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The Department of
Economic Planning &
Development,
P. O. Box 30136
Lilongwe 3
MALAWI

REQUEST FOR QUOTATIONS (FOR SERVICES)

Proc. Number: 270/IPDC/EPD/2024/25/114

Date: 17th March, 2025.

To:

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: PROVISION OF INSURANCE SERVICES

NO	DESCRIPTION	No. of Months	QTY
1	Provision of insurance services from insurance companies for 2022/23 financial year	12	29 vehicles

- 1) Description of Services and Location: Provision of motor vehicle insurance services for the Department of Economic Planning and Development, Lilongwe, Capital Hill.
- 2) Currency of Quotation: Malawi Kwacha
- 3) Services are to commence by: **3 days** from date of confirmed order.
- 4) Services are to be completed by **12 months**.
- 5) Quotations must be valid for **30 days** from the date of receipt given below.
- 6) 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.
- 7) Quotations must be received, in sealed envelopes, no later than: **10.00 hours on 24th March 2025**.
- 8) Quotations must be deposited in the tender box located in the corridor at the door of Procurement Office Ground Floor in The Department of Economic Planning Building at; Procurement Unit, P.O. Box 30136, Capital Hill.
- 9) The attached Schedule of Requirements 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 your delivered price for these items by completing and

returning 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 any incidental services or materials shall be deemed included in the prices quoted.

10) *[List any other requirements e.g. the provision of samples]*

Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest evaluated and priced quotation by item or by total through the issue of a Local Purchase Order.

Signed: **Name:** Wayne Kabingu

Title/Position: Assistant Procurement 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:
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. The bidder should enclose Section C of the Request for Quotations completed and signed.
6. **The lowest evaluated quotation shall be post qualified on the basis of;**
 - (i) A copy of the Bidder's Business License or equivalent
 - (ii) A copy of the Bidder's current tax clearance certificate or equivalent;
 - (iii) Past performance of the bidder;**(at least three similar contracts for the past three years).**
 - (iv) 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.
 - (v) 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.

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.

	VEHICLE TYPE	REG No	COLOR	CHASIS NUMBER	ENGINE NUMBER	VALUE	YOM	COVER
1	Toyota land cruiser	MG 480 AP	Black	JTEBH3FJ60K225588	1KDBO30962	30,000,000.00		COMPREHENSIVE
2	Ford Everest	MG 624 AL	White	MNBAXXMAWAJJ34545		15,040,000.00		COMPREHENSIVE
3	Mitsubishi	MG 600 AL	White	MMBJNKL30GH068552	4D56UAG5234	25,000,000.00	2017	COMPREHENSIVE
4	Nissan X-Trail	MG 801 AH	White	JN1TANT32Z0000383	MR20731913B	5,852,397.00	2015	COMPREHENSIVE
5	Nissan Xtrail	MG 484 AP	White	JN1TANT32Z0000141	MR207405926	10,656,000.00	2015	COMPREHENSIVE
6	Toyota land cruiser	MG 482 AP	White	JTEEB71J907044036	1HZ0904328	23,826,000.00	2018	COMPREHENSIVE
7	Toyota Van Guard	NB 7952	Silver	ACA385138214	2AZB405247	9,000,000.00	2010	COMPREHENSIVE
8	Toyota Corolla	MG 479 AP	Silver	AHTBT3JE800005056	1NR0980230	6,000,000.00	2017	THIRDPARTY
9	Nissan Xtrail	NN 7310	Pearl	JN1TANT32Z0000395	MR207334368	10,656,000.00	2015	COMPREHENSIVE
10	Mitsubishi	BV 2433	Silver	MMBJNKL30HH015387	4D56UAJ9682	9,864,635.00	2017	COMPREHENSIVE
11	Toyota land cruiser	MG 964 AK	White	JTEBH9FJ00K196382	1KD2776898	23,833,077.38	2017	COMPREHENSIVE
12	Toyota Prado TX	MG 804 AF	Grey	JTEBD9FJ30K011267	5L6205086	15,054,250.00	2012	COMPREHENSIVE
13	VW Amarok	MG 635 AL	Brown	WV1ZZZ2HZDA008545	CNE017877	13,000,494.00	2018	COMPREHENSIVE
14	Toyota Hilux D/Cabin	MG 880 AB	Brown	AHTFR22G106013443	2KD7490049	10,450,000.00		THIRDPARTY
15	Ford Everest	MG 478 AP	Dark Grey	MNBAXXMAWAFT78407		23,000,000.00		COMPREHENSIVE
16	Toyota land cruiser	MG 567 AL	White	JTEEB71J907042838	1HZ454141	20,000,000.00	2018	COMPREHENSIVE
17	Toyota Hilux D/Cabin	MG 989 AB	Grey	AHTFR22G906019345	2KD7648176	6,800,000.00	2008	THIRDPARTY
18	Toyota Hilux D/Cabin	MG 542 AN	Grey	AHTBA3CD106201430	1GD0930575	55,017,209.01	2021	COMPREHENSIVE
19	Toyota land cruiser	CA 7515	White	JTEEB71J007046365	1HZ0915417	23,826,000.00	2018	COMPREHENSIVE
20	Mitsubishi	MG 601 AL	Silver	MMBJNKL30GH068457	4D56UAG5185	25,000,000.00	2017	COMPREHENSIVE

