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Department of Disaster
Management Affairs
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Malawi

Request for Quotations (for Goods) EMERGENCY PROCUREMENT

Proc. No: 090/IPDC/DoDMA/2025-26/G/073 Date: 10thFebruary, 2026

To: Eligible Manufacturers

The Procuring and Disposing Entity named above invites you to submit your quotation for the goods: Tarpaulins and sleeping Mats. Partial Quotations may be rejected, and the Procuring and Disposing Entity 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 except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

1. Description of Goods: Supply and Delivery of Tarpaulins and sleeping Mats to Chilambula Warehouse

S/N	DESCRIPTION	Lot No.	QTY (MT)	DELIVERY PERIOD	DELIVERY SITE
1	Plastic Tarpaulins	1	4,264	14 Calendar days	Lilongwe-Chilambula Warehouse.
2	Sleeping Mats	2	2,132	14 Calendar days	Lilongwe-Chilambula Warehouse.

2. Quotation prices should be based on:

(a) For goods supplied from within Malawi; DDP – insured and delivered at: suppliers workshop

3. The delivery period required is **14 Calendar days/weeks/months** from date of order.
4. Quotations must be valid for **30 Calendar days** from the deadline for submission.
5. The warranty/guarantee offered shall be: **NA**.

6. Quotations and supporting documents as specified in Section C must be marked with the Procurement Reference Number given above, and indicate your acceptance of the terms and conditions.
7. Quotations must be received, in sealed envelopes, no later than **16: 00 pm on 11th February, 2026**.
Quotations must be returned to the Chairperson of IPDC: in the tender box located at the reception, second Floor in Department of Economic Planning Building at: Department of Disaster Management Affairs, Unit, P/Bag 336, Capital Hill.
8. The attached Schedule of Requirements in Section D, details the items to be procured. You are requested to quote your delivered price for these items by completing and returning Sections C and D.
9. Payment to the supplier shall be made within **30 days** from the date of receipt of invoice.
10. *List any other requirements e.g. the provision of sample.*

- i. **Section B and C of the Request for Quotations completed and signed;**
- ii. **A copy of our Business Registration Certificate,**
- iii. **A copy of A Tax Clearance Certificate valid from 1st April, 2025 to 31st March, 2026.**
- iv. **A copy of Valid PPDA Certificate**
- v. **Evidence of 1 similar contract successfully performed for the supply and delivery of Tarpaulins. Thus: Payment Vouchers Or Delivery Notes (All bidders are therefore notified that LPO and Agreement Form/letter will not be accepted as evidence of successful performance**

11. The detailed descriptions of the goods required are provided in table below. Bidders shall provide full descriptions of the products being offered in Section D - Price Schedule.

Your quotation is to be returned by completing and returning this Form and Section C and D 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 the Local 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: *[tick against the document(s) you have attached]*
 - i. **Section B and C of the Request for Quotations completed and signed;**
 - ii. **A copy of our Business Registration Certificate,**
 - a. **A copy of A Tax Clearance Certificate valid from 1st April, 2025 to 31st March, 2026.**
 - iv. **A copy of Valid PPDA Certificate**
 - v. **Evidence of 1 similar contract successfully performed for the supply and delivery of Tarpaulins. Thus: Payment Vouchers Or Delivery Notes (All bidders are therefore notified that LPO and Agreement Form/letter will not be accepted as evidence of successful performance**
6. 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]
7. We have examined and have no reservations to the Request for Quotations Document, including Addenda No: **NA**.
8. Our price shall be fixed for the duration of the validity period

9. 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:

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and Section D 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 REQUIREMENTS (TO BE PRICED BY BIDDER)

Lot No.	Description of Goods <i>[Attach detailed specification if necessary]</i>	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Plastic Tarpaulins	Each	4,264		
2	Sleeping Mats	Each	2,132		
					<i>Sub-Total</i>
					<i>VAT 17.5%</i> N/A
					<i>PPDA Levy (1%)</i>
					<i>Total Bid Price</i>

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

Lot no.	DESCRIPTION OF GOODS	TECHNICAL SPECIFICATIONS	BIDDER'S SPECIFICATIONS	COMPLIANCE YES/ NO
1	Plastic Tarpaulins	As per attached specifications-See Attachment 2		
2	Sleeping Mats	As per attached specifications-Attachment 1		

Attachment 1

Synthetic sleeping mats

General information

Synthetic sleeping mats (plastic), tear proof and water impervious.

Although available in many places, natural straw mats may rot very quickly and are more difficult to wash. If available, plastic mats are recommended.

Some specifications may vary with national standards and local market conditions. For locally sourced items, check the relevant national standards or specifications. Any important variation from the EIC standard needs to be approved by a specialist.

Specifications

Floor mats made in a tight twill weave fabric (2/1, 3/1, 2/2, 3/2) of clean and net appearance.

Materials

Warp: Pure virgin polypropylene (PP) multifilament 500 deniers minimum

Weft: Pure virgin polypropylene (PP) hollow tubes not containing any filler

Minimum 1000 tubes in weft per meter length

Finish: The two short sides to be secured with a first stitch folded hem of the mat, plus one bias 40mm binding tape of minimum 10g/m with stitches through the fabric of the mat, OR with a double folded stitched hem. Four sides trim finished.

Finished size: 1.8 x 0.9m minimum

Weight: 450g/m² with maximum tolerance: -30g/m²

Bursting strength ISO13938: 700 kPa minimum

Colour: assorted, with neutral design.

Packing: Bales of 25 pieces, compressed to a final volume to fit 5500 pieces in one TC20 without pallets.

