirements, have been met without any material deviation or reservation.

32.3 If, after the examination of the terms and conditions and the technical evaluation, the Procuring Entity determines that the bid is not substantially responsive in accordance with ITB Clause 29, it shall reject the bid.

33. Conversion to Single Currency

33.1 For evaluation and comparison purposes, the Procuring Entity shall convert all bid prices expressed in the amounts in various currencies into a single currency, using the selling exchange rate established by the source and on the date specified in the BDS.

34. Evaluation of Bids

- 34.1 The Procuring Entity shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 34.2 To evaluate a bid, the Procuring Entity shall use all the criteria and methodologies defined in this Clause and in Section 3, Evaluation and Qualification Criteria. No other criteria or methodology shall be permitted.
- 34.3 To evaluate a bid, the Procuring Entity shall consider the following:
- (a) the bid price;
 - (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 30.4;
 - (c) adjustment for nonconformities and omissions in accordance with ITB Sub-Clause 30.3;
 - (d) application of all the evaluation factors indicated in Section 3, Evaluation and Qualification Criteria.
- 34.4 In the calculation of the evaluated cost of bids, the Procuring Entity shall exclude and not take into account:
- (a) in the case of goods manufactured in the Republic of Malawi or goods of foreign origin already located in the Republic of Malawi, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder;
 - (b) in the case of goods of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder; and
 - (c) any allowance for price adjustment during the period of execution of the Contract, if provided in the bid.
- 34.5 The Procuring Entity's cost evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB Clause 13. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids as specified in Section 3, Evaluation and Qualification Criteria. The factors to be used and the methodology of application shall be indicated in Section 3, Evaluation and Qualification Criteria.

35. Comparison of Bids

- 35.1 The Procuring Entity shall compare all substantially responsive bids to determine the lowest evaluated bid.

36. Post-qualification of the Bidder

- 36.1 The Procuring Entity shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
- 36.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 18, to clarifications in accordance with ITB Clause 28 and the qualification criteria indicated in Section 3, Evaluation and Qualification Criteria. Factors not included in Section 3 shall not be used in the evaluation of the Bidder's qualification.
- 36.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Procuring Entity shall proceed to the next lowest evaluated bid to make a similar determination of that

Bidder's capabilities to perform satisfactorily.

37. Procuring Entity's Right to Accept Any Bid, and to Reject Any or All Bids

- 37.1 The Procuring Entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

Award of Contract

38. Award Criteria

- 38.1 The Procuring Entity shall award the Contract to the Bidder whose bid has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

39. Procuring Entity's Right to Vary Quantities at Time of Award

- 39.1 At the time the Contract is awarded, the Procuring Entity reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section 6, Statement of Requirement, provided this does not exceed the percentages indicated in the BDS, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

40. Notification of Award

- 40.1 Prior to expiry of the period of bid validity, the Procuring Entity shall notify the successful Bidder, in writing, that its bid has been accepted. At the same time, the Procuring Entity shall also notify all other Bidders of the results of the bidding.
- 40.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 40.3 The Procuring Entity shall publish in the Malawi Government Gazette the results of the award of contract, as required by the Public Procurement Act 2003.

41. Signing of Contract

- 41.1 Promptly after notification, the Procuring Entity shall send the successful Bidder the Contract documents.
- 41.2 Within thirty (30) days of receipt of the Contract documents, , the successful Bidder shall sign, date, and return it to the Procuring Entity.

42. Performance Security

- 42.1 Within thirty (30) days of receipt of notification of award, the successful Bidder shall furnish the performance security in accordance with the GCC, using for that purpose the Performance Security Form included in Section 9, Contract Forms, or another form acceptable to the Procuring Entity.
- 42.2 Failure of the successful Bidder to submit the Performance Security or sign the Contract shall constitute sufficient grounds for annulment of the award and forfeit of the bid security. In that event, the Procuring Entity may award the Contract to the next lowest evaluated Bidder whose bid is substantially responsive and is determined to be qualified to perform the Contract.

Section 2. Bid Data Sheet (BDS)

Instructions to Bidders (ITB) reference	Data relevant to ITB
A. Introduction	
ITB 1.1	The Procuring Entity is: Zomba Central Hospital
ITB 1.1; 2.1 and 22.2(b)	The subject of the procurement is: Provision of Catering Services and Related
ITB 1.1and 22.2(b)	The Procurement Reference Number: 031/ZCH/Serv/NCB/21-22/007
ITB 1.1	The number and identification of Lots in this Bidding Document is: Catering Services and Related goods and services
ITB 1.2	The bidding document is issued under Procurement Method: Bidding will be conducted through the National Competitive Bidding (NCB) procedures for Non-Consultancy Services specified in accordance with the Public Law and Regulations of the Government of the Republic of Malawi and are open to all eligible bidders.
B. Bidding Documents	
ITB 7.1	<p>For <u>clarification purposes</u> only, the Procuring Entity's address is:</p> <p>Attention: The Procurement and Disposal Officer</p> <p style="text-align: center;">Zomba Central Hospital</p> <p>Floor/Room number: Procurement and Disposal Office</p> <p>Street Address: Along Zomba-Blantyre Road</p> <p>City: Zomba P. O. Box 21 Zomba</p> <p>Telephone: 01524816/0888860689/0999313514 Facsimile number:</p> <p>E mail address: chikwiriloy@gmail.com</p>
ITB 12.1	<p>The Bidder shall submit with its bid the following additional documents:</p> <ul style="list-style-type: none"> a) Valid Business Registration Certificate b) Vat Registration Certificate c) PPDA Certificate d) Certificate of registration e) Copy of document establishing the ownership, in case the signatory is the

