



Knowledge Innovation and Excellence

Date: 29/09/2023

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 of: *TYRES, TUBES & GUTTERS***
- 2) Quotation prices should be based on: MWK for goods supplied from within Malawi; EXW – insured and delivered to: **LUANAR-BUNDA COLLEGE**
- 3) The delivery period required is **7 days** from date of order.
- 4) Quotations must be valid for **30 days** from the date for receipt given below.
- 5) Payment shall be within **30 days** after successful delivery of the good and submission of invoices and delivery notes
- 6) The warranty/guarantee offered shall be **NA** for capital goods.
- 7) 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.
- 8) Quotations must be received, in sealed envelopes, no later than: **06/10/2023**
- 9) Quotations must be returned to;

Bunda College, PO Box 219, Lilongwe (Procurement and Disposal Unit Office)

Quotation sealed and labelled LUANAR/TYRES,TUBES & GUTTERS/09/23 must be recorded at Procurement and Disposal Unit Office and deposited in the tender box for opening at 10:00HRS on 06/10/2023

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.

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: **Date: 29/09/2023**

Name: Innocent Makhambera.

PROCUREMENT MANAGER

Procurement Number: LUANAR/TYRES, TUBES & GUTTERS/09/23

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) Payment shall be withinafter successful delivery of the good and submission of invoices and delivery notes
- 6) 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
- 7) 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.
- 8) 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.

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

Item No	Description of Goods (Attach detailed specification if necessary)	UOM	QTY	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
	TYRES, TUBES & GUTTERS FOR 82 SC 15, BY 496 and 82 SC 59				
1	265/60 R 18 Dunlop tyres	Each	4		
2	750 R 16 Tyres Goodyear (if other brand specify)	“	5		
3	750 R 16 Tubes & Gutters	“	5		
4	315 R 22.5 Tyres (Goodyear)	“	6		
				SUB-TOTAL	
				VAT	
				PPDA LEVY	

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

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Company Name and contact:

Procurement Number: LUANAR/TYRES, TUBES & GUTTERS/09/23