



Malawi Revenue Authority
P/bag 247, Blantyre

REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: MRA/MSONKHO/SUMMER HUTS/012024

To: Eligible Bidder

Date: 2nd January 2024


The Procuring Entity named above invites you to submit your quotation for carrying out the works as described herein. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1) Description of Works and Location

Construction of Summer Huts at Msonkho House

- 2) Works are to commence by: **14 Days** from the date of order.
- 3) Works to be completed by: **21 Days** from the date of order.
- 4) Quotations must be valid for **30 Days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received in clearly labelled and sealed envelopes no later than: 15:00 on 8th January, 2024
- 7) Quotations must be returned to:
Head of Supply Chain Management
Malawi Revenue Authority
Private Bag 247
Blantyre
- 8) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) at Section C details the works to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.
- 9) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by the issue of a Local Purchase Order.

Signed: 

Name: **Miriam Salika**

Title/Position: **Head of Supply Chain Management**

For and on behalf of the Procuring Entity

Malawi Revenue Authority

Procurement Number:

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Works will commence within days from date of Purchase Order.
- 3) Works will be completed by days from date of Purchase Order
- 4) Validity period of this quotation is days from the date for receipt of Quotations.
- 5) We attach the following documents:
 - (i) Section C of the Request for Quotations completed and signed;
 - (ii) NCIC certificate
 - (iii) Valid Tax Clearance Certificate
 - (iv) Copies of 2 LPOs or contracts for previous similar works
 - (v) Copy of Republic of Malawi National ID (Citizen Identification) for companies owned by indigenous black Malawians. A domestic preference of 20% will be applied to business owned by indigenous black Malawians.
- 6) We confirm that our quotation is subject to the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders.
- 7) We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Quotation Authorisation:

Signed:.....Date:

Name: Title/Position:

Authorised for and on behalf of (Company name and seal):

.....

Registered Address:

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1) If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

2) Bill of quantities (BOQs) should be requested via ichakhala@mra.mw

Malawi Revenue Authority

Procurement Number:

SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

Item No.	Description of activity or material used	Price in Kwacha (without tax)
	Construction of Summer Huts and External Works at Msonkho House, Namiwawa	
	Sub total	
	NCIC levy 1%	
	Vat 16.5%	
	TOTAL	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____