Instructions to Bidders (ITB) reference	Data relevant to ITB
	<p>owner</p> <p>f) In case of joint venture power of attorney of the signatory(ies)of the bid authorising signature of the bid on behalf of the joint venture</p>
ITB 14.1	Alternative bids shall: Shall Not be required
ITB 15.5	The incoterms edition is : 2000 version
ITB 15.5	<p>For Related Goods/services, the Bidder shall quote prices using the following incoterms</p> <p>EXW AGENTS, DELIVERY AT PLACE (DAP) TO ZOMBA CENTRAL HOSPITAL, ZOMBA</p>
ITB 15.6	The prices quoted by the bidder shall be : FIXED
ITB 21.1	The bid validity period shall be: Ninety Days (90) days.
ITB 22.1	:A <i>bid security</i> required : Bid Securing Declaration fully signed of the provided format
D. Submission and Opening of Bids	
ITB 23.1	In addition to the original of the bid, the number of copies required is: o (2) copies.
ITB 23.2	The written confirmation of authorisation to sign on behalf of the bidder shall consist of : A letter of Attorney containing the name and signature of the grantor
ITB 25.1	<p>For <u>bid submission purposes</u> only, the Purchaser's address is :</p> <p>Attention: The Internal Procurement and Disposal Committee (IPDC)</p> <p>Zomba Central Hospital</p> <p>Floor/Room number: Street Address: Along Zomba- Blantyre Road</p> <p>City: Zomba P.O. Box 21 Zomba</p> <p>The deadline for bid submission is:</p> <p>Date: 29th November, 2020 Time: 2.00 PM</p>
ITB 28.1	<p>The bid opening shall take place at: Conference Hall</p> <p>Floor/Room number: Street Address: Along Zomba- Blantyre Road</p> <p>City : Zomba P.O Box 21 Zomba</p> <p>Date: 29^h November Time:2.00 PM</p>

Instructions to Bidders (ITB) reference	Data relevant to ITB
E. Evaluation, and Comparison of Bids	
ITB 35.1	<p>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:</p> <p>The source of exchange rate shall be: Reserve Bank of Malawi</p> <p>The date for the exchange rate shall be: 14 Days before Bid closing</p>
ITB 36.1	A margin of preference: N/A
ITB 37.2	Contract award: the contract might be awarded to more than one bidder
F. Award of Contract	
ITB 42.1	<p>The percentage by which quantities may be increased is: N/A</p> <p>The percentage by which quantities may be decreased is: N/A</p>

Section 3.Evaluation and Qualification Criteria

This section, read in conjunction with Section 1, Instructions to Bidders and Section 2, Bid Data Sheet, contains all the factors, methods and criteria that the Procuring Entity shall use to evaluate a bid and determine whether a bidder has the required qualifications. No other factors, methods or criteria shall be used

A EVALUATION METHODOLOGY

1. Methodology Used

- 1.1 The evaluation methodology to be used for evaluation of bids received shall be the Technical Compliance methodology

2 Summary of Methodology

- 2.1 The Technical Compliance methodology recommends the lowest bid, which eligible , Compliant and substantially responsive to the technical and commercial requirements of the Bidding Document, provided that the Bidder is determined to be qualified to perform the Contract satisfactorily
- 2.2 The evaluation shall be conducted in three sequential stages-
 - {a} a preliminary examination to determine the eligibility of bidders and Administrative compliance of bid received;
 - {b} a detailed evaluation to determine the commercial and technical responsiveness of the eligible and compliant bids ; and
 - {c} a financial comparison to compare prices of the eligible ,compliant, responsive Bids received and determine the lowest evaluated bid
- 2.3 Bidders who fail to pass at any stage of the evaluation shall be disqualified

B Preliminary Examination Criteria

3 Eligibility Criteria

- 3.1 The eligibility requirements shall be determined for eligible Bidders in accordance with ITB Clause 4
- 3.2 The documentation required to provide evidence of eligibility shall be ;
 - {a} a declaration in Bid Submission Sheet that the Bidder has not been debarred by the Director of Public Procurement For a foreign bidder,a declaration that it has not been debarred by a competent national or international authority;
 - {b} a declaration in the Bid Submission Sheet that the Bidder is not insolvent, In receivership, bankrupt or being wound up,
 - {c} a declaration that any of the Director or officers have not been convicted of any Criminal offence relating to obtaining or attempting to obtain a contract or sub Contract.
 - {d} a copy of tax clearance certificate or equivalent ;

4 Administrative Compliance Criteria

- 4.1 The evaluation of Administrative Compliance shall be conducted in accordance with ITB Sub –Cluases 33,1 and 353.2

C Detailed Evaluation

5. Commercial and Technical Evaluation

- 5.1 The commerial responsiveness of bids shall be evaluated in accordance with ITB Clause 34. The criteria shall be:
- {a} acceptance of the terms and conditions specified in the GCC and SCC
 - {b} compliance to statement of requirements {technicla specifications}

D Financial Comparision

6. Costs to be included in Bid Price

- 6.1 The financial comparision shall be conducted in accordance with ITB Clause 37. The costs to be included in the bid Price are :
- {a} the unit and total rates in the Price Schedule;
 - {b} taxes ,duties and levies
 - {c} discounts, adjustments if any
 - {d} margin of preference ,if applicable .

7. Determination of Lowest Evaluated Bid

- 7.1 The bid with the lowest Price, among those which are eligible ,compliant and Substantially responsive shall be the lowest evaluated bid {and recommended for Award of Contract .

8 E Post –qualification

- 42.1 The lowest evaluated bid shall be post qualified on the basis of;

- a) copy of the Bidder’s Certificate of Registration or equivalent ;
- b) copy of the Bidder’s Business Licence or equivalent ;
- c) completed section 4 ,Quaification Form
- d) provide food preparation certificate from Malawi Bureau of Standards
- e) copy valid tax clearance certificate.
- f) Past performance of the bidder
 - i. Provide list of reputable clients which your agency is currently serving
 - ii. Experience of minimum 3 years in the overall provision of similar/related services
 - iii. Documentary eveidence that the bidder has an established catering business in Malawi as local company or as branch or subsidiary business for atleast three (3) years
 - iv. Qualification of key staff deployed include CVs for the supervisor -number and quality of staff
 - v. Financial capacity to perform the contract such as certified bank statements, copies of certified auditors

- vi. Average turnover over the last three years of minimum 1.5 times the cost of the offered services under this tender.

