



**Knowledge Innovation and Excellence
Request for Quotation for Goods**

Date: 03 August, 2024

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 where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of Supply and Delivery: *Graduation Gowns***
- 2) Quotation prices should be based on: MWK for goods supplied from within Malawi; EXW – insured and delivered to: **LUANAR BUNDA**
- 3) The delivery period required is **7 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 **12 MONTHS** for capital goods.
- 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: **14/09/2024**
- 8) Quotations must be returned to;

Bunda College, PO Box 219, Lilongwe (Procurement and Disposal Unit Office)

Quotation sealed and labelled LUANAR/PDU/ACADEMICS/ GOWNS/09/2024-2025 must be recorded at Procurement and Disposal Unit Office and deposited in the tender box for opening at Bunda College Hall at 9:00am on 14/09/2024

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: Date 29/09/2024

Name: Innocent Makhambera

PROCUREMENT MANAGER

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) 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 Trading Licence,
 - iii. A copy of Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent Government contracts performed,
 - v. **Issuing of EFD receipt after payment is a must.**
- 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)

Procurement Number: LUANAR/PDU/FARM/ STORAGE PALLETS/8/2024-2025

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Bachelor graduation gowns (Fabric: conventional fabric for gown i.e. polyester. Stole: green attached to the gown)	each	600		
2	Mort boards	each	600		
3	Hoods	each	600		
	Note: 1. The colours for item 2 and 3 will be advised to the successful supplier 2. Bidders are advised to submit the quotations together with a physical sample of the 3 items. Failure to submit a physical sample shall lead to disqualification at preliminary evaluation stage 3. Further, bidders are expected to refer to the pictorial sample attached when coming up with the samples.				
				SUBTOTAL	
				PPDA 1%	
				VAT 16.5%	
				TOTAL	

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

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Graduation gowns



Procurement Number: LUANAR/PDU/FARM/ STORAGE PALLETS/8/2024-2025



Hoods



Mort boards

Procurement Number: LUANAR/PDU/FARM/ STORAGE PALLETS/8/2024-2025

BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date:..... (*insert Date*)

Procurement Reference Number:..... (*insert Procurement Reference Number*)

Page :.....(*insert page number*) of :.....(*insert number of pages*)

To:(*insert complete name of the procuring and disposing Entity*) In response to the Invitation for bid dated (*insert date of the invitation for bid*) we hereby submit beneficial ownership information :.....(*select one option applicable on the form and delete those not applicable*)

i. We hereby provide the following beneficial ownership information.

Details of Beneficial Ownership

Identity of Beneficial Owner. (<i>yes or No</i>)	Directly or indirectly holding 5% of more of the shares. (<i>yes or No</i>)	Directly or indirectly holding 5% of more of the voting rights. (<i>yes or No</i>)	Directly or indirectly having the right to appoint a majority of the board of directors or an equivalent governing body of the bidder. (<i>yes or No</i>)

Name of the Bidder:..... (*insert a full name of the bidder*)

Name of the person duly authorized to sign the bid on behalf of the bidder:.....
(*insert complete name of the person duly authorized to sign*)

Title of the person signing the bid:..... (*insert the title of the person signing the bid*)

Signature of the person named

above:..... Date Signed:.....day
of (*month, year*)