

Telephone: + 265 01549.290

Facsimile: + 265 01 549,290

*All Communications should
be addressed to:
The District Commissioner*



In reply, please quote No.

091/MHG/DC/W/HR/MACHINGA

SOUTH/REHABILITATION OF CHAMBA
HEALTH CENTRE MATERNITY OF WING /
27/07/2024

**Ministry of Local Government,
Machinga District Council
Private Bag 1
Machinga**

REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: 091/MHG DC/W/CDF/MACHINGA SOUTH/REHALIBITATION
OF CHAMBA MATERNITY WING/27/07/2024

Date: 27th July 2024

The Procuring Entity named above invites you to submit your quotation for carrying out the works 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 were modified by this Request for Quotations.

Section A: Quotation Requirements

1) Description of Works and Location

Rehabilitation of chamba Health Centre maternity wing at Machinga South under Hospital Rehabilitation Funds

Works are to commence by: 7 days from the date of order.

- 2) Works to be completed by: 60 days from the date of order.
- 3) Quotations must be valid for 30 days from the date for receipt given below.
- 4) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 5) Quotations must be received, in sealed envelopes no later than: 14:00hours **on 2nd August, 2024**
- 6) Quotations must be returned to: **Procurement Unit, Att: Noel Chatsalira, Phone no: 0999 62 64 63/0889839168 Machinga District Council, Private Bag 1, Machinga**
- 7) The attached Activity Schedule of Rates and Prices (for contracts where payment is based on unit prices) at Section C details the works 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 works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.
- 8) 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: Date: 27th July, 2024

Name **N.P Chatsalira**
behalf of the Procuring Entity

Title/Position: Procurement Officer For and on

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) Works will commence withindays/weeks/months from date of Purchase Order.
- 3) Works will be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 5) **We attach the following documents:**
 - (i) BOQ completed and signed;
 - (ii) Evidence of paying Taxes Tax Clearance Certificate (Current Financial Year 2024/2025)
 - (iii) Registration Certificate
 - (iv) PPDA Certificate
 - (v) NICC Registration Certificate (100 million category Building)
 - (vi) A list of recent Government contracts performed past two years and completion certificates.
- 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.

Quotation Authorisation:

Signed:Date:

Name: Title/Position:

Authorised for and on behalf of (Company name and seal):

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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: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

Request for Excel BOQ for the project the number above



The following attachments are appended to clarify the Description of Activity:

Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:
