

Ref. No.:HBAO 1:18  
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E-Mail. buildingsdept@transport.gov.mw

Please address all communications to:  
Director of Buildings and copies to:  
Secretary for Transport and Public Works



Buildings Department  
Ministry of Transport and Public Works  
Private Bag B365  
Capital City  
LILONGWE 3  
Malawi

**Procurement Number: RFQ/IPDC/DOB/ G/2024-25/04/35**

To: .....

.....

.....

**Date 7<sup>TH</sup> MARCH, 2025**

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 were modified by this Request for Quotations.

**SECTION A: QUOTATION REQUIREMENTS:**

**SUPPLY , DELIVERY AND FIXING OF THE TYRES FOR VEHICLES  
UNDER DEPARTMENT OF BUILDINGS.**

No.	Description of Item	Unit of Measure.	Quantity	Delivery Point
1	265/65/R17 Tyres for MG733AM	Each	5	MTWP (DOB)
2	265/65R/17 Tyres for MG789 AK	Each	5	
3	195R15 C Tyres for MG101AJ	Each	5	
4	195R15 C Tyres for MG312AH	Each	5	
5	195R15 C Tyres for MG492AH	Each	5	
6	825 R16 Tyres for 7 ton lorry 021 MG 013	Each	7	
7	825 R16 Tubes for 7 ton lorry 021 MG 013	Each	7	

8	9.00R20 Tyres for 7ton Lorry 013MG110	Each	5	
9	11 R 22.5 Tyres for 10 ton MG 571Z	Each	7	
1	205/85R16 Tyres for Rav4 MG 936AM	Each	5	
12	205/85R16 Tyres for for Rav 4 MG 936AM	Each	5	
13	12R22.5 for 15ton Lorry Mg 603 AL	Each	7	
14	295/80 R22.5 for 15 ton Van MG 746 AL	Each	7	
15	11 R 22.5 Tyres for 10 ton 021 MG 037	Each	7	
16	215/65R16 Tyres for Corrolla MG208AH	Each	5	


- 1) Quotation prices should be based on: Malawi Kwacha  
for goods supplied from within Malawi; EXW – insured and delivered to Buildings Department,  
Ministry of Transport and Public Works
- 2) The delivery period required is **7 days** days/weeks/months from date of order.
- 3) Quotations must be valid for **30 days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be: **3 months**.
- 5) 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.
- 6) Quotations must be received, in sealed envelopes, no later than: **10:00 on Tuesday 18<sup>th</sup> March, 2025**
- 7) Quotations must be returned to:

**IPDC Chairman,  
Buildings Department ( Room 87)  
Ministry of Transport and Public Works  
Private Bag B365,  
Lilongwe.**

- 8) 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.

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: Stella M. Kamwendo    **Cell: 0999 805 181**



*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                      MK.....
- 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 Annual Tax Clearance Certificate (for the last Financial Year),
  - iv. A list of recent Government contracts performed,
  - v. *[Insert any other documentation required by the Procuring Entity]*.
  - vi. Valid PPDA certificate
  - vii. SME Certificate where possible
- 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)**

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	265/65/R17 Tyres for MG733AM	No	5		
2	265/65R/17 Tyres for MG789 AK	No	5		
3	195R15 C Tyres for MG101AJ	No	5		
4	195R15 C Tyres for MG312AH	No	5		
5	195R15 C Tyres for MG492AH	No	5		
6	825 R16 Tyres for 7 ton lorry 021 MG 013	No	7		
7	825 R16 Tubes for 7 ton lorry 021 MG 013	No	7		
8	9.00R20 Tyres for 7 ton 013MG110	No	5		
9	11 R 22.5 Tyres for 10 ton MG 571Z	No	7		
1	205/85R16 Tyres for Rav 4 MG 936AM	No	5		
12	205/85R16 Tyres for Rav 4MG 936AM	No	5		
13	12R22.5 for 15ton Lorry Mg 603 AL	No	7		
14	295/80 R22.5 for 15 ton Van MG 746 AL	No	7		
15	11 R 22.5 Tyres for 10 ton lorry 021 MG 037	No	7		
16	215/65R16 Tyres for Corrolla MG208 AH	No	5		
				<b>Subtotal</b>	
				<b>VAT 16.5 %</b>	
				<b>Grand Total</b>	

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

*[List any attachments providing additional specification of the goods required]*

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**Authorised By:**

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

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

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

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*

a. Item No.	b. Technical Specification of items required including applicable standards.  c. Supply, deliver and fix the following tyres	d. Mandatory	e. Compliance to Requirements
1	265/65/R17 Tyres for MG733AM	M	
2	265/65R/17 Tyres for MG789 AK	M	
3	195R15 C Tyres for MG101AJ	M	
4	195R15 C Tyres for MG312AH	M	
5	195R15 C Tyres for MG492AH	M	
6	825 R16 Tyres for 7 ton lorry 021 MG 013	M	
7	825 R16 Tubes for 7 ton lorry 021 MG 013	M	
8	9.00R20 Tyres for 013MG110	M	

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9	11 R 22.5 Tyres for 10 ton MG 571Z	M	
1	205/85R16 Tyres for MG 936AM	M	
12	205/85R16 Tyres for MG 936AM	M	
13	12R22.5 for 15ton Lorry Mg 603 AL	M	
14	295/80 R22.5 for Van MG 746 AL	M	
15	11 R 22.5 Tyres for 10 ton 021 MG 037	M	
16	215/65R16 Tyres for Toyota Corrolla M	M	