



MZUZU CENTRAL HOSPITAL  
Private Bag 209, Luwinga, Mzuzu 2

## REQUEST FOR QUOTATIONS (FOR WORKS)

Procurement Number: 031/MZCH/2024-25/189

To: .....

..... **Date: 21<sup>st</sup> February, 2025.**

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 where modified by this Request for Quotations.

### SECTION A: QUOTATION REQUIREMENTS

- 1) **Description of Works and Location.** *Labour Charge for Servicing; Supply, and Delivery of Fire Extinguishers*
- 2) Works are to commence by: *Seven(7) days* from the date of order.
- 3) Works to be completed by: *14days (14) days* from the date of order.
- 4) Quotations must be valid for *thirty (30) days* from the date for receipt given below.
- 5) 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.
- 6) Quotations must be received, in sealed envelopes no later than: *10:00AM hrs on 27/02/2025*
- 7) Quotations must be returned to:  
**Att.: IPDC Chairperson, Mzuzu Central Hospital. P/Bag 209, Luwinga, Mzuzu 2.**  
Tel: 01 320 620, Fax: 01 320 217  
**deposit your quotation to the procurement office RFOs Box**
- 8) The attached Activity Schedule 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, equipment, 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.
- 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
- 10) issue of a Local Purchase Order.

Signed: Name **Geoffrey B Kayira**



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Title/Position: **Ass. Procurement and Supplies Officer.**

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 and certification as stated within this RFQ.*

### SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: *Malawi Kwacha*
- 2) Works will commence within .....days/weeks/months from date of Purchase Order.
- 3) Works will 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 attach the following documents:
  1. Section C of the Request for Quotations completed and signed;
  2. A copy of our Trading Licence,
  3. A copy of Tax Clearance Certificate,
  4. A copy a VAT registration certificate,
  5. A copy of valid PPDA certificate,
  6. A copy of valid NCIC 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.
- 8) **We fill and signed Ownership Disclosure Form**

#### Quotation Authorisation:

Signed..... Date: .....

Name: ..... Title/Position: .....

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

.....

Registered ..... 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: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

#### LOT 1. LABOUR CHARGE FOR SERVICE

Item No.	Description of Activity	Price in Kwacha
1	<p><b><u>Labour Charge for Servicing of Fire Extinguisher Cylinders</u></b></p> <p><b><u>SCOPE OF WORK</u></b></p> <ul style="list-style-type: none"><li>• <i>Inspection and Maintenance of 60 Fire Extinguisher cylinders.</i></li><li>• <i>Certification and Tagging of serviced Fire Extinguisher</i></li></ul>	
	<b>Sub-Total</b>	
	<b>NCIC 1%</b>	
	<b>Vat 16.5%</b>	
	<b>Total Lamp sum</b>	



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### LOT 2. SUPPLY AND DELIVERY OF FIRE EXTINGUISHER CYLINDERS

Item No,	Description of Goods (Attach detailed specifications if necessary)	Unit of Measure	QTY	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
01	9.0Kg STP Fire Extinguisher Cylinder	Each	5		
				Sub-total	
				VAT 16.5%	
				PPDA 1%	
				Grand Total	

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:

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



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## **REQUEST FOR QUOTATIONS (FOR WORKS)**

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### **BENEFICIAL OWNERSHIP DISCLOSURE FORM**

#### **INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture.

The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions-

1. Directly or indirectly holding 5% or more of the shares
2. Directly or indirectly holding 5% or more of the voting rights
3. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
5. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

Date: **[insert date]**

Procurement Reference No.: **[insert procurement reference number]**

Page **[insert page number]** of **[insert total number of pages]** pages.

To: **[insert complete name of Procuring and Disposing Entity]**



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In response to the invitation for bid **dated [insert date of invitation for bid]** we hereby submit beneficial ownership information: **[select one option as applicable and delete the options that are not applicable]**

We hereby provide the following beneficial ownership information.

Details of beneficial ownership

<b>Identity Beneficial Owner</b>	<b>Directly or indirectly holding 5% or more of the shares (Yes/No)</b>	<b>Directly or indirectly holding 5% or more of the Voting Rights (Yes/No)</b>	<b>Directly or indirectly having the right to appoint a majority of Board of Directors or an equivalent governing body of the Bidder (Yes/No)</b>
[Include full name (Last, middle, first), nationality, country of residence, telephone number(s), email address, and postal and physical addresses]			

**OR**



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- (i) We declare that there is no Beneficial Owner who has not been disclosed meeting one or more of the following conditions-
1. Directly or indirectly holding 5% or more of the shares
  2. Directly or indirectly holding 5% or more of the voting rights
  3. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
  4. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
  5. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
  6. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

### **OR**

- (ii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]
7. Directly or indirectly holding 5% or more of the shares
  8. Directly or indirectly holding 5% or more of the voting rights
  9. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
  10. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
  11. Has a significant stake in a company and on whose behalf activity of a company is conducted; or



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12. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]<sup>1</sup>

Name of the person duly authorized to sign the Bid on behalf of the Bidder:  
[insert **complete name of person duly authorized to sign the Bid**]<sup>2</sup>

Title of the person signing the Bid [Insert **complete title of the person signing the Bid**

Signature of the person named above-----

----- Date signed [insert **ordinal number**] day of [insert **month**],

[insert **yes**

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<sup>1</sup> In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a Joint venture, each reference to "Bidder" in the Beneficial Owner Disclosure Form (including this Introduction thereto) shall be read to refer to the Joint venture member.

<sup>2</sup> Person signing the Bid shall have the Power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.