



REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number S18-03-26

To: Interested suppliers

Date: **31st March 2026**

The University of Malawi invites you to submit your quotation for carrying out the whole of the 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 Services and Location**
Provision of Motor Vehicle Hiring Services for NNF Farmers Organisation Baseline at University of Malawi Zomba (Malawi)
- 2) Services are to commence by: 1 day from the date of order.
- 3) Services are to be completed by: 20 days from the date of order.
- 4) Quotations must be valid for **30** from 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 acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: 10.30am on **7th April, 2026.3.**
- 7) **Quotations must be registered at Porters Lodge before being deposited in Tender Box located at the University's PORTERS LODGE.**
- 8) Quotations must be returned to:
IPDC Chairperson
University of Malawi
P.O. Box 280,

Zomba

1. Please attach the following List any other requirements
 - a) Copy of valid Public Procurement and Disposal of Assets Authority(PPDA) Certificate for goods;
 - b) Copy of valid Tax Clearance Certificate(at least 2025/2026 Financial Year);
 - c) Copy of valid Registration Certificate;
 - d) At least two copy contracts or Local Purchase Order for supply of Hiring Services; and
 - e) At least two reference letters from ANY Institutions certifying that Hiring Services rendered to those institutions were satisfactory.

- 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 Section 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. **GEORGE PAHUWA**

Title/Position: Head of Procurement and Disposal of Assets
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) Services will commence withinday from date of Purchase Order.

- 3) Services to be completed by days from date of Purchase Order.
- 4) Validity period of this 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) Currently a copy of our Annual Tax Clearance Certificate (for this financial year)
 - iii) At list of recent Government contracts completely performed
 - iv) Copy of valid tourism certificate

SECTION B1

- 6) Conditions of the Vehicles: Suppliers must undertake to provide:
 - v) Vehicles must be roadworthy with functional 4x4 capability, seat belts, spare tyre, jack, triangle reflectors and fire extinguisher clean both external and internal
 - vi) vehicle that are of diesel usage
 - vii) vehicles with valid insurance cover and Certificate of fitness
 - viii) Pictures of vehicles
 - ix) vehicles with full tank.
 - x) vehicles for inspection before the commencement of the contract.
 - xi) 4x4, 7 seater vehicles
 - xii) Vehicles which are fit for remote areas like Kasungu, Mzimba, Nkhata bay and Rumphu
- 7) Immediately Replace vehicles that breakdown in course of survey at the owners cost
- 8) 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.
- 9) 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:_____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____

Registered 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.

University of Malawi

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SECTION C: Schedule of Rates and Prices (to be priced by Bidder)

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price in Kwacha	Total Price in Kwacha
	Hiring of motor vehicle 18 4x4 7 seater for the period of twenty (20) days. The field work will take place in hilly and remote areas like Kasungu, Mzimba, Nkhata bay and Rumphu	each	360		
	Please provide the cost break down include tourism levy				
			SUB TOTAL		
			VAT 17.5%		
			PPDA Levy 1%		
			TOURISM LEVEY 1%		
			TOTAL		

The following attachments are appended to clarify the Description of Services: [List each attachment e.g. detailed schedule of services, or terms of reference]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____