

Cable Address: POLGEN
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In reply please quote: PU/C/ADM/2
MALAWI POLICE HEADQUARTERS,
PRIVATE BAG 305,
CAPITAL CITY,
LILONGWE 3
MALAWI

REQUEST FOR QUOTATIONS (FOR SERVICE)

Procurement Number: MPS/IPDC/05/0/2026/AUCTION

To: ALL BIDDERS

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The Procuring Entity named above invites you to submit your quotation for carrying out the service as described hereby. 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 Service and Location: Provision of Auctioneering Services at National Police Headquarters**
- 2) Service are to commence within the agreed time with client from the date of the order.
- 3) Service to be completed by:30 days from the date of order.
- 4) **Bidders must provide documentary evidence of registration with Auctioneers Board under the Land Economy, Surveyors, Valuers, Estate Agents and Auctioneers Act- Chapter 53:08**
- 5) **Interested bidders must attend a pre-bid meeting to be proceeded by item inspection on 7th February,2026 at 09:00 hours. The venue for the meeting is National Police Headquarters Senior Officers Mess.**
- 6) Quotations must be valid for **60 days** from the date for receipt given below.
- 7) Copies of at least two contracts of similar in nature and size executed in the past three years
- 8) 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.
- 9) Quotations must be received, in sealed envelopes, no later than 09/02/2026 by 16:30 hrs.

10) Quotations must be returned to:

The Chairperson

IPDC

National Police Headquarters

P/Bag 305

Lilongwe.

11) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) {delete as appropriate} at Section C details the work to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental services shall be deemed to be included in the prices quoted.

12) 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: 

Title/Position: Procurement officer

For, and on behalf of the Purchaser.

NATIONAL POLICE HEADQUARTERS
INTERNAL PROCUREMENT
COMMITTEE SECRETARIAT

Name: S/Supt. Emmanuel J. Chisoma

05 FEB 2026

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.

PRIVATE BAG 305
CAPITAL CITY, Lilongwe 3

SECTION B: QUOTATION SUBMISSION SHEET

1) Currency of Quotation: Malawi Kwacha

2) Delivery period offered:weeks/months from date of Purchase Order.

3) The validity period of this Quotation is: days from the date for receipt of Quotations.

4) We attach the following documents:

- i. Section C of the Request for Quotations completed and signed and stamped.
- ii. **Copy of registration certificate with Auctioneers Board**
- iii. A copy of trading licence/Business Registration Certificate.
- iv. Copy of VAT Certificate.
- v. Copy of valid Tax clearance certificate
- vi. Copy of valid PPDA Certificate.

5) 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.

- 6) 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. (SEE ATTACHMENT)

S/N	ITEM	Description of Services (As attached)	Commission in %	
1	Shipping containers	Sale by public auction seventy-two (72) shipping containers		
			Sub-total	
			VAT 17.5%	
			Total	

Authorised by:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____