	VEHICLE TYPE	REG No	COLOR	CHASIS NUMBER	ENGINE NUMBER	VALUE	YOM	COVER
21	Toyota Hilux D/Cabin	MG 456 AE	White	AHTFR22G806027341	2KD7922373	6,800,000.00	2010	THIRD-PARTY
22	Toyota Hilux D/Cabin	MG 180 AH	White	AHTFR22GX060868227	2KDA470921	6,800,000.00	2014	COMPREHENSIVE
23	Toyota Hilux	MG 435 AQ	Silver	AHTBA3CD006255351		91,000,000.00	2019	COMPREHENSIVE
24	Toyota Prado	MG 511 AH	White	JTEBD9FJ80K015315	5L6247932	8,864,635.00	2014	COMPREHENSIVE
25	KIA Sorento	MG 135 AE	Black	KNAKU811SA5090425	G4KEAH719298	7,900,000.00	2010	THIRDPARTY
26	Nissan Patrol	MG 381 AE	White		TD42206986	9,832,397.00	2010	THIRDPARTY
27	Toyota Hilux	BX 5417	Silver	AHTKA3CD10533111447	1GD0740773	8,042,000.00	2019	COMPREHENSIVE
28	Ford Ranger	NN7175	Silver	6FPPXXMJ2PKN61793	QJ2LPKN61793	70,000,000.00	2019	COMPREHENSIVE
29	Toyota Prado TX	MG 803 AF	Grey	JTEBD9FJ50K010976	5L6204296	15,054,250.00		THIRDPARTY
30	Land Cruiser	BZ12861	White	JTEEB71J30FO19957	1HZ101344	52,220,388.20	20219	COMPREHENSIVE

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Registered Address:

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Section C: Statement of Requirements (Technical Specifications) and Compliance Sheet

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.

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance to Requirements
<i>a</i>	<i>B</i>	<i>C</i>	<i>D</i>
1	A normal help desk for five working days in a week, from 8am to 5pm	M	
2	An emergency help desk or contact numbers for off hours	M	
3	Prepare reminders for insurance policies that have elapsed during the course of the year	M	
4	Advise the Ministry on insurance policy options based on the market conditions, age and value of the vehicle	M	
5	Prepare and submit quarterly reports to the Secretary for Economic Planning and Development on incidents and claims that have occurred during the quarter	M	
6	Should appoint an officer as a Desk Officer for the Ministry who has at least five years of working experience in this field with deep understanding on the topic under this contract (please attach the name of the officer with qualifications and working experiences and attach their CV's)	M	
7	Duly registered with Reserve Bank of Malawi	M	

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: _____

Authorised for and on behalf of:
 Company:
