



## REQUEST FOR QUOTATIONS (FOR SERVICES)

Proc.No. RFQ 090/IPDC/DoDMA/2025-26/S/011      Date: 29<sup>th</sup> April, 2025

**To: All Eligible Service Providers**

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services 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 Services and Location: Provision of Insurance Services for 2025/26 financial year for the Department of Disaster Management Affairs DoDMA (CAPITAL HILL)**
- 2) Services are to commence by: **2 days** from the date of order.
- 3) Services are to be completed by: **12 months** 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 marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **10:00 hours on 5<sup>th</sup> May, 2025**
- 7) Quotations must be Deposited In The Tender Box Located In The Corridor At The Reception , Second Floor In The Department Of Economic Planning And Development At Department Of Disaster Management Affairs Procurement Unit P/Bag 336 Capital Hill
- 8) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services 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 services including all taxes and duties. The total cost of



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performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.

### 9) The Following Documents Must Be Attached

- A copy of our Business Registration Certificate
- A copy of Annual Tax Clearance Certificate
- Registration with the Reserve Bank of Malawi
- A copy of evidence of **2** similar insurance contracts performed ( please attach either payment vouchers or completion certificate) **Take note** that LPO and contract agreement letter are not evidence of successful performance
- A copy of VAT Registration Certificate
- **Section B and c of the request for quotation completed and signed**

Signed: .....

Name: Ellen Maliano

Title/Position: Procurement Officer

For and on behalf of the Purchaser

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*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) Services will commence within .....days/weeks/months from date of Purchase Order.
- 3) Services to be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days from the date for receipt of Quotations.
- 5) We enclose the following documents:
  - (i) Sections B and C of the Request for Quotations completed and signed;
  - (ii) A copy of our Business Registration Certificate
  - (iii) A copy of Annual Tax Clearance Certificate
  - (iv) Registration with the Reserve Bank of Malawi
  - (v) A copy of evidence of **2** similar insurance contracts performed (please attach either payment vouchers or completion certificate)  
**Take note** that LPO and contract agreement letter are not evidence of successful performance
  - (vi) A copy of VAT Registration Certificate
- 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.

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_  
e:

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

\_\_\_\_\_

Registered Address:

.....  
.....  
.....

**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 the 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.**

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

<b>Lot No.</b>	<b>Description of Services</b> (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Unit Price Kwacha</b>	<b>Total Price Kwacha</b>
1	Provision of Insurance Services for 12 months	Each	23		
2	Provision of insurance services for 12 months	Each	4		
				<b>Sub Total</b>	
				<b>16.5% VAT</b>	
				<b>Grand Total</b>	

The following attachments are appended to clarify the Description of Services:  
[List each attachment e.g. detailed schedule of services, or terms of reference]

## LIST OF MOTOR VEHICLES TO BE COVERED BY INSURANCE

### LOT 1: DoDMA Fleet

No.	Vehicle Ref.Number	Vehicle Model	Year of Make	Value	Type of cover
1	MG 189AP	Toyota Hilux	2021	43,074,830.00	Comprehensive
2	MG 390 AQ	Toyota Hilux	2021	43,074,830.00	Comprehensive
3	MG 677AP	Toyota Hilux	2021	43,074,830.00	Comprehensive
4	BZ12865	Toyota Land Cruiser	2022	50,561,819.70	Comprehensive
5	BZ 12859	Toyota Land cruiser	2022	50,561,819.70	Comprehensive
6	MG 503 AR	Nissan URVAN Minibus	2024	102,803,044.00	Comprehensive
7	MG 533AR	Toyota Cross SUV	2024	132,299.999.99	Comprehensive
8	MG 820 AN	Toyota Hilux	2020	0.00	Third Party
9	BY 3048	Toyota Hilux	2020	0.00	Third Party
10	MG 815 AD	Toyota Hilux	2007	0.00	Third Party
11	MG 532 AE	Toyota COASTER	2012	0.00	Third Party
12	MG 321AG	NISSAN HARD BODY (D/cabin)	2017	0.00	Third Party
13	MG 173AJ	FORD RANGER	2016	0.00	Third Party
14	MG 154 AJ	TRUCK NOSEE	2010	0.00	Third Party
15	MG 155 AJ	TRUCK	2010	0.00	Third Party
16	MG 197 AK	Toyota	2017	0.00	Third Party

		Hilux			
17	MG 198 AK	Toyota Hilux	2017	0.00	Third Party
18	MG 199 AK	Toyota Hilux	2017	0.00	Third Party
19	MG 871 AL	Toyota Land cruiser	2019	0.00	Third Party
20	MG 193 AK	TRUCK TATA	2016	0.00	Third Party
21	MG941 AJ	TRUCK TATA	2016	0.00	Third Party
22	MG 942 AJ	TRUCK TATA	2016	0.00	Third Party
23	MG 222AR	Toyota Hilux	2016	0.00	Third Party

## LOT 2: National Public Health Emergencies Fleet

No.	Vehicle Reg. number	Vehicle Model	Year of Make	Value	Type of cover
1	MG 224AP	Toyota Hilux	2021	43,074,830.00	Comprehensive
2	MG 225AP	Toyota Hilux	2021	43,074,830.00	Comprehensive
3	MG 755AN	Toyota Corolla	2021	30,000,000.00	Comprehensive
4	MG 64OAP	Toyota Land Cruiser	2022	79,000,000.00	Comprehensive

### Statement of Requirements (Technical Specifications) and Compliance Sheet

**Procurement Number No: RFQ 090/IPDC/DoDMA/2025-26/S/011**

Column b states the minimum requirement of the service(s) to be provided. Column c indicates whether the requirement 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 d and to state whether the offered service(s) “comply” or do “not comply” giving details of the areas of non-compliance.*

**LOT 1 : DoDMA Fleet****Technical Specifications and Compliance Sheet****Proc. No.: RFQ 090/IPDC/DoDMA/2025-26/S/011**

Item No	Technical Specifications of the Required Items Including Applicable Standards	Compliance to Specifications	
	The qualifying firm will be expected to provide the following services		
A	B	C	
1	A normal help desk for five working days in a week, 8am to 4:30pm		
2	An emergency help desk or contact numbers for off hours		
3	Advise the Department on insurance policy options based on the market conditions, age and value of the vehicle		
4	Prepare and submit quarterly reports to the Commissioner for Disaster Management Affairs on incidents and claims that have occurred during the quarter.		
5	Desk Officer for the Department who has at least five years of working experience in this field with deep understanding on the topic under this contract (please attach the name of the officer with qualifications and working experiences and attach their CV's, and contact details		

**LOT 2: National Public Health Emergencies Fleet  
Technical Specifications and Compliance Sheet**

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3	Advise the Department on insurance policy options based on the market conditions, age and value of the vehicle		
4	Prepare and submit quarterly reports to the Commissioner for Disaster Management Affairs on incidents and claims that have occurred during the quarter.		
5	Desk Officer for the Department who has at least five years of working experience in this field with deep understanding on the topic under this contract (please attach the name of the officer with qualifications and working experiences and attach their CV's, and contact details		

**Authorised by:**

Signature \_\_\_\_\_ Name: \_\_\_\_\_  
:

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company  
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