Standard Bidding Document for Request for Quotation for Procurement of Goods

DEPARTMENT OF IMMIGRATION AND CITIZENSHIP SERVICES
P.O Box 331, Blantyre

Request for Quotations (for Goods)

Procurement Reference Number: IPDU/26/11/02

To: ……
……
…… Date: 5th November, 2026

The Procuring and Disposing Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Procuring and Disposing Entity 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 except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1. Description of Goods the Bidder is bidding to Supply and Deliver
   Life Jackets, Fire buckets, Ropes & Fire extinguishers

2. Quotation prices should be based on—
   (a) for goods supplied from within Malawi; EXW – insured and delivered to **Headquarters-Blantyre**
   (b) for goods supplied from outside of Malawi; ***DDP***.
3. The delivery period required is **45** ***days/~~weeks/months~~*** from date of order……/……/……..

4. Quotations must be valid for ***30 days*** from the deadline for submission.
5. The warranty/guarantee offered shall be: ***12 months***.

6. Quotations and supporting documents as specified in Section C must be marked with the Procurement Reference Number given above, and indicate your acceptance of the terms and conditions.
7. Quotations must be received, in sealed envelopes, no later than: ***10:00 hours*** on **13/11/2026**

8. Quotations must be returned to the ***Chairperson of IPDC, P.O Box 331, Blantyre.***

9. The attached Schedule of Requirements in Section D, details the items to be procured. You are requested to quote your delivered price for these items by completing and returning Sections C and D.

10. Payment to the supplier shall be made within ***60 days*** from the date of receipt of invoice.

11. [*List any other requirements e.g. the provision of sample.*
    ……
    ……

12. The detailed descriptions of the goods required are provided in table below. Bidders shall provide full descriptions of the products being offered in Section D - Price Schedule.

Your quotation is to be returned by completing and returning this Form and Section C and D including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

1. Currency of Quotation: *Malawi Kwacha*
2. Delivery period offered: …… days/weeks/months from date of the Local 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: [*tick against the document(s) you have attached*]
   - *(a)* Section D of the Request for Quotations completed and signed; ☐
   - *(b)* A copy of our Business Registration Certificate and Trading Licence; ☐
   - *(c)*A copy of our Annual Tax Clearance Certificate (for the last Financial Year); ☐
   - *(d)* A copy of valid PPDA Certificate ☐
   - *(e)* A list of recent two (2) Government contracts performed. ☐
6. We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements]
7. We have examined and have no reservations to the Request for Quotations Document, including Addenda No: ***N/A*** of Addenda).
8. Our price shall be fixed for the duration of the validity period
9. We declare that our firm, Directors and Beneficial Owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY: **[***to be completed by someone who has the power of attorney for the bidder]*

Signature: _____ Name: _____

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

Authorised for and on behalf of (Company name):

Company: _____

Registered Address:

_____

_____

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and Section D 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.

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

Item No	Description of Goods [*Attach detailed specification if necessary*]	Unit of Measure	Quantity	Delivered Unit Price *Kwacha*	Delivered Total Price *Kwacha*
1	Life jackets	Each	15		
2	Fire Buckets	Each	2		
3	Fire Extinguishers	Each	4		
4	Ropes	Each	2		
			Sub-Total		
			VAT 16.5%		
			Total Bid Price		

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

The following attachments are appended to clarify the Description of Goods:
Dinghy, life jackets, fire buckets, fire extinguishers

Technical Compliance Sheet: *List any attachments providing additional specification of the goods required*]

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Technical Specifications and Compliance Sheet

Procurement Reference Number: IPDU/26/11/02

*The Bidder is to complete **column d** with the technical specification of the item(s) offered and to state whether the offered items "comply" or do "not comply" giving details of the areas of non-compliance.*

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance of specification offered
A	***B***	***C***	***d***
	Life jackets		
1	• Adjustable straps for a secure fit	M	
2	• Bright Colours for visibility (preferably light Blue). However, other colours may be acceptable in which case the bidder shall indicate the offered colour.	M	
3	• Reflective material for low-light conditions	M	
4	• Sizes: M (5), L (5), XL (5)	M	
	Fire Buckets		
1	• Heavy gauge galvanized steel	M	
2	• 9-10 litres capacity	M	
3	Painted red on the outside and white on the inside with the word "FIRE" stamped in large letters	M	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance of specification offered
	ROPES		
1	• Nylon material	M	
2	• Diameter: 3/8 inch	M	
3	• Length: 100 M	M	
4	• 3 strand strength	M	
	FIRE EXTINGUISHERS		
1	• Capacity of 2KGS	M	
2	• Fire rating (Class A and B)	M	
3	• Suitable for petrol, diesel, electrical and ordinary combustible material fires	M	

The detailed technical evaluation will examine the technical specification of the items offered in column d and determine or verify whether this meets the minimum specification required in column b. Bidders must complete column d or the bid will be rejected. Column c indicates whether the item is a "Mandatory" requirement by use of the letter "M". Any item without an "M" in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation. Note that Bidders are required to include technical literature to support the details provided in column d.

SECTION D: BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date:……
Procurement Reference No.: **IPDU/26/11/02**
Page **……** of **……** pages

To: ……..

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	**Directly or indirectly holding 5% or more of the shares** **(Yes / No)**	**Directly or indirectly holding 5 % or more of the Voting Rights** **(Yes / No)**	**Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder** **(Yes / No)**
[include full name (last, middle, first), nationality, country of residence]			

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.

- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder:……..
Name of the person duly authorized to sign the Bid on behalf of the Bidder:……..

Title of the person signing the Bid: ……

Signature of the person named above: _____

Date signed …….. day of ……..,2026

SECTION E: EVALUATION OF QUOTATIONS:

1. Quotations will be evaluated to determine their compliance to technical specifications.

2. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Compliant quotations shall meet the following conditions listed in the technical compliance sheet:
3. Award of contract will be made to the lowest evaluated quotation [*by item or by total*] through the issue of a Local Purchase Order.

Signed: …… Name……

Title/Position: ……

For and on behalf of the Procuring and Disposal Entity.

AUTHORISED BY:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____

Date Stamp and to be signed by one with power of attorney