Section 4. Bidding Forms

Table of Forms

4.1 Standard bid forms

4.1.1 Bid Submission Sheet

4.1.2 Price Schedule for Goods and Related Services

4.1.3 Bid Securing Declaration

4.1.4 qualification form

Bid Submission Sheet

[Input of Information to be completed by Bidder]

Date:..... insert date (as day, month and year) of Bid Submission]

Procurement Reference Number: **ZCH-003-3291-HSSPII-PU-20/21-CS-NCB**

To:.....

[insert complete name of Procuring Entity].

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No: [insert the number and issuing date of each Addenda];
- (b) We offer to provide the services in conformity with the Bidding Document for the: [insert a brief description of the Goods and Related Services];
- (c) The total price of our Bid is: [insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
- (d) Our bid shall be valid for a period of [specify the number of calendar days] days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before expiry of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with the bidding document where required in the amount of (insert amount and currency in words and figures of the performance security) for the due performance of the contract
- (f) We, including any associates or joint venture partners for any part of the contract, have nationals from the following eligible countries; (insert details)
- (g) We undertake to abide by the provisions of the **PUBLIC PROCUREMENT AND DISPOSAL PUBLIC ASSETS ACT,2017** and its subsidiary legislation on the conduct of bidders during the procurement process and the execution of any resulting contract
- (h) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the contract: (insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity)

Name	Address

(If none has been paid or is to be paid, indicate none)

- (i) We are not participating, as Bidders, in more than one bid in this bidding process;

- (j) We, including any subcontractors do not have any conflict of interest as detailed in ITB Clause 4.3:
- (k) We, our affiliates or subsidiaries, including any subcontractors or providers for any part of the contract have not been debarred by the Director of Public Procurement from participating in public procurement.
- (l) We, including any subcontractors or providers for any part of the contract or contracts resulting from this pre-qualification process are eligible to participate in public procurement in accordance with ITB Clause 4.1
- (m) Our bid is binding upon us, subject to modifications agreed during any contract negotiations;
- (n) We understand that this bid , together with your written notification of award shall constitute a binding contract between us until a formal contract is prepared and executed;
- (o) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Name **[insert complete name of person signing the Bid]**

In the capacity of **[insert legal capacity of person signing the bid]**.

Signed **[insert signature of person whose name and capacity are shown above]**

Duly authorised to sign the bid for and on behalf of **[insert complete name of Bidder]**.

Dated on day of, 20....**[insert date of signing]**

Price Schedule for Goods and Related Services

[Input of Information to be completed by Bidder]

Date:... [insert date (as day, month and year) of Bid Submission]..

Procurement Reference Number: **ZCH-003-3291-HSSPII-PU-20/21-CS-**

NCB

Name of the Bidder: ...**[Insert full name of Bidder]**

1	2	3	4	5	6	7
Item No.	Good or Related Service	Country of origin	Quantity (No. of units)	Unit price ¹	Import Duties, Sales Taxes and other Taxes, per unit ¹	Total Price
[Insert number of item]	[name of items, good or related service]	[insert country of origin of this item]	[insert number of units of this item to be purchased]	[insert the unit price of this item, excluding all import duties and taxes, paid or payable in the Republic of Malawi]	[insert all import duties, taxes paid or payable in the Republic of Malawi on this item]	[insert the total price for this item, which is the sum of columns 5 and 6]
	Services required					
	Menus, rations per person					
	Related goods, consumables Materials for catering services					
	Local taxes					
	Total Bid price					

Notes:

¹ In accordance with ITB Clauses 13 and 14.

Name **[insert complete name of person signing the Bid]**

In the capacity of **[insert legal capacity of person signing the bid]**

Signed **insert signature of person whose name and capacity are shown above]**

Duly authorised to sign the bid for and on behalf of **[insert complete name of Bidder]**

Dated on day of, 20 ... **[insert date of signing]**

BID SECURING DECLARATION

(The Biller shall fill in this form in accordance with the instructions indicated)

Date: **(insert date (as day, month and year) of bid submission)**

NCB No.: **(insert number of bidding process)**

Alternative No.: **(insert identification No. if this is a bid for an alternative)**

To: **(insert complete name of procuring Entity)**

We, the undersigned, declare that

1. we understand that, according to your conditions, the bid must be supported by a Bid Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the procuring Entity and/ or any other government entity for a period of **24 months** starting on the date as may be determined by the Government of Malawi if we are in breach of our obligation (s) under the bid conditions, because we:
 - (a) Have withdrawn our bid during the period of bids validity specifies by us in the Bid Data Sheet; or
 - (b) Having been notified of the acceptance of our by the procuring entity during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB
3. We understand that this bid securing declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification of the name of the successful bidder; or (ii) thirty days after expiration of the bid.
4. We understand that if we are a joint Venture, the Bid Securing Declaration must be in the name of the joint Venture that submits the Bid. If the joint venture has not been legally constituted at the time of bidding, the bid securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: **(insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the bid securing declaration)**

Name: **(insert complete name of person signing the Bid Securing Declaration)**

Duly authorized to sign the big for and on behalf of **(Insert complete name of Bidder)**

Date: on day of **(insert date of signing)**

Witnessed by (insert name of witness) in a capacity of **(insert designation of witness)**

Date: on day of **(insert date of signing)**

QUALIFICATION FORM**NAME OF BIDDER:****PROCUREMENT REFERENCE NUMBER:**

1.0 The work performed providing services of a similar nature and value over recent years is:

(List in also details of services under way or committed, including expected completion date)

NO	Name of client and contact person	Type of work performed	Duration and dates of contact	Value of contract

2.0 The major items of equipment for carrying out the services are

Item of equipment	Description, make and age (years)	Condition(new,good,poor) and number available	Owned, leased or to be purchased

3.0. The qualifications and experience of key personnel proposed for administration and execution of the contract are: ***attach biographical data***

Position	Name	Years of experience (general)	Year of experience in proposed position

4.0 Banks that may provide reference if contacted by the procuring entity are: ***(state name, address and telephone and fax numbers)***

5. Additional qualification information is attached as required.

We, the undersigned declare that

- a) the information contained in and attached to this form is true and accurate as of the date of bid submission

or (*delete statement which does not apply*)

- b) the originally submitted pre-qualification information remains essentially correct as of the date of bid submission

Name: **[insert complete name of person signing the Bid]**

In the capacity of **[insert legal capacity of person signing the bid]**

Signed: **[insert signature of person whose name and capacity are shown above]**

Duly authorised to sign the bid for and on behalf of: **[insert complete name of Bidder]**

Dated on _____ day of _____, _____ **[insert date of signing]**

Section 5. Eligible Countries

Procurement Reference Number: 031/ZCH/G/NCB/21-22/007

All countries are eligible except countries subject to the following provisions.

