



Malawi Revenue Authority
Private Bag 247
Blantyre

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: MRA/ GENSET SERVICING AT DEDZA OSBP/19/02/2024

To: Eligible Bidder

Date: 19th February, 2024

The Procuring Entity named above invites you to submit your quotation for carrying out the whole services 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 Supply and Delivery
Servicing of generator at Dedza One Stop Border Post
- 2) Services are to commence by **5 days** from date of order.
- 3) Services are to be completed by **1 week** from the date of order.
- 4) Quotations must be valid for **30 days** the date for receipt given below.
- 5) 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.
- 6) Quotations must be received, in sealed envelopes, no later than: **09:00hrs Friday 23rd February, 2024**
- 7) Quotations must be returned to:

Head of Supply Chain Management
Malawi Revenue Authority
Private Bag 247
Blantyre
- 8) The attached Schedule of Rates and at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, details 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 works 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 shall be deemed to be included in the prices quoted.
- 9) 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:

Name: **Miriam Jere**

Title/Position: **Head of Supply Chain Management**

For and on behalf of the Purchaser

Malawi Revenue Authority

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) Services will commence within: days/weeks/months from date of Purchase Order.
- 3) Services to be completed by: days from the date of Purchase Order.
- 4) Validity period of the quotation is:days from the date for receipt of Quotations.
- 5) We enclose the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of our Business Registration Certificate
 - iii. A copy of National ID card
 - iv. A copy of PPDA certificate
 - v. A list of Terms and Conditions that apply
 - vi. A copy of the current Tax Clearance Certificate
 - vii. Three copies of LPOs or Contracts in servicing generator
- 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:

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.

Malawi Revenue Authority

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

Item No	Description of Service (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha (Tax Inclusive)</i>	Delivered Total Price <i>Kwacha (Tax Inclusive)</i>
	Servicing of generator whose specifications are listed below: Make: SDEC POWER Model: SC7H230D2 Serial Number: H921A024767 Order Number: H2613 Rated Power/Speed: 154/1500 kW/r/min Maximum Power: 170/1500 kW/r/min		1		
	The service shall involve the following:		1		
	Change of oil filters				
	Change of fuel filters				
	Change of engine oil				
	Change of air filter				
	Fuel filter water trap				
	Change of coolant				
				<i>Sub total</i>	
				<i>VAT</i>	
				<i>PPDA Levy (1%)</i>	
				<i>Total bid price</i>	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____