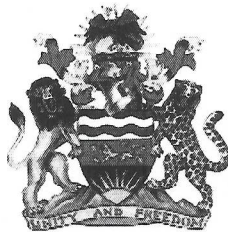


Telephone: +265 1 789 377/071
Fax: +265 1 789 328
E-mail: stpw@transport.gov.mw



All correspondences should be addressed to
The Secretary for Transport and Public Works

In reply please quote No.
.....

Secretary for Transport and Public Works
Private Bag 322
Capital City
LILONGWE 3
Malawi

RFQ NO: MTPW/IPDC/2024/2025/49

Date 4th November, 2024

To.....
Po Box
Lilongwe

The Procuring Entity named above invites you to submit your quotation for the services 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 service and Location:** Motor Vehicle Service for **TOYOTA HILUX MG 970 AK** for the Ministry
- 2) Service are to commence by: **2 days** from the date of order
- 3) Warrant offered shall be:
- 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 marked with the Procurement Number given above, and indicate your acceptance of the terms and conditions.
- 6) Quotations must be received, in sealed envelopes or email no later than: **02:00 on 08/11/2024**
- 7) Quotations must be returned to:
IPDC Chairman,
Ministry of Transport and Public Works Headquarters Room 41,
Private Bag 322,
Lilongwe.
- 8) The attached schedule of rates and Prices at Section C, together with any term of Reference or other documentation mentioned in section C and appended details the service to be performed. You are requested to quote by completing Section B and C. The total cost of performing the service shall be included in the price quoted.
- 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 item or by total through the issue of a Local Purchase Order.

Signed:  Name: **Litess Mulilima**
Title/Position: **Principal Procurement Officer**

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: 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;
 - ii. A copy of our Trading Licence,
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent Government contracts performed,
 - v. PPDA 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.
- 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 (TO BE PRICED BY BIDDER)

VEHICLE DETAILS

REG NO: MG 970 AK

TYPE: TOYOTA

MODEL: HILUX

- Item No	Description of item	Quantities	Unit Price	Total Price
1	Repair the cause of engine oil leakages from the top cover			
2	Repair the cause of diesel knocking sound			
3	Replace fan belt			
4	Replace leaf spring bushes			
5	Replace Stabiliser links			
6	Secure drive shaft boots rubber			
7	Repair the cause of handbrake failiure			
	SUB TOTAL			
	16.5% VAT			
	GRAND TOTAL			

See attached specifications for all items

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

[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company:
