

All correspondence  
to be addressed to  
The District Commissioner.



**Mwanza District Council**  
Private bag 3,  
MWANZA

## REQUEST FOR QUOTATIONS (FOR GOODS)

**Procurement Number: MNDC/IPDC/G/24-25/0466**

To: .....

.....

.....

Date: ....., 18th February 2025.

The Procuring Entity named above invites you to submit your quotation for Stationary **as** 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:

#### 1) Description of Supply and Delivery

Supply and Delivery of **Medicine and Medical Supplies** for Mwanza District Hospital as outlined in Section

#### 2) Quotation prices should be based on:

for goods supplied from within Malawi; EXW – Insured and Delivered to **Mwanza District Hospital**

**or** for goods supplied from outside of Malawi; CIP to **Mwanza District Council**

#### 3) The delivery period required is **5 days** from date of order.

#### 4) Quotations must be valid for **30 days** from the date for receipt given below.

#### 5) The warranty/guarantee offered shall be: ..... months.

#### 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 **Monday, 24<sup>th</sup> February 2025, at 14:00.**

#### 8) Quotations must be returned to: **The Procurement Unit, Mwanza District Council, Private Bag 3, MWANZA.**

**ATTENTION Senior Procurement Officer Phone 0993455240**

#### 9) 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.

#### 10) The following attachments shall constitute your RfQ:

- i) Tax Certificate
- ii) Registration Certificate
- iii) Tax payers Certification
- iv) Tax Clearance Certificate
- v) RfQ Section B & C duly authorised and stamped
- vi) **Two copies of Request for Quotation [1 original a copy]**

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: **MASAUTSO YASSIN**

Title/Position: **SENIOR PROCUREMENT OFFICER**



For and on behalf of the Procurement & Disposal Entity (PDE)

**Procurement Number: MNDC/IPDC/G/24-25/0466**

*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) 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 License,
  - iii. A copy of Pharmacy Medicine Regulatory Authority Certification
  - iv. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
  - v. A list of recent Government contracts performed,
- 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)*

Authorized 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: MNDC/IPDC/G/24-25/0466**

**SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)**

<b>Item No</b>	<b>Description of Goods</b> (Attach detailed specification if necessary)	<b>Detailed Specifications</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Delivered Unit Price Kwacha</b>	<b>Delivered Total Price Kwacha</b>
1	Syringe, autodestruct,	5ml,disposable	Each	10,000		
2	Syringe, autodestruct,	10ml,disposable	Each	500		
3	EDTA Bottle,	Blood collected	Each	2000		
4	Gram stain		Kit	3		
5	Multistick,	10 parameters(glucose, bilirubin, ketone, specific gravity, blood, ph, protein, urobilinogen, nitrite and leucocytes)	50	10		
6	Pregnancy test	(human-chorionic Gonadotrophin H)	Kit	1000		
7	Giesma Stain kit	With buffer	Kit	3		
8	Lignocaine	2 % adrenaline 1/80,000 cartridge 1.8ml	Ampule	2000		
9	Wire ligature	0.4mm,roll	Each	2		
10	Soda lime		kg	5		
11	Oil emulsion	100ml	Each	5		
12	Alginate impression material		Each	4		
13	Oxytocin 10IU/ml	1ml	Ampoule	5000		
14	Diazepam	5mg/ml,2ml	Ampoule	1000		
15	Dexamethasone injection		Ampoule	500		
16	Plaster ,zinc oxide	7.5*5ml long when stretched	Each	300		
<b>Sub Total</b>						
<b>Vat 16.5%</b>						
<b>PPDA 1%</b>						
<b>Total</b>						

**Authorised By:**

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

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