

Cell: 01 292 348



Nkhotakota District Council
Private Bag 48
Nkhotakota

All correspondence
to be addressed to
The District Commissioner.

Request for Quotations (FOR GOODS)

Procurement Number: KKDC/HEALTH/MEDICAL EQUIPMENT/GD/GESD/2024-2025

To:

.....

..... Date: 05th August, 2024

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) Procurement of Medical Equipment for Mwanambo Health Centre under GESD Funds.
- 2) Quotation prices should be based on: for goods supplied from outside of Malawi; CIP (carriage, Insurance paid) to **Nkhotakota District Council**.
- 3) The delivery period required is **5 days** 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: **12 Months**
- 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, not later than **10:00 Hrs** on **09th August, 2024**.
- 8) Quotations must be returned to: **The Procurement Unit, Attention: Godfrey Chipanda, District Procurement Officer, Nkhotakota District Council, Private Bag 48, Nkhotakota. Contact: 0888115716.**
- 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) You should write your own quotation apart from completing this form. Provide samples where necessary.

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: **Godfrey Chipanda**
 Title/Position: **DISTRICT PROCUREMENT OFFICER**

For and on behalf of the Procuring and Disposing Entity (PDE)

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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: days/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 enclose the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A Copy of Trading Licence,
 - iii. A Copy of Annual Tax Clearance Certificate (for the last Financial Year)
 - iv. A Copy of PPDA Certificate
 - v. A list of recent Government contracts performed,
 - vi. Attach coloured copies of National ID.
- 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.

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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	Qty	Unit Price	Total Price
	Maternity, Delivery Unit				
	Equipment, medical				
1	Delivery bed	Each	2		
2	LED Surgical Examination Lamp 360° Rotation Mobile Medical Exam Light	Each	3		
3	Suction apparatus, foot operated	Each	1		
4	Weighing scale, baby, basin type, 16kg	Each	1		
5	Resuscitaire	Each	1		
6	Detector, foetal heart, ultrasonic, portable, Doppler	Each	2		
7	Wheel chair, adult	Each	1		
8	Forceps and needle holder	Each	2		
	Equipment, medical, sterilization, sterilizers				
9	Sterilizing unit, steam, vacuum, vertical, electric, large, automatic 25 ltr	Each	1		
	Equipment, medical, surgical instruments				
10	Humidifier bottle	Each	1		
11	Instrument set, delivery and suturing	Each	5		
12	Needle holders	Each	50		
13	Disecting forcep	Each	50		
	Equipment, office				
14	Clock, wall type, with second	Each	1		

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	hand, battery				
15	Kettle	Each	1		
	Furniture, medical				
16	Cot, baby (bassinette), hospital-type	Each	1		
17	Cupboard, dangerous drugs	Each	1		
18	Cupboard, instruments, metal, glass door, 750x380x1700mm	Each	1		
19	Drip stand, double hook, adjustable height, on castors	Each	3		
20	Stand, bowl, kick about	Each	6		
21	stool, surgeons, adjustable height	Each	3		
22	Trolley, instrument, with s/s shelves, anti-static castors, 600L x 450W x 800H mm	Each	3		
23	step x2, wood	Each	3		
	Furniture, office				
24	Cupboard, low, metal	Each	1		
25	Hollow-ware / containers		1		
26	Hollow ware, set, delivery room	Each	1		
27	Tray, instrument, set of 3 sizes, covered, s/s , 305x254x51mm	Each	2		
	Martenity, First Stage Labour				
	Equipment, medical				
28	Detector, foetal heart, ultrasonic, portable, Doppler		1		
29	Stethoscope, foetal, monaural, Pinard, plastic		5		
30	Weighing scale, bathroom, adult		1		
31	Trolley, drug		1		
32	Stool		3		

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33	BP machine, (Mercury Type and aneroid) this is no longer in use, price given for digital		2		
34	Thermometers; glass (Digital)		3		
	Equipment, medical, surgical instruments				
35	Diagnostic equipment set for ward/nurse		1		
	Furniture, medical				
36	Drip stand, double hook, adjustable height, on castors		2		
37	Hospital bed, adult		10		
38	Mattress for Hospital bed, adult, thickness 12.5cm. minimum density of 30kg/m ³ . Hospital bed above comes complete with mattress. Combine the two specifications please		10		
	Maternity, Midwife office				
39	Chair, armchair office		1		
40	Chair, basic, metal		2		
41	Cupboard, low, metal		1		
42	Desk, metal, Desk wood with 3 lockable drawers, please replace metal with wood		1		
43	Kettle, boiling, 2ltr		1		
	Maternity, Premature Room				
	Equipment, medical				
44	Oxygen concentrator, 10ltr/min		1		
	Equipment, medical, anaesthesia				
45	Resuscitator, manual, infant		1		
	Furniture, medical				

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46	Cot, baby (bassinette), hospital-type		4		
					Sub Total
					PPDA 1%
					VAT 16,5%
					Grand Total

The following attachments are appended to clarify the Description of Goods:
[List any attachments providing additional specification of the goods required]

Authorised By:

Position: _____

Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: