



Air Cargo Malawi Limited

AIRCARGO MALAWI LIMITED

Kamuzu International Airport

P.O. Box 30537

Lilongwe

Procurement Number: **ACM/RFQ/ STU/FEB/2024/001**

To:

Lilongwe

Date: 7TH FEB, 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) Description of Supply and Delivery

*Supply and delivery of **STAFF UNIFORM** to Aircargo Malawi Limited located at Kamuzu International Airport, P.O. 30537, Lilongwe.*

2) Quotation prices should be based on:

For goods supplied from within Malawi; EXW – insured and delivered to Air Cargo Malawi **or** for goods supplied from outside of Malawi; CIP to Air Cargo Malawi

3) The delivery period required is **1 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 received, in sealed envelopes, no later than: **09:00 hrs on **27TH FEB, 2024**. Clearly marked '**SUPPLY AND DELIVERY OF STAFF UNIFORM** ' Attention **Mr. S. Dula (Procurement Officer)**. Tel: **0111700299**. Cell: **0999 800 901****

8) Quotations must be returned to:

The Chairperson, Internal Procurement & Disposal Committee, Air cargo Malawi Limited, located at Kamuzu International Airport, P.O. Box 30537, Lilongwe.

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.

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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:

Name: Mr.S.DULA

Title/Position: IPDC Secretary

Date:

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 Current Annual Tax Clearance Certificate ,
 - iv. Evidence of recent contracts performed in the last 3years
 - v. *[Insert any other documentation required by the Procuring Entity].*
- 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.

SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

| Item No | Description of Goods (Attach detailed specification if necessary) | Unit of Measure | Quantity | Delivered Unit Price Kwacha | Delivered Total Price Kwacha |
|---------|--|-----------------|----------|--------------------------------|------------------------------|
| I | RAIN SUIT | EACH | 71 | | |
| | | | | Subtotal | |
| | | | | Vat | |
| | | | | Grand total | |
| 2 | CLERICAL SHIRTS (WHITE) EMBROIDERED AIR CARGO MALAWI LTD WITH LOGO) SAMPLE REQUIRED | Each | 100 | | |
| | | | | Subtotal | |
| | | | | Vat | |
| | | | | Grand Total | |
| 3 | PORTERS SHIRTS SKY BLUE SHORT SLEEVE EMBROIDERED AIR CARGO MALAWI LTD WITH LOGO)SAMPLE REQUIRED | EACH | 60 | | |
| | | | | Subtotal | |
| | | | | Vat | |
| | | | | Grand Total | |

| | | | | | |
|---|--|------|----|-------------|--|
| 4 | CLERICAL TROUSERS (NAVY BLUE) SAMPLE REQUIRED | EACH | 34 | | |
| | | | | Sub total | |
| | | | | Vat | |
| | | | | Grand Total | |
| 5 | DRIVERS TROUSERS(CHACOAL GREY) SAMPLE REQUIRED | EACH | 20 | | |
| | | | | Sub total | |
| | | | | Vat | |
| | | | | Grand Total | |
| 6 | SECURITY TROUSERS (BLACK) SAMPLE REQUIRED | EACH | 16 | | |
| | | | | Sub total | |
| | | | | Vat | |
| | | | | Grand Total | |
| 7 | LADIES SHIRTS (WHITE EMROIDERED AIR CARGO MALAWI LTD WITH LOGO) SAMPLE REQUIRED | EACH | 22 | | |
| | | | | Sub total | |

| | | | | | |
|---|--|------|----|-------------|--|
| 8 | LADIES SKIRTS / TROUSERS (NAVY BLUE) SAMPLE REQUIRED | EACH | 22 | Vat | |
| | | | | Grand Total | |
| | | | | | |
| | | | | Sub total | |
| | | | | Vat | |
| | | | | Grand Total | |
| 9 | LADIES SHOES(Genuine Leather with block heels (Black colour) SAMPLE REQUIRED | PAIR | 12 | | |
| | | | | Sub total | |
| | | | | Vat | |
| | | | | Sub total | |
| | | | | Vat | |
| | | | | 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:

Procurement: **ACM/RFQ/STU/FEB/2024/001**

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____