



NATIONAL HERBARIUM and BOTANIC GARDENS OF MALAWI

P.O. Box 528, ZOMBA

Tel: +265 01 525 388/118/145

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: NHBG/FY24-25/PU-G.CHAIRS/027

18th November 2024

TO:

The Procuring Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. 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 Supply and Delivery**

{Brief Description of the goods required and the point of delivery}

➤ **Procurement of Concrete Garden Chairs (*Design and Supply*) for All Botanic Gardens**

2) Quotation prices should be based on:

For goods supplied from within Malawi; DDP to NHBG, Zomba or for goods supplied from outside of Malawi; CIP to [point of delivery].

3) The delivery period required is **Three (3) Days/** months from date of order.

4) Quotations must be valid for **30 days** from the date for receipt given below.

5) The warranty/guarantee offered shall be **Twelve (12)** months.

6) Quotations and supporting documents as specified in **Section B** must be marked with the Procurement Number given above, and indicate your acceptance of the terms and conditions.

7) Quotations must be received, in sealed envelopes, no later than: **14:00 HRS** on **Friday, 22nd November 2024 [ALLOW 5 - 7 DAYS.]**

8) Quotations must be returned to:

**The Chairperson,
Internal Procurement and Disposal Committee,
National Herbarium and Botanic Gardens of Malawi,
Livingstone Old Naisi Roads Junction,
P.O. Box 528, Zomba.**



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- 9) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.
- 10) [*List any other requirements e.g. the provision of samples*]
- 11) **The terms of payment SHALL be: Within 30 DAYS after delivery and acceptance of goods**
- 12) **APPLICATION OF MSME 2020**
The procuring entity shall grant 15% margin of preference to Medium Enterprises on this tender. Bidders to be considered for this margin of preference shall be required to provide evidence of Medium Enterprise Registration with the Ministry of trade.

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 item or by total through the issue of a Local Purchase Order.

Signed:

Name.....**R. NTEPA GAMAH**.....

Title/Position: ...**PROCUREMENT ASSISTANT**.....

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/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: **Malawi Kwacha**
- 2) Delivery period offered: days/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) Warranty period (where applicable): Months.
- 5) We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of our Trading Licence,
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent Government contracts performed,
 - v. VAT Registration Certificate
 - vi. PPDA Registration Certificate
- 6) We confirm that our quotation is based on 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: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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.



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SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Concrete Garden Chairs - Different designs				
	Design 1 - To have a 4 corner table and 4 chairs with backbone rest plus concrete floor - Attach image		6		
	Design 2 - To have a round table and 4 chairs with backbone rest plus concrete floor (different from the above design) - Attach image		6		
	Design 3 - To have a rectangle table with two chairs having Backbone rest - Attach image		4		
	Design 4 - Single Chairs to accommodate at least two people with back rest - Attach image		17		
	Design 5 - Single Chairs to accommodate two people with back rest (different design) Attach image		18		
	Transportation cost if any				
				SUB -TOTAL	
				Add 16.5% VAT	
				GRAND TOTAL	

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

[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____