A country shall not be eligible if:

- (a) as a matter of law or official regulation, the Government of the Republic of Malawi prohibits commercial relations with that country, provided that the Government of the Republic of Malawi is satisfied that such exclusion does not preclude effective competition for the provision of goods or related services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of the Republic of Malawi prohibits any import of Goods from that country or any payments to persons or entities in that country.

Section 6. Statement of Requirements

Contents

- 1. List of Services and Related Goods**
- 2. Statement of requirements**
- 3. Technical Specifications and Compliance Sheet**

1. List of services and Related Goods

Procurement reference number: 031/ZCH/G/NCB/21-22/007 The service shall be provided at **Zomba Central Hospital**

The completion period shall commence from the date of contract award

1.0 Background information

Zomba central hospital is located in the city of zomba. It has average bed capacity of 514. The hospital has a kitchen which caters for patients and staff as determined from time to time. The kitchen has catering equipment's that is in good condition and includes electrical pots, meat cutter, cold rooms, refrigerators, heavy duty cooker and deep fryer.

2. Obligations of the Hospital

The hospital shall be expected to undertake the following activities

- Distribution of meal vouchers to in patients and selected staff which will have security features
- Ensure that the service provider is paid monthly upon submission of invoices
- Monitor adherence to infection prevention
- Ensure that meals are prepared according to set standards as provided by the Ministry of Health i.e. food ration scale
- The catering officer shall check and taste the meals before being served to the patients or staff.

3. Scope of services

The successful bidder is expected to serve breakfast, lunch and supper primarily to patients as per agreed to daily menu and supper to staff on night duty. All food supplied to hospital shall have appropriate certification. From time to time the bidder may be called upon on special arrangement to provide meals to staff and during special occasions such as meetings and workshops and other functions at short notice.

The service/TORs shall comprise the following

- To timely cook and serve quality and nutritious food to patients as required by the hospital
- Be able to cater for patients who have special dietary needs
- To maintain hygienic standards in the kitchen for personnel, equipment and accessories
- To maintain qualified staff at all times
- To be inspected by management any time
- To arrange for periodic medical check ups for food handlers as required by Bye-Law of Zomba City council and Food hygiene/handling laws of the Malawi Government
- To provide identity cards to kitchen personnel which should be worn while on duty at all times
- To maintain operational standards in hygiene and service
- To cater a wider community including staff with priority going to patients.

- shall be responsible for contribution of institutional utilities and maintenance of kitchen equipment as stipulated in the **special conditions of contract GCC 11.1**
- Shall be required to contribute 50% of consumed fuel to the Gen-set in case of blackout
- Garbage disposal and maintenance of operation standards in hygiene and service including cleaning of waste bins
- General cleanliness of the kitchen including provision of detergents and other cleaning utensils
- To rectify all minor services to the kitchen equipment under hospital supervision through maintenance office
- Shall be responsible for the training of kitchen staff on infection prevention and control in collaboration with the hospital
- Implement and adhere to infection prevention and control measures
- Provide meal vouchers with security features to the institution
 - **The invoices will be based on daily servings through coupons which the SERVICE PROVIDER will provide to the hospital.**
- The service provider should follow the menu as indicated in the document.
Consistently not following the menu, the PE will take as a breach of contract.

For costing purposes the following menus, rations per person and number of required staff are provided.

MENU FOR PATIENTS

DAY	BREAKFAST	LUNCH	SUPPER
MONDAY	SOYA PORRIDGE	NSIMA WITH BEANS AND VEG	NSIMA WITH BEEF AND VEG
TUESDAY	MGAIWA PORRIDGE- G/NUT	NSIMA MASAMBA OTENDELA	RICE WITH BEANS AND VEG
WEDNESDAY	RICE-MILK PORRIDGE	NSIMA WITH EGGS AND VEG	NSIMA MASAMBA OTENDELA
THURSDAY	SOYA PORRIDGE	NSIMA WITH CHICKEN AND VEG	NSIMA WITH BEANS AND VEG
FRIDAY	RICE-G/NUT PORRIDGE	NSIMA MASAMBA OTENDELA	NSIMA WITH EGGS AND VEG
SATURDAY	RICE-MILK PORRIDGE	NSIMA WITH USIPA(BONYA) AND VEG	RICE WITH MIXED VEG
SUNDAY	MGAIWA PORRIDGE- G/NUT	RICE WITH BEANS AND VEG	NSIMA MASAMBA OTENDELA

N.B. LUNCH TO BE SERVED WITH A FRUIT – ONLY BANANA

MENU FOR STAFF

DAYS	LUNCH	SUPPER	TEA
MONDAY	Chicken with rice and vegetables	Beef with rice and vegetables	Tea with mik and bread
TUESDAY	Beef with rice vegetables	Nsima with chicken and vegetables	Tea with mik and bread
WEDNESDAY	Nsima beef and vegetables	Nsima with beef and vegetables	Tea with mik and bread
THURSDAY	Nsima with chicken and vegetables	Rice with eggs and vegetables	Tea with mik and bread
FRIDAY	Rice with eggs and vegetables	Rice with chicken and vegetables	Tea with mik and bread
SATURDAY	Rice with beef and vegetables	Nsima with beef and vegetables	Tea with mik and bread
SUNDAY	Nsima with beef and vegetables	Rice with chicken and vegetables	Tea with mik and bread

