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All Communications should be addressed to:
The Hospital Director

In reply please quote No:
031/IPDC/KCH/G/ 24-25/394
MINISTRY OF HEALTH,
KAMUZU CENTRAL HOSPITAL,
P.O. BOX 149,
LILONGWE,
MALAWI.

MINISTRY OF HEALTH

KAMUZU CENTRAL HOSPITAL

REQUEST FOR QUOTATIONS (GOODS)

Procurement Number: **031/IPDC/KCH/G/ 24-25/394**

Date: 21st February, 2025.

To:.....

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: Supply and Delivery of Health Profile (Passbook).**
- 2) Quotation prices should be based on DDP for goods supplied from within Malawi; **EXW – insured and delivered to Kamuzu Central Hospital, Lilongwe.**
- 3) The delivery period required is **10 days** from date of order.
- 4) Quotations must be valid for **30 days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be:
- 6) 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.
- 7) Quotations must be received, in sealed envelopes, not later than **10:00 hrs on 26th February, 2025**
- 8) Quotations must be returned to: **The Chairperson, Internal Procurement Committee, Kamuzu Central Hospital, P.O. Box 149, Lilongwe.**
- 9) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services 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 total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted
- 10) 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: Richard Kandoje**

Title/Position: **Assistant Procurement Officer.** For and on behalf of the Purchaser.

PROCUREMENT REFERENCE NUMBER: 031/IPDC/KCH/G/ 24-25/394

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:
- Delivery period offered: days/weeks/months from date of Purchase Order.
- 2) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 3) Warranty period (where applicable) ... Months.
- 4) 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,
 - v. Bid Security of 2% of total quotation price. **N/A**
- 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 (TO BE PRICED BY BIDDER)

Item No.	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Qty	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	General Health Profile	Each	20,000		
2	Women Health Profile	Each	16,000		
3	Child Health Profile	Each	4,000		
TOTAL					
VAT 16.5%					
GRAND-TOTAL					

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

[TECHNICAL SPECIFICATIONS ATTACHED]

Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____