



**Ministry of Water and  
Sanitation**



**Lilongwe Water Board**

## **REQUEST FOR QUOTATION**

### **SUPPLY AND DELIVERY OF PLASTIC PALLETS**

**Date of Issue: 29 APRIL 2024**

1. The Lilongwe Water Board has budgeted funds for 2024/2025 financial year and intends to apply part of the proceeds for the **Procurement of Supply and Delivery of Standard Plastic Pallets**.
2. Lilongwe Water Board now invites sealed bids from eligible bidders for the **Supply, and Delivery of Standard Plastic Pallets as detailed below:**

<b>No</b>	<b>Procurement Activity</b>	<b>Procurement Reference Number</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Delivery Period</b>
1	Supply and Delivery of Plastic Pallets	LWB-GO-PP-04-RFQ	Each	50	7-14 Days

3. A complete set of Request for Quotation (RFQ) documents can be collected at **Lilongwe Water Board, Madzi House, Procurement and Disposal Unit (PDU) situated off Likuni Road** from **08:00 to 12:00 and 13:30 to 16:00 hours local time (Monday to Friday)** except on national public holidays.
4. Bidding for the above-listed activities shall be conducted in accordance with Request for Quotation procedures contained in the Public Procurement and Disposal of Assets Law and Public Procurement Regulations, 2020 (Government Notice No.24).
5. Quotations clearly marked "**Supply and Delivery of Plastic Pallets**" must be delivered to the Address given in **6 (a) below at or before Friday 03<sup>rd</sup> May 2024 at 10.00 Hours** and late Quotations shall be rejected.

6. The address for submission and opening of bids/quotations are as follows:

(a) Address where bids/quotations will be deposited:

**The Chairperson**

**Internal Procurement and Disposal of Assets Committee**

**Lilongwe Water Board**

**Madzi House**

**Off Likuni Road**

**P.O. Box 96**

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(b) Address where bids/quotations opening will take place:

**Main Boardroom**

**Madzi House, First Floor**

**Off Likuni Road**

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