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Department of Disaster  
Management Affairs  
Private Bag 336  
Lilongwe 3  
Malawi

## REQUEST FOR QUOTATIONS (FOR NON CONSULTANCY SERVICES)

PROC.REF.No.RFQ/090/IPDC/DoDMA/2025-26/S/021

Date:19<sup>th</sup>Jan,2025

TO: Eligible Bidders

The Procuring and Disposing 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 except where modified by this Request for Quotations.

### SECTION A: QUOTATION REQUIREMENTS

- (i) Description of Services and Location  
Branding of Reflector Vests-Screen Printed

NO	SERVICE DESCRIPTION
1	Branding of Reflector Vests

- (ii) Services are to commence within: **1 *days/weeks/months*** from the date of order.
- (iii) Services are to be completed within: **3 *days/weeks/months*** from the date of commencement.
- (iv) Quotations must be valid for **30 *days/weeks/months*** from the deadline of submission.
- (v) Quotations and supporting documents as specified in Section B must be marked with the Procurement Reference Number given above and indicate acceptance of the stated terms and conditions.
- (vi) Quotations must be received, in sealed envelopes no later than: **10:00 hours on 23<sup>rd</sup> January,2026**
- (vii) Quotations must be returned to the Chairperson of the IPDC:

**Name of Building:** Economic Planning and Development

**Floor/Room number:** 2, room 86

**Town/City:** Capital City, Lilongwe

**Postal Address:** Private Bag 336, Lilongwe

**Telephone:** 0999 331 528 or 0999 558206

**Email address:** [malianoellen@gmail.com](mailto:malianoellen@gmail.com).

- (viii) The attached Schedule of Rates and Prices in 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 C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes, levies and duties. The total cost of 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.

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

## **SECTION B: QUOTATION SUBMISSION SHEET**

2.1 Currency of Quotation: .....

3.1 Services will commence within .....*days/weeks/months* from date of Purchase Order.

4.1 Services to be completed within .....*days/weeks/months* from date of commencement.

5.1 Validity period of this quotation is .....*days/weeks/weeks* from the deadline for submission.

6.1 We enclose the following documents:

1. Section C of the Request for Quotations completed and signed;
2. A copy of Valid PPDC certificate
3. A copy of our Annual Tax Clearance Certificate (for the last financial year)
4. Copy of Evidence of 2 similar contracts performed. (Payment voucher or Completion Certificate or post inspection certification) please take note that LPO and Contract Agreement Letter are not evidence of service delivery.
5. Copy of VAT Registration Certificate if applicable

6. *Insert any other documentation required by the Procuring and Disposing Entity]*

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7.1 We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements.

8.1 We have examined and have no reservations to the Request for Quotations Document, including Addenda No: *(Insert Number and date)* of Addenda.

9.1 Our price shall be fixed for the duration of the validity period.

10.1 We declare that our firm, Directors and Beneficial owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY: *[to be completed by someone who has the power of attorney for the Bidder]*

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of (Company name):

Company \_\_\_\_\_

Registered \_\_\_\_\_ Address: \_\_\_\_\_

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

## Section C: Schedule of Rates and Prices (to be priced by Bidder)

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	Branding of Reflector Jackets	Each	50		
				<i>Sub-Total</i>	
				<i>VAT 17.5%</i>	
				<i>PPDA Levy (1%)</i>	
				<i>Total Bid Price</i>	

**Notes:** *The Procurement Levy is calculated based on Sub-total before taxes.*

Technical Compliance Sheet: *List any attachments providing additional specification of the goods required]*

No	DESCRIPTION OF GOODS	TECHNICAL SPECIFICATIONS	BIDDER'S SPECIFICATIONS	COMPLIANCE YES/ NO
1	Reflector Vests	<ul style="list-style-type: none"> <li>Government Logo in front</li> <li>At the back: <b>Department of disaster Management Affairs (DoDMA)</b></li> </ul>		

The following attachments are appended to clarify the Description of Services:

*[List each attachment e.g. detailed schedule of services, or terms of reference]*

AUTHORISED BY:

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company \_\_\_\_\_  
Official Date Stamp:

## SECTION D: Beneficial Ownership Disclosure

### T1B Beneficial Ownership Disclosure Form

***INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM***

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:*

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

Date: [insert date]

Procurement Reference No.: [insert procurement reference number]

Page [insert page number] of [insert total number of pages] pages

To: [insert complete name of Procuring and Disposing Entity]

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence]			

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

1. directly or indirectly holding 5% or more of the shares
2. directly or indirectly holding 5% or more of the voting rights
3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
5. has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

7. directly or indirectly holding 5% or more of the shares
8. directly or indirectly holding 5% or more of the voting rights
9. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder”
10. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
11. has a significant stake in a company and on whose behalf activity of a company is conducted; or
12. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]<sup>1</sup>

Name of the person duly authorized to sign the Bid on behalf of the Bidder:  
[insert **complete name of person duly authorized to sign the Bid**]<sup>2</sup>

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: \_\_\_\_\_

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

## SECTION E: EVALUATION OF QUOTATIONS

**2.3** Quotations that are responsive, qualified and technically compliant will be ranked according to price.

**3.3** Award of contract will be made to the lowest evaluated quotation by the issue of a Local Purchase Order.

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<sup>1</sup> In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

<sup>2</sup> Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Signed:.....

Name.....

Title/Position:

.....

For and on behalf of the Procuring and Disposing Entity