

All correspondence to be addressed to
The Programme Manager.



**Kasungu Agricultural
Development Division**
Private Bag 28,
KASUNGU

REQUEST FOR QUOTATIONS (FOR SERVICE)
Procurement Number: KADD/IPDC/S/41/2024/2025

To:
.....
.....

Date: 13TH MARCH, 2025

SECTION A: QUOTATION REQUIREMENTS:

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 third party insurance service for motor vehicles

- 2) Services are to commence by: **5 days** from the date of order.
- 3) Services are to be completed by: **12 months** from the date of order.
- 4) Quotations must be valid for [**30 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) <http://ppda.mw/admin> Quotations must be received, in sealed envelopes no later than: **10.00 hrs Local Time on 18 March, 2025.**
- 7) Quotations must be returned to: **Kasungu Agricultural Development Division Private Bag 28 Kasungu**
- 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 **GRACE CHITANI**

Title/Position: **ASSISTANT PROCUREMENT OFFICER (APO)**

For and on behalf of the Procuring and Disposing Entity (**PDE**)



Procurement Number: KUADD/IPDC/S/41/2024/2025

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) Services will commence withindays/weeks/months from date of Purchase Order.
- 3) Services to 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 enclose the following documents:
 - (i) Section C of the Request for Quotations completed and signed;
 - (ii) copy of Trading Licence / Business registration certification,
 - (iii) A copy of our Annual Tax Clearance Certificate (for the last financial year)
 - (iv) A copy of withholding Tax Exemption Certificate
 - (v) A copy of VAT registration Certificate
 - (vi) A list of recent Government contracts performed,
 - (vii) PPDA certificate
 - (viii) *[Insert any other documentation required by the Procuring Entity].*
- 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: _____

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.

Procurement Number: KADD/IPDC/ S/41/2024/2025

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
1	Provision of Motor Vehicle Insurance Services: Details Items a) MG 345A: AHTFR22G-106113461, Toyota Hilux double cabin, white in color, 2KD 2016 year of make, capacity (1+4) b) MG 797AK: JTEEB71J107039392, Toyota land cruiser, white in color, IHZ 2019 year of make, capacity (1+4) c) MG 192AE: X860001300, Nissan hard body double cabin, white color, ZD30 2010 year of make, capacity (1+4) d) MG193AE: X60001186, Nissan hard body double cabin, white in color, ZD30 2010 year of make, capacity (1+4) d) MG666 AJ: VIN: SALLDMRTFA466816, Land rover defender, yellow in color, 141101031109 2016 year of make, capacity (1+4) e) MG259AE: ADNK0000400197, Nissan pick –up single cabin, white in color, YD25 2010 year of make				
				Sub Total	
				16.5% VAT	
				1%PPDA Levy	
				Total	

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

[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: _____