

Cable Address: POLGEN
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REPUBLIC OF MALAWI

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

MALAWI POLICE SERVICE
REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: MPS/IPDC/17/02/2025-26/LUBRICANTS

TO: ALL BIDDERS

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20/02/2026

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 of goods and related services: **Supply and Delivery of Assorted Lubricants**
- 2) Quotation prices should be based on: **Malawi kwacha.**
- 3) The delivery period required is **One week** 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: not applicable.
- 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, no later than **25/02/2026**
- 8) Quotations must be returned to: Procurement and Disposal Unit, National Police Headquarters, P/Bag 305, LILONGWE
- 9) The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.
- 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 item or by total through the issue of a Local Purchase Order.

Signed:
Title/Position: Procurement officer
For, and on behalf of the Purchaser.



Name: **S/Supt. Emmanuel J. Chisoma**

20 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.

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) Warranty period (where applicable): months.
- 5) We attach the following documents:
 - i. **Section C of the Request for Quotations completed and signed and stamped.**
 - ii. **A copy of trading licence/Business Registration Certificate.**
 - iii. **Copy of VAT Certificate.**
 - iv. **Copy of valid PPDA Certificate.**
 - v. **Copy of Tax Clearance Certificate**
- 6) 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.
- 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.

SECTION C: SCHEDULE OF REQUIREMENTS. (SEE ATTACHMENT)

s/n	ITEM	Description of Goods (As attached)	QTY	Delivered unit price <i>Kwacha</i>	Delivered total price <i>Kwacha</i>
1	Diesel oil	Diesel oil	2500 Litres		
2	Petrol oil	Petrol oil	500 litres		
3	Brake fluid	Brake fluid	100 Bottles of 500 mls		
4	ATF 72	ATF 72	210 Litres		
5	Grease	Grease	192KG		
6	Degreaser	Degreaser	40 Litres		
7	Gear oil	Gear oil	420 Litres		
				Sub-total	
				VAT 17.5%	
				Grand Total	

Authorised by:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____