



Ministry of Health
P.O. Box 30377
LILONGWE

REQUEST FOR QUOTATIONS (for Goods)

Procurement Number: 031/MOH/ADMN/PIMH/RFQ/G/2025-2026/5

TO:

.....

Date: 29 /10/2025

.....

The Procuring Entity named above invites you to submit your quotation for the service 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: Supply and delivery of gumboots and raincoat)
- 2) The delivery period required is 14 from date of order
- 3) Quotations must be valid for **60 days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be: **N/A**
- 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, not later than: **6th November, 2025**
- 7) Quotations must be returned: The Chief Procurement Officer
Internal Procurement Committee,
Ministry of Health Headquarters Building
2nd Floor Capital Hill, P.O. Box 30377,
Lilongwe3, Malawi
- 8) 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.
- 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: Emmie Chongwe

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: 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: NA
- 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 (to be valid at the time of quotation),
 - iv. A list of recent Government contracts performed (at least three)
- 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 (TO BE PRICED BY BIDDER)

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
A	Technical specifications of clinical gumboots ➤ Ankle support, Slip resistance, water resistant, Breathability, Tear resistance, Fabric lining, light weight and double density sole and PVC/Rubber. Note ● provide sample				
1	Gumboots size 5	400			
2	Gumboots size 6	800			
3	Gumboots size 7	600			
4	Gumboots size 8	300			
5	Gumboots size 9	300			
B	Technical specifications of Raincoats ➤ Made of 0.30mm PVC on polyester ➤ Non- detachable drawstring hood which can fit over safety cap ➤ Front zipper and extra flap for extra waterproofing & protection ➤ Ventilation cape & 2 front waist pockets ➤ All snap -on button are non conductive, non corrosive and rustproof ➤ 1 pc : knee- length coat Note ● provide sample				
1	Yellow raincoat	500			
2	Black raincoat	500			
3	Green raincoats	500			
4	Red raincoats	400			
5	White raincoats	500			
Sub Total					
16.5% VAT					
1% PPDA Levy					
Total					

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: _____