



LILONGWE CITY COUNCIL  
P O BOX 30396  
LILONGWE 3

## REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: LCC/06/2024-AUCTIONEERING SERVICES

To: .....

.....

..... Date: **20<sup>TH</sup> JUNE 2024**

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services as described herein. 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 Services and Location;

##### PROVISION OF AUCTIONEERING SERVICES – ADMINISTRATION DEPARTMENT

- 2) Services are to commence *within the agreed time with the Client*. from the date of order.
- 3) Services are to be completed by: ...30...[days/weeks/months] from the date of order.
- 4) Quotations must be valid for [90 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 acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **10:00 am on 25<sup>TH</sup> JUNE 2024**
- 7) Quotations must be returned to: **The Principal Procurement Officer, Lilongwe City Council, Civic Offices, Room No. 114, City Centre, Box 30396, Lilongwe 3.**
- 8) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices 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 the issue of a Local Purchase Order.

Signed:  .....

Name: **ANDREW NGALANDE**

Title/Position: **PRINCIPAL PROCUREMENT OFFICER**

For and on behalf of the Purchaser

# LILONGWE CITY COUNCIL

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

## SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Services will commence within .....days/weeks/months from date of Purchase Order.
- 3) Services to be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days from the date for receipt of Quotations.
- 5) We enclose the following documents:
  - (i) Section C of the Request for Quotations completed and signed;
  - (ii) A copy of our Trading Licence/ Registration Certificates
  - (iii) A copy of our Annual Tax Clearance Certificate (for the last financial year)
  - (iv) A list of recent Government contracts performed
  - (v) A Copy of PPDA Registration Certificate
- 6) We confirm that our quotation is subject to 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: \_\_\_\_\_

Registered \_\_\_\_\_ 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.**

# LILONGWE CITY COUNCIL

## SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

Item No.	Description of Services <small>(Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)</small>	Unit of Measure	QTY	Unit Price Kwacha	Total Price Kwacha
1	Conducting Auction Sale for ICT Equipment, obsolete stocks and goods confiscated from illegal vending	Lump Sum or Percentage			
	<b>GRAND TOTAL</b>				

The following attachments are appended to clarify the Description of Services:  
*[List each attachment e.g. detailed schedule of services, or terms of reference]*

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

# LILONGWE CITY COUNCIL

## *Statement of Requirements (Technical Specifications) and Compliance Sheet*

*Procurement Reference Number: .....*

*Column b states the minimum requirement of the service(s) to be provided. Column c indicates whether the requirement is a "Mandatory" by use of the letter "M". Any requirement without an "M" in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation in accordance with Section 3.*

*The Bidder is to complete column d and to state whether the offered service(s) "comply" or do "not comply" giving details of the areas of non-compliance.*

<i>Item No.</i>	<i>Technical Specification of items required including applicable standards</i>	<i>Mandatory</i>	<i>Compliance to Requirements</i>
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
1	The service provider is responsible for provision of own security who will work with Councils security during viewing up to the date of sale	M	
2	Ensure that only goods paid for are allowed to go out and with a signed gate pass.	M	
3	Ensure that no one is allowed to enter the premises without receipt allowing the bearer to participate	M	
4	Ensure that an advert for Auction Sale is done	M	
5	Ensuring that all the payment either cash or Bank certified cheques from the bidders goes to LCC staff only.	M	
6	Auctioneer should make sure that partial payment is finished within shortest period and avoid long outstanding storing of bidded items	M	
7	Auctioneer to make sure that the company is not bias on some individuals, should be non-partisan	M	

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_