N.B. SUPPER TO BE SERVED WITH A FRUIT BANANA ONLY

Recommended vegetables are **cabbage, egg plants, green beans, peas, carrot and green pepper, mpiru, rape, spinach and Irish potatoes**

H P D / LIGHT SPECIAL DIET

Eggs

Egg flip

Milk

Soya porridge/ Mgaiwa between meals

Mashed potatoes

Custard pudding

SIBUSISO**REFRESHMENTS**

DESCRIPTION OF ITEM	PRICE (MK)
BOTTLED WATER	
SOFT DRINKS I.E. COKE, FANTA	
CERES JUICE	
COFFEE	
TEA	
TOTAL	

SNACKS

DESCRIPTION OF ITEM	PRICE (MK)
CHICKEN KWASUKWASU	
SAMOOSA	
CAKE	
DOUGHNUT	
SAUSAGE ROLL	
TOTAL	

FOR COVID ISOLATION WARD AND PAYING WARD

The service provider to provide meals in disposable containers and 3 bottled water to each member of staff working in the isolation ward.

DESCRIPTION OF SERVICE	PRICE
Meal in a disposable double take away box with 1 bottled water	

- iii. Nsima /Rice with chicken/beef/eggs/beans and fish(Chambo) and veg
- iv. Irish (boiled/fried) with chicken/beef/eggs/beans and fish(Chambo) and veg

The meals to be provided shall include breakfast, lunch and supper.

➤ BREAKFAST

DESCRIPTION OF SERVICES	PRICE
Mgaiwa porridge with g/nuts/milk/margarine	
Rice porridge with g/nuts/milk/margarine	
Chips with 2 eggs and tea	
Custard pudding	
Tea with milk and 4 slices of bread with margarine/jam/peanut butter	
TOTAL	

RATIONS PER INDIVIDUAL

The estimated number of patients per day can be above or below 514

At any time the following number will be required, so take into considerations of duties, annual leaves etc.

Beans	80 gms
Maize flour for Nsima(lunch/supper)	170 gms
Maize flour for porridge	50 gms
Rice for Meal (lunch/supper)	220 gms
Rice for porridge	50 gms
Chicken	250gms
Beef	200 gms
Vegetables	150 gms
Tomatoes	20 gms
Kitchen salt	5gms
Sugar	50gms
Tea leaves	10gms
Milk powder	250gms
Table salt	3gms
Cabbage	150gms
Soya flour	150ms
Eggs	2 for either lunch or supper
Cooking oil	20 mls
Bread	4 slices
Ground nut flour	20 gms
Royco	3 gms
Onion	10 gms
Margarine	5 gms
Irish potato	500gms
Fish	250gms

- COOKS - 6
- Other staff e.g. waiters and cleaners - 20
- Supervisor - 1

STATEMENT OR REQUIREMENTS

1. Technical Specification and Compliance Sheet

Procurement Reference Number :

Column b states the minimum technical specification of the item{s} required by the Procurement Entity. Column C indicates whether the requirements is a ``Mandatory`` by use of the letter ``M``. Any requirement without an M in column C is considered non –mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation in accordance with section 3.

The bidder is to complete column c with the technical specification of the item {s} offered and to state whether the offered items ‘comply ‘or do ‘not comply ‘giving details of the areas of non-compliance

Item NO	Technical specification of items required including Applicable standards	Mandatory	Compliance specification offered
a	b		c
1	BEEF: quarter cut, standard quality, light cream coloured fat on external surface. Meat bright cherry red colour protected delivery includes fillets/kidney/oxtail.		
2	CHICKENS: whole fresh/frozen, individually wrapped. Size 1kg or above, no neck, heart, stomach, liver and feet		
3	EGGS: fresh packed point down, in trays. Medium to large size and clean. Should be cooled not refrigerated		
4	FRESH TOMATO: well shaped, not bruised, firm orange red no green delivery, free of insect or other damage. Medium to large size		
5	ONIONS: bright, dry skin not bruised, decaying sprouts or frost damaged, firm and well shaped medium to large size. Delivery without greens		
6	CREAM OF MAIZE: supper cream, moisture free, free of lumps, moulds or pests. Clean (preferred 50 kg packs from renowned companies)		
7	SUPER QUALITY RICE: sorted, whole		

	grain, free from gilt, damaged grain and pests. Dry bulk delivery		
8	COOKING OIL: well refined oil, clear and free of smell. Preferred packages; 210 litres or 20 litres can from approved manufactures with MBS standards.		
9	SLICED BREAD: white standard loaf with recommended nutrient contents. Delivered fresh and wrapped.		
10	DRY BEANS: whole well dried beans. No pests single variety delivery except white beans.		
11	CABBAGES: free of stalks and loose outer leaves. Firms heads, free of insect damage and no small half grown.		
12	VEGETABLES GENERAL: freshly harvested crisps, dark light green well shaped of acceptable sizes, clean, free of insect or other damage.		
13	BROWN SUGAR: best refined quality available, white, and free of other particles, bulk charges only and dry.		
14	TEA LEAVES: choose leafy, dry commercial quality no powdered purchased in bulk		
15	KITCHEN SALT: crystal white iodised salt. Packaged in 500 gms packets		
16	TABLE SALT: crystal white iodised salt. Packaged in 500 gms packets		
17	MARGERINE: preferably 1 Kgs, not expired well wrapped bulk rather than individually wrapped packages.		
18	FRESH MILK: refrigerated with cream not sour. With recommended nutrient contents. Delivered in clean coved churns		

FOR CALCULATION PURPOSES
SUPPER FOR PATIENTS

MENU	Estimated annual number of rations (frequencyx4 wksx12 months)	Unit cost/ Ration Malawi Kwacha	Total cost
Nsima with beans and veg	26400		
Nsima with masamba otendera	52800		
Nsima with eggs and veg	26400		
Rice with mixed veg	26400		
Nsima with chicken and veg	26400		
Rice with beans and veg	26400		

