

Telephone: +265 1 524 344
Email: zombamental@gmail.com
Communications should be addressed to:
Director of Mental Health Services.



Zomba Mental Hospital
P.O. Box 38
Zomba
Malawi.

REQUEST FOR QUOTATIONS (FOR SERVICES)

PROCUREMENT NUMBER: ZMH/RFQ/FUMIGATION/24/09

To:
.....
.....

Date: 05TH SEPTEMBER, 2024

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. **20% of Margin of preference will be given to indigenous black Malawians. And Provide Colored Identity Photo**

SECTION A: QUOTATION REQUIREMENTS

- 1) **Description of Services and Location: Provision of Fumigation services at the Hospital**
- 2) Services are to commence by: **3** days from the date of order.
- 3) Services are to be completed by: **4** days from the date of order.
- 4) Quotations must be valid for **30** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **Tuesday, 10th September, 2024, 2:00 Pm and deposited in the Tender Box in the Procurement and Disposal Unit, Zomba Mental Hospital.**
- 7) Quotations must be returned to: **The Chairman, Internal Procurement and Disposal Committee, Zomba Mental Hospital, P.O. Box 38, ZOMBA**
- 8) The attached Schedule of Rates and Prices 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 by completing 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 performing the services shall be included in the items stated and the cost of any incidental services or materials 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 issue of a Local Purchase Order.

Signed:

Date: 05th September, 2024.

Name **Ishmael Jangia**
(0996314629)

Title/Position: **Procurement and Disposal Officer.**

For and on behalf of the Purchaser

PROCUREMENT REF NO: ZMH/RFQ/FUMIGATION/24/09

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) Service 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 Company registration certificate
 - iv. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - v. A list of recent three similar Government contracts performed for the past three years.
 - vi. Attach Colored Identity Photo
 - vii. A Copy of VAT Certificate if applicable
 - viii. A copy of PPDA certificate
 - ix. A copy of business Registration Certificate
- 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: _____

Authorised for and on behalf of: _____ (DD/MM/YY)

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 REF NO.: ZMH/RFQ/FUMIGATION/24/09

Section C: Schedule of Rates and Prices (to be priced by Bidder)

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
	Provision of Fumigation Services at the Hospital. The Bidder should have the following for safe delivery of the services for 8 wards: i.e New Wing, MA1, FA, FB, MAW2, MRW2, paying ward or Infirmarary ward and the service provider should have the materials including the following for effective service delivery: <ul style="list-style-type: none"> • Alphacypemethrin 15Litres • Aluminium phosphate 5Kg • Chloropyritos 10L • Tapolins sheet, 4 sheets • Plastic paper DPC 4 rolls • Waster 5 Rolls • Masking tape 6 rolls • Surf detergent 15kgs • 20litres 2 buckets • 50 N95 face masks • 3 Adjustable pallets 	Wards (47m X 15m)	8		
	SUBTOTAL				
	16.5% VAT				
	GRAND TOTAL				

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____