



NATIONAL COMMISSION FOR SCIENCE AND TECHNOLOGY

Lingadzi House
P/Bag B303
Lilongwe 3

Procurement Number: NCST/RFQ/2026-27/ORGANIC FERTILIZER INPUTS/TTI&C/001

To: ...

Date: 27th July, 2026

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) Description of Supply and Delivery

*Supply and delivery of **Organic Fertilizer Inputs** to the National Commission for Science and Technology (NCST) located 1st floor Lingadzi House, Private Bag B303 City Centre Lilongwe 3.*

2) Quotation prices should be based on:

*For goods supplied from within Malawi; EXW – insured and delivered to **National Commission for Science and Technology** or for goods supplied from outside of Malawi; CIP to **National Commission for Science and Technology***

3) The delivery period required is **One week 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: **New**

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, **DEPOSITED IN THE TENDER IN SEALED ENVELOPES, no later than: **10:00hrs** on **31st July, 2026**. Clearly marked **‘SUPPLY AND DELIVERY OF ORGANIC FERTILIZER INPUTS**.**

8) Quotations must be returned to:

Attention: Mr. R. Mnenula (Procurement Officer)

The Chairman, Internal Procurement Committee, National Commission for Science and Technology located 1st floor Lingadzi House, City Centre, Robert Mugabe Crescent, Private Bag B303, Lilongwe 3, Tel: 01771550/ 0888 473573

Email: rmnenula@ncst.mw

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) 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: _____
Title/Position: IPDC Chairperson

Name: Mr. I. Chingota
Date: 27th July, 2026.....

For and on behalf of the Purchaser

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. **A copy of our Trading Licence,**
 - iii. **A copy of our MRA Annual Tax Clearance Certificate**
 - iv. **A copy of PPDA registration 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:

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)

LOT 1- MANURE					
Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	QTY	Unit Price Kwacha	Total Price Kwacha
1	Calcium Amonium Nitrate-CAN (N=27%	50Kg	10		
2	Sulphate of Ammonia (N=21%, S=24%)	50Kg	10		
3	Triple Superphosphate (P=20%,Ca=12.5%)	50Kg	5		
4	Diamonium Phosphate (DAP:N=18%, P=46%	50Kg	10		
5	Fertilizer application cups (No. 12,16,22,32 &40. (5 Each Size)	Each	25		
6	UREA	50Kg	5		
7	NPK	50Kg	5		
			Sub Total		
			1% PPDA Levy		
			16.5 Vat		
			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: _____