Attachment 2

Plastic Tarpaulins 4x6m with two reinforcement bands

Material	
Material for the tarpaulin	Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with white low-density polyethylene (LDPE) coating. Preferably includes up to 15% recycled PE.
Reinforced fixation points	<p>Two bands of 75mm +/-4mm width made of woven black HDPE fibres fabric and coated with grey LDPE on the outside.</p> <p>Seven holes of 8mm +/-1mm on each bands at 1m +/-5% intervals, positioned in the centre of the bands, punched through the band and the tarpaulin.</p> <p>Position of the two bands and the holes as per drawing below. Side bands can be positioned at maximum 10mm from the edge.</p>
Manufacturing quality	The woven base as well as the coating must be homogeneous. The black fibres must cover the entire surface of the tarpaulin. Maximum one fibre missing or one space between fibres equal or above 5mm width on one tarpaulin.
Recycled PE definition	As described by the Circular Plastic Alliance of the EU commission in EN 45557 and the US Federal Trade Commission Green Guides in accordance with ISO14021 principles, recycled plastic includes post-industrial and post-consumer recycled waste, it excludes reworked material. In this last case, even though it is encouraged to re-use scrap from tarpaulins production, it does not count as material from recycled origin.
Strength at state of origin and after UV exposure	
Test pieces for tensile and tear tests.	Cut all test pieces parallel to the direction of the fibres, in warp and in weft. The fibres should run from one end to the other end of each test piece.
Tear strength at state of origin	Minimum 150N under ISO 4674-1B 2003, with a test piece of 200x200mm as described in ISO 4674 annex B.
Tensile strength at state of origin	Minimum 750N and 15% to 35% elongation in warp and weft under ISO 1421-1.
UV resistance ASTM G53 ISO 1421-1	Apply 1500 hours UV under ASTM G53/94 (UVB 313 nm peak). Maximum 5% loss of strength compared to the original tensile strength of the actual product.
Cut resistance EN 388-6.2	Minimum index 2.5 Test 2 test pieces from one sample.
Tensile strength in the fixation points	Minimum 900N when pulling inside the fixation points as per ISO 1421-1, pulling perpendicular to the tarpaulin edge with a hook of 8mm wire diameter. Test 3 pieces of 200mm wide by 500mm long from each side of the tarpaulin.
Welding and strength at state of origin	Only one welding allowed, in the middle of the sheet, lengthwise. The tarpaulin tensile strength crosswise at the place of the welding under ISO 1421-1 must be minimum 50% of the original value of the actual product.
Size, weight, colour, opacity, fire resistance	
Width	4 m ± 1% net width

Length	6m minimum net length
Specific weight of the tarpaulin plain sheet.	170g/m ² ± 10g under ISO 3801 (equivalent to 160g/m ² minimum to 180g/m ² maximum)
Weight of the complete tarpaulin	Total weight of the 24m ² tarpaulin: approximately 3.9kg to 4.5kg Specific weight of the bands from 150g/ m ² to 200g/m ²
Flame retardant EN13823+A1	Minimum class D, s2, d2. Minimum time to reach large wing external edge: 4minutes (LFS) Presence of FR additives (bromine, antimony, etc) is not permitted
Colour ISO 105J01	Inner black fibres to ensure opacity. White coating on both sides of the sheet as per: L.a.b Coordinates: minimum "L": 82 "a" value between -1.7 and +1.5 "b" value between -4.5 and 0
Opacity measured as minimum reflection and maximum transmission, in the range of visible light and near infrareds. ISO 13468-1	Values should be measured respectively from 350 to 750nm, and from 750 to 2500nm wavelength. The result is the average of the averages in each range. Minimum total reflection: 35% Maximum total reflexion: 55% Maximum total transmission: 5% Absorption: remaining balance to reach 100%
Marking, packing	
Printing	Long lasting indelible printing in black or white colour of the manufacturer name, the month and year of production (letters of 25mm +/-10%) and of the recycling signs for LDPE and HDPE, of the user's guide, and of the "do not burn" sign. The signs size is between 50mm to 70mm. Printing is continuous at least one every meter, on one band or on the tarp. Customer logo on request.
Bale dimensions	Length: 600mm; Width: 400mm; Height: 180mm (all +/-20%) There must be 5 tarpaulins per bale
Bale marking	As per indicated in contract.
Bale protection	The bale must be wrapped with a piece of the same tarpaulin material. The wrapping must be properly folded, closely tight to the bale content, making a well-shaped cubic bale. The tarpaulins are not individually wrapped.
Bale strapping	The bale must be strapped with 2 heat-sealed plastic straps for the length and 2 for the cross.

"For easiness of production for 4m tarpaulins made with two parts of 2m assembled with a central weld, it is permitted to add two extra bands on either side of the central weld. That makes a total of 4 bands on the tarpaulin. These 2 extra bands should be white coated so that there are not visible. These 2 extra bands should be 50mm wide only to reduce the extra plastic consumption. This is not included in the standard specification, as it is a temporary authorization valid till the next review by end 2025."

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 (include full name (last, middle, first), nationality, country of residence])	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)

OR

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

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.

- 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;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- 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]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder”
- 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;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- 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.....

Name of the person duly authorized to sign the Bid on behalf of the Bidder.....

Title of the person signing the Bid:

Signature of the person named above: _____

Date signed day
month....., year.....

SECTION E: EVALUATION OF QUOTATIONS:

1. Quotations will be evaluated to determine their compliance to technical specifications.
2. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Compliant quotations shall meet the following conditions listed in the technical compliance sheet:
3. Award of contract will be made to the lowest evaluated quotation [*by item or by total*] through the issue of a Local Purchase Order.

Signed: Name.....

Title/Position:

For and on behalf of the Procuring and Disposal Entity.

AUTHORISED BY:

Signature: Name:

Position: Date:
(*DD/MM/YY*)

Authorised for and on behalf of:

Company:

Date Stamp and to be signed by one with power of attorney