



PARLIAMENT OF MALAWI



Parliament Buildings, Presidential Way, Private Bag B362, Capital City, Lilongwe 3

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REQUEST FOR QUOTATION

Procurement Reference Number: **POM/RFQ/PDU/2/COUNTER/2024/25/G/042**

To:

.....

..... Date:19th August,2024

The Procuring Entity named above invites you to submit your quotation for carrying out the works as described herein. 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 Works and Location: Construction of Counter and Open Shelves at Parliament of Malawi**
- 2) Works are to commence by: ...**14. days** from the date of order.
- 3) Works to be completed by: ...**21.....days** from the date of order.
- 4) Quotations must be valid for **45 days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes, no later than: **14:00 hrs on 27th August, 2024. to: The Chairperson, Internal Procurement Committee, National**

Assembly, Parliament Building, Private Bag B362, Lilongwe 3. Attention: The Principal Procurement Officer

- 7) The attached Activity Schedule (for lump sum contracts) *at* Section C details the works 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 works 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 works shall be deemed to be included in the prices quoted.
- 8) 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 the issue of a Local Purchase Order.

Signed: Name: **Annastanzia Chirwa**

Title/Position: **Ag. Chief procurement officer**

For and on behalf of the Purchaser

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Works will commence withindays/weeks/months from date of Purchase Order.
- 3) Works will be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 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 last financial year)
 - (iv) A list of recent Government contracts performed
 - (v) [Insert any other documentation required by the Entity]
- 6) We confirm that our quotation is subject to 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:

Compan _____
y:

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: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

Item No.	Description of Activity	Price in Kwacha
1.	Counter, Specifications include; <ul style="list-style-type: none"> ➤ Height 1100mm of the floor, Length 8600mm, width 1500mm total size of the counter L shaped ➤ Counter top to be made of Granite (standard size length and 800mm width and polished in the edges, 25mm thick) ➤ Should have drawers at the centre and sliding doors behind it for storage. ➤ Melamine board to be used for frame work and the frame work width to be 600mm. 	
2.	Open Shelves Specifications include: <ul style="list-style-type: none"> ➤ Open shelves to start from 1100mm off the ground. ➤ Under the open shelves there should be sliding doors. ➤ The open shelves to be demarcated into different size grazed inside with mirrors. ➤ The size for the open shelves should be 6650mm length X 350mm width. ➤ To be covered at the back with Masonite. ➤ Melamine board to be used 	
Total Lump Sum Price		

NOTE: IT IS MANDATORY TO ATTEND THE PRE -BID MEETING ON FRIDAY 23RD AUGUST ,2024 AT 10:00HRS. PLEASE ATTACH A PICTORIAL SAMPLE OF THE COUNTER. THESE TWO WILL FORM PART OF EVALUATION CRITERIA.

Authorised By:

Signature _____ Name: _____
:

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

Authorised for and on behalf of:

Compan _____
y: