

PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY

Procurement Number: **PPDA/ 07 /RELOCATION SERVICES**

Date: 14/07/ 2025

To

The Procuring Entity named above invites you to submit your quotation for Relocation Services 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 where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

1) Description of SERVICE

PROVISION OF MOTOR VEHICLES FOR RELOCATION

- 2) Services are to commence by: 1 day from the date of order.
for goods supplied from outside of Malawi; DDP - Insured and delivered to **PPDA Offices**.
- 3) services are to be completed by; **1 days/week/months** from date of order.
- 4) Quotations must be valid for **30days** 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 your acceptance of the terms and conditions.
- 6) Quotations must be received, in sealed envelopes, no later than: **02:00 hrs** on **18/07/2025**
- 7) Quotations must be returned to: **IPDC Chairman, Public Procurement and Disposal of Assets Authority, Private Bag 383, Lilongwe 3**
- 8) The attached Schedule of rates and prices at section C together with any term of reference or other documents mentioned in section C and appended, detail the service to be performed. You are required to quote by completing section B and C. Quotations shall cover all cost of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The total costs 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) Warranty period : N/A

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: **MAGGIE MWAUPIGHU**

Title/Position: **PROCUREMENT OFFICER**

For and on behalf of the Purchaser

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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 will commence within: days/weeks/months from date of Purchase Order.
- 3) Service to be completed bydays/weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 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 our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv) A list of recent Government contracts performed,
 - v) MSME Certificate in Medium category.
- 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:

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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.

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SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

| Ite m No | Description of service (append detailed specifications, requirement, explanation and/or terms of reference) | unit of Measure | Quantity | Delivered Unit Price <i>Kwacha</i> | Delivered Total Price <i>Kwacha</i> |
|-------------------------|---|------------------------|-----------------|--|---|
| | | | | | |
| | Types of vehicle: - closed Van | Each | 