LUNCH FOR PATIENTS

MENU	Estimated annual number of rations (frequencyx4 wksx12 months)	Unit cost/ Ration Malawi Kwacha	Total cost
Nsima with beans and veg	52800		
Nsima with masamba otendera	52800		
Nsima beef and veg	26400		
Nsima eggs and veg	26400		
Rice beans and veg	26400		

BREAKFAST FOR PATIENTS

MENU	Estimated annual number of rations (frequencyx4 wksx12 months)	Unit cost/ Ration Malawi Kwacha	Total cost
Rice milk porridge	52800		
Mgaiwa g/nut porridge	52800		
Rice g/nut porridge	26400		
Soya porridge	52800		

LUNCH FOR STAFF

MENU	Estimated annual number of rations (frequencyx4 wksx12 months)	Unit cost/ Ration Malawi Kwacha	Total cost
Rice with chicken and veg	1104		
Rice with beef and veg	2208		
Nsima with beef and veg	2208		
Nsima chicken and veg	1104		
Rice with eggs and veg	1104		

SUPPER FOR PATIENTS

MENU	Estimated annual number of rations (frequencyx4 wksx12 months)	Unit cost/ Ration Malawi Kwacha	Total cost
Rice with chicken and veg	6048		
Rice with beef and veg	6048		
Nsima with beef and	3024		

veg			
Nsima chicken and veg	3024		
Rice with eggs and veg	3024		

TEA FOR STAFF

MENU	Estimated annual number of rations (frequencyx4 wksx12 months)	Unit cost/ Ration Malawi Kwacha	Total cost
Tea with bread and milk	21168		

Section 7. General Conditions of Contract

Table of Clauses

1.	Definitions	42
2.	Contract Documents.....	42
3.	Fraud and Corruption	42
4.	Interpretation	43
5.	Language	43
6.	Joint Venture, Consortium or Association.....	43
7.	Eligibility	44
8.	Notices	44
9.	Governing Law	44
10.	Settlement of Disputes.....	44
11.	Scope of Supply.....	44
12.	Delivery	44
13.	Supplier's Responsibilities.....	44
14.	Procuring Entity's Responsibilities.....	44
15.	Contract Price.....	45
16.	Terms of Payment	45
17.	Taxes and Duties.....	45
18.	Performance Security.....	45
19.	Copyright	45
20.	Subcontracting.....	46
21.	Specifications and Standards.....	46
22.	Packing and Documents.....	46
23.	Insurance	46
24.	Transportation.....	46
25.	Inspections and Tests	46
26.	Liquidated Damages.....	46
27.	Warranty.....	47
28.	Patent Indemnity	47
29.	Limitation of Liability.....	48
30.	Force Majeure	48
31.	Change Orders and Contract Amendments.....	48
32.	Extensions of Time	48
33.	Termination	49
34.	Assignment.....	49

Section 7 General Conditions of Contract

43. Definitions

43.1 The following words and expressions shall have the meanings hereby assigned to them:

- (a) “Contract” means the Agreement entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) “Contract Documents” means the documents listed in the Agreement, including any amendments thereto.
- (c) “Contract Price” means the price payable to the Supplier as specified in the Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) “Day” means calendar day.
- (e) “Delivery” means the transfer of the Goods from the Supplier to the Procuring Entity in accordance with the terms and conditions set forth in the Contract.
- (f) “Completion” means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (g) “Eligible Countries” means the countries and territories eligible as listed in Section 5 of the Bidding Document.
- (h) “GCC” means the General Conditions of Contract.
- (i) “Goods” means all of the commodities, raw materials, machinery and equipment, and/or other materials that the Supplier is required to supply to the Procuring Entity under the Contract.
- (j) “Procuring Entity” means the entity purchasing the Goods and Related Services, as specified in the SCC.
- (k) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other similar obligations of the Supplier under the Contract.
- (l) “SCC” means the Special Conditions of Contract.
- (m) “Subcontractor” means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (n) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Procuring Entity and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Supplier.
- (o) “The Site,” where applicable, means the place named in the SCC.

44. Contract Documents

44.1 Subject to the order of precedence set forth in the Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory.

45. Fraud and Corruption

45.1 The Government requires that Procuring Entities, as well as Bidders and Suppliers under public financed contracts, observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders,

with or without the knowledge of the Procuring Entity, designed to establish prices at artificial, noncompetitive levels; and

- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract.
- (b) will debar a Bidder from participation in public procurement for a specified period of time if it at any time determines that the firm has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a contract.

46. Interpretation

46.1 If the context so requires it, singular means plural and vice versa.

46.2 Incoterms

- (a) Unless otherwise specified in the SCC, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.
- (b) CIF, CIP, DDP, EXW, and other similar terms, shall be governed by the rules prescribed in the current edition of Incoterms, published by the International Chamber of Commerce at the date of the Invitation for Bids.

46.3 Entire Agreement

The Contract constitutes the entire agreement between the Procuring Entity and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract.

46.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorised representative of each party thereto.

46.5 Nonwaiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party’s rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorised representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

46.6 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

47. Language

47.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Procuring Entity, shall be written in English. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages into English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

48. Joint Venture, Consortium or Association

48.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Procuring Entity for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Procuring Entity.

49. Eligibility

- 49.1 All Goods and Services supplied under the Contract shall have their origin in the countries and territories eligible under the rules and regulations of the Government of Malawi.
- 49.2 For purposes of this Clause, “origin” means the place where the Goods were mined, grown, or produced, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognised new product results that is substantially different in basic characteristics or in purpose or utility from its components.

50. Notices

- 50.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the SCC. The term “in writing” means communicated in written form with proof of receipt.
- 50.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

51. Governing Law

- 51.1 The Contract shall be governed by and interpreted in accordance with the laws of the Republic of Malawi.

