



Malawi Revenue Authority
Private Bag 247
Blantyre

REQUEST FOR QUOTATIONS (FOR GOODS)
Proc. No: PROC/NJONJA/KITCHEN UTENSILS/11/2024

Date: 05th November 2024

To: Eligible Bidder

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:

1) Description of Supply and Delivery

Kitchen utensils as per SECTION C

- 2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to Main Warehouse Ginnery Corner **or** for goods supplied from outside of Malawi; CIP to
- 3) The delivery period required is **14 days** from date of order.
- 4) Quotations must be valid for **45 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 in sealed envelopes, clearly labelled **PROC/NJONJA/KITCHEN UTENSILS/11/2024** must be deposited in the RFQ box placed at Msonkho House second floor reception no later than: **15:00Hours on Monday 11.11.2024**.
- 8) Quotations must be returned to:

Head of Supply Chain Management
Malawi Revenue Authority
Private Bag 247
Blantyre

- 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.

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: **Miriam Jere**

Title/Position: **Head of Supply Chain Management**

For and on behalf of the Purchaser



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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 attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. We attach the following documents:
 - iii. Section B and C of the Request for Quotations completed and signed;
 - iv. A copy of our valid Annual Tax Clearance Certificate
 - v. A copy of Business registration Certificate
 - vi. A copy of our valid 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 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:

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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	Unit of Measure	Quantity	Delivered Unit Price Kwacha (taxes included)	Delivered Total Price Kwacha (taxes included)
1	Standard Wooden Chopping Board	Each	2		
2	Dish Rack- Metal	Each	2		
3	Woven Table Mats	Each	12		
4	Plastic Jug- 1 Litre	Each	4		
5	Glass Jugs- 1 Litre	Each	2		
6	Glass Tumblers- 400mls	Each	20		
7	Wooden Spoons	Each	4		
8	Water Pail- 20 Litre	Each	4		
9	Water Pail- 100 Litre	Each	2		
10	Coffee Mugs	Each	24		
11	Tea Metal Trays- Medium	Each	4		
12	Set of Teaspoons, Table Spoons, Table Knives And Forks- silver Stainless Steel	Set	6		
13	Kitchen Knives	Each	3		
14	Frying Pans- Large	Each	2		
15	Dinning Set (16 Piece)	Each	2		
16	Melamine Plates	Each	10		
17	Food Warmers (Medium Set of 4)	Each	2		
18	Pots (Cast Aluminium Set of 4 With Lids)	Each	2		
10	Water Buckets with Lid 20L	Each	9		
11	Washing Basket with Lid	Each	9		
12	Plastic Hangers	Each	40		
13	Standard Pillows	Pair	9		
14	Duvet $\frac{3}{4}$ - Cotton	Each	9		
15	Steam Iron	Each	3		
16	Standard Iron Board	Each	3		



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17	Dressing Mirror	Each	6		
18	Set of Cotton Bedsheets With Standard Pillow Cases- $\frac{3}{4}$	Pair	9		
19	Blankets $\frac{3}{4}$ - Double Ply	Each	9		
20	Standard Mosquito Nets	Each	9		
				<i>Total Bid Price</i>	

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____