

# ***Air Cargo Malawi Limited***

**AIR CARGO MALAWI LIMITED  
Kamuzu International Airport  
P.O. Box 30537  
Lilongwe**

## **REQUEST FOR QUOTATIONS (FOR WORKS)**

**Procurement Number: S08-12-24**

To:

**LILONGWE**

Date 16<sup>TH</sup> DECEMBER 2024

The Procuring Entity named above invites you to submit your quotation for carrying out the works 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**

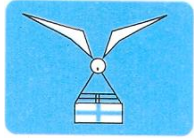
**1) Description of Works and Location**

***MAINTAINCE OF COLD ROOM AT CHILEKA STATION***

- 2) Works are to commence by: **1 week** from the date of order.
- 3) Works to be completed by: **2 weeks** from the date of order.
- 4) Quotations must be valid for [**30 days**] from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **14:00hrs on 20<sup>TH</sup> DECEMBER 2024**
- 7) Quotations must be returned to: **Attention Mr. G MKANDAWIRE ( Procurement Officer INTERN) Tel. 01700299. Cell : 0996010211**

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- 8) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) *{delete as appropriate}* at Section C details the works 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 whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.



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- 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 the issue of a Local Purchase Order.

Signed: .....Date: .....

Name..... Title/Position: IPDC Secretary and on behalf of  
the Purchaser.

**Procurement Number: S08-12-24**

*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) Works will commence within .....days/weeks/months from date of Purchase Order.
- 3) Works will be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days from the date for receipt of Quotations.
- 5) 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 last financial year)
  - (iv) Evidence of recent contracts performed in the last 3yrs
  - (v) *[Insert any other documentation required by the Entity]*
- 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.

**Quotation Authorisation:**

Signed:.....Date: .....

Name: ..... Title/Position: .....

Authorised for and on behalf of (Company name and seal): .....

.....

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.



**SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)**

**For Contracts where Payment is to be based on Quantities of Work actually performed at the unit rates quoted**

Item No.	Description of Work	Unit of Measure	Estimated Quantity	Unit Price in Kwacha	Total Price in Kwacha
1	<b>MAINTAINACE OF CHILEKA COLDROOM</b>	Each	1		

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

*[List each attachment e.g. drawings and detailed technical specifications]*

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_