52. Settlement of Disputes

- 52.1 The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 52.2 If the parties fail to resolve such a dispute or difference by mutual consultation within twenty-eight (28) days from the commencement of such consultation, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

53. Scope of Supply

- 53.1 Subject to the SCC, the Goods and Related Services to be supplied shall be as specified in the Statement of Requirements.
- 53.2 Unless otherwise stipulated in the Contract, the Supply shall include all such items not specifically mentioned in the Contract but that can be reasonably inferred from the Contract as being required for attaining Delivery and Completion of the Goods and Related Services as if such items were expressly mentioned in the Contract.

54. Delivery

- 54.1 Subject to GCC Sub-Clause 3.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Statement of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the SCC.

55. Supplier’s Responsibilities

- 55.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 11, and the Delivery and Completion Schedule, as per GCC Clause 12.

56. Procuring Entity’s Responsibilities

- 56.1 Whenever the supply of Goods and Related Services requires that the Supplier obtain permits, approvals, and import and other licenses from local public authorities, the Procuring Entity shall, if so required by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner
- 56.2 The Procuring Entity shall pay all costs involved in the performance of its responsibilities, in accordance with GCC Sub-Clause 14.1.

57. Contract Price

- 57.1 The Contract Price shall be as specified in the Agreement subject to any additions and adjustments thereto, or deductions therefrom, as may be made pursuant to the Contract.
- 57.2 Prices charged by the Supplier for the Goods delivered and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorised in the SCC.

58. Terms of Payment

- 58.1 The Contract Price shall be paid as specified in the SCC.
- 58.2 The Supplier's request for payment shall be made to the Procuring Entity in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 12 and upon fulfilment of all the obligations stipulated in the Contract.
- 58.3 Payments shall be made promptly by the Procuring Entity, no later than forty-five (45) days after submission of an invoice or request for payment by the Supplier, and the Procuring Entity has accepted it.
- 58.4 The currency in which payments shall be made to the Supplier under this Contract shall be specified in SCC.

59. Taxes and Duties

- 59.1 For goods supplied from outside the Republic of Malawi, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Republic of Malawi.
- 59.2 For goods supplied from within the Republic of Malawi, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Entity.

60. Performance Security

- 60.1 The Supplier shall, within thirty (30) days of the notification of contract award, provide a performance security for the due performance of the Contract in the amount and currency specified in the SCC.
- 60.2 The proceeds of the performance security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 60.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring Entity, and shall be in one of the forms stipulated by the Procuring Entity in the SCC, or in another form acceptable to the Procuring Entity.
- 60.4 The performance security shall be discharged by the Procuring Entity and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC.

61. Copyright

- 61.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Procuring Entity by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Procuring Entity directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party

62. Subcontracting

- 62.1 The Supplier shall notify the Procuring Entity in writing of all subcontracts awarded under the Contract if not already specified in the bid. Subcontracting shall in no event relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
- 62.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

63. Specifications and Standards

- 63.1 Technical Specifications and Drawings
- (a) The Supplier shall ensure that the Goods and Related Services comply with technical specifications and other provisions of the Contract.
 - (b) The Goods and Related Services supplied under this Contract shall conform to the standards mentioned in the Statement of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the goods' country of origin.

64. Packing and Documents

- 64.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 64.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the SCC, and in any other instructions ordered by the Procuring Entity.

65. Insurance

- 65.1 Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured, in a freely convertible currency from an eligible country, against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC.

66. Transportation

- 66.1 Unless otherwise specified in the SCC, responsibility for transportation of the Goods shall be in accordance with the Incoterms specified in the Statement of Requirements.

67. Inspections and Tests

- 67.1 The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods and Related Services as are specified in the Statement of Requirements.
- 67.2 The Supplier shall provide the Procuring Entity with a report of the results of any such test and/or inspection.
- 67.3 The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity.
- 67.4 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, nor the issue of any report pursuant to GCC Sub-Clause 25.2, shall release the Supplier from any warranties or other obligations under the Contract.

68. Liquidated Damages

- 68.1 Except as provided under GCC Clause 30, if the Supplier fails to deliver any or all of the Goods or perform the Related Services within the period specified in the Contract, the Procuring Entity may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the Contract Price for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those SCC. Once the maximum is reached, the Procuring Entity may terminate the Contract pursuant to GCC Clause 33.

69. Warranty

- 69.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 69.2 Subject to GCC Sub-Clause 21.1, the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in Malawi.
- 69.3 Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC, or for eighteen (18) months after the date of shipment or loading in the country of origin, whichever period concludes earlier.
- 69.4 The Procuring Entity shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Procuring Entity shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 69.5 Upon receipt of such notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Procuring Entity.
- 69.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Procuring Entity may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract.

70. Patent Indemnity

- 70.1 The Supplier shall, subject to the Procuring Entity's compliance with GCC Sub-Clause 28.2, indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Procuring Entity may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:
- (a) the installation of the Goods by the Supplier or the use of the Goods in Malawi; and
 - (b) the sale in any country of the products produced by the Goods.
- 70.2 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Sub-Clause 28.1, the Procuring Entity shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 70.3 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract

arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Procuring Entity.

71. Limitation of Liability

71.1 Except in cases of criminal negligence or wilful misconduct,

- (a) the Supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity and
- (b) the aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Procuring Entity with respect to patent infringement

72. Force Majeure

72.1 The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

72.2 For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

72.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

73. Change Orders and Contract Amendments

73.1 The Procuring Entity may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Entity;
- (b) the method of shipment or packing;
- (c) the place of delivery; and
- (d) the Related Services to be provided by the Supplier.

73.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier’s receipt of the Procuring Entity’s change order.

74. Extensions of Time

74.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 12, the Supplier shall promptly notify the Procuring Entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier’s notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier’s time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

74.2 Except in case of Force Majeure, as provided under GCC Clause 30, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 32.1.

75. Termination**75.1 Termination for Default**

- (a) The Procuring Entity, without prejudice to any other remedy for breach of Contract, by notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 32; or
 - (ii) if the Supplier fails to perform any other obligation under the Contract.
- (b) In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to GCC Clause 33.1(a), the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.
- (c) if the Supplier, in the judgment of the Procuring Entity has engaged in corrupt or fraudulent practices, as defined in GCC Clause 3, in competing for or in executing the Contract.

75.2 Termination for Insolvency

- (a) The Procuring Entity may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity.

75.3 Termination for Convenience

- (a) The Procuring Entity, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Entity at the Contract terms and prices. For the remaining Goods, the Procuring Entity may elect:
 - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
 - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

76. Assignment

76.1 Neither the Procuring Entity nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

Section 8. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC

GCC clause reference	Special Conditions
GCC 1.1(h)	The Procuring Entity is: <u>Zomba Central Hospital</u> <u>The contract Manager : Internal Procurement and Disposal Committee Members</u>
GCC 1.1 (k)	The Site is: <u>Zomba Central Hospital</u>
GCC 4.1	The governing law shall be : Laws of the Republic of Malawi
GCC 5.1	The language shall be: English
GCC 6.1	<p>For <u>notices</u>, the Procuring Entity's address shall be:</p> <p>Attention: The Chairperson, The Internal Procurement and Disposal Committee</p> <p>Street Address: Along Zomba- Blantyre Road</p> <p>Floor/ Room number: OPD 1</p> <p>City: Zomba</p> <p>P. o Box: 21</p> <p>Country: Malawi</p> <p>Telephone: 01526266</p> <p>Facsimile number: 01524538</p> <p>Email address: lingsonchibambo@gmail.com</p> <p>For <u>notices</u>, the Supplier's address shall be:</p> <p>Attention:</p> <p>Street Address:</p> <p>Floor/ Room number:</p> <p>City:</p> <p>Post Code:</p> <p>Country:</p> <p>Telephone:</p> <p>Facsimile number:</p> <p>Email address:</p>
GCC 11.1	<p>a. The bidder shall be responsible for all import duties and taxes</p> <p>b. The hospital shall levy from the monthly invoice the bidders contribution for utilities and maintenance of equipment as follows</p>

GCC clause reference	Special Conditions
	<ul style="list-style-type: none"> • 6 % electricity • 4 % water • 2 % maintenance of equipment <p>The bidder shall remit their contributions upon receipt of the monthly payment. The PE shall hold the bidders payment if the bidder fails to make contributions.</p>
GCC 13.1(g)	<p>The termination of contract shall also include</p> <p>If the bidder is implicated with serious operational occurrences and /or financial constraints by the bidder.</p>
GCC 16.2	<p>The formal mechanism for the resolution of disputes shall be : Arbitration the court of Law</p>
GCC 17.1	<p>The liquidated damages shall be : 0.05% per day</p>
	<p>The maximum liquidated damages shall be 5%</p>
GCC 22.1	<p>The price adjustment shall be: N/A</p>
GCC 21.2	<p>Payment terms shall be agreed between the service provider and zomba central hospital</p>
GCC 23.1	<p>The terms of payment shall be: Monthly within 30 days upon approval of service delivery carried out</p>
GCC 23.5	<p>The currency for payments shall be: Malawi Kwacha</p>
GCC 23.6	<p>The advance payment guarantee shall not be required</p> <p>The period of validity of the advance payment guarantee shall be:NA</p>
GCC 28.1	<p>The insurance coverage shall be: all risks(service providers equipment and staff)</p>
GCC 34.1	<p>The amount of the performance security shall be: 5% of the contract price.</p> <p>The currency shall be : Malawi Kwacha</p>
GCC 34.4	<p>Discharge of performance security shall take place: 30 days after completion of contract</p>

Section 9. Contract Forms

Table of Forms

Agreement53

Performance Security.....54

Advance Payment Security55

Agreement

THIS AGREEMENT made the day of , 20 , between
..... of (hereinafter called “the Procuring
Entity”) the one part, and of
(hereinafter called “the Supplier”), of the other part:

WHEREAS the Procuring Entity invited bids for certain Goods and Related Services, viz.,
..... and has accepted a Bid by the Supplier
for the supply of those Goods and Related Services in the sum of
..... (hereinafter “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the General Conditions of Contract;
 - (b) the Special Conditions of Contract;
 - (c) the Statement of Requirements;
 - (e) the Bid Submission Sheet and the Price Schedules submitted by the Supplier;
 - (f) the Procuring Entity’s Notification to the Supplier of award of Contract; and
 - (g)
3. In consideration of the payments to be made by the Procuring Entity to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Goods and Related Services and the remedying of defects therein, 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.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws ofon the day, month and year indicated above.

Name in the capacity of

Signed by for the Procuring Entity

Name in the capacity of

Signed by for the Supplier

Performance Security

Date:

Procurement Reference Number: **ZCH-003-3291-HSSPII-PU-20/21-CS-NCB**

To:

WHEREAS (hereinafter called “the Supplier”) has undertaken, pursuant to Contract No. dated, 20 to supply (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the aforementioned Contract that the Supplier shall furnish you with a security issued by a reputable guarantor for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS the undersigned, legally domiciled in, (hereinafter called “the Guarantor”), have agreed to give the Supplier a security:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract, without cavil or argument, any sum or sums within the limits of as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This security is valid until the day of, 20....

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No 458.

Name In the capacity of

Signed

Duly authorised to sign the authorisation for and on behalf of

Dated on day of, 20....

Advance Payment Security

Date:

Procurement Reference Number: **ZCH-003-3291-
HSSPII-PU-20/21-CS-NCB**

To:

In accordance with the payment provision included in the Contract, in relation to advance payments, (hereinafter called “the Supplier”) shall deposit with the Procuring Entity a security consisting of, to guarantee its proper and faithful performance of the obligations imposed by said Clause of the Contract, in the amount of

We, the undersigned, legally domiciled in (hereinafter “the Guarantor”), as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligor and not as surety merely, the payment to the Procuring Entity on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding

This security shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until, 20 ...

Name In the capacity of

Signed

Duly authorised to sign the authorisation for and on behalf of

.....

Dated on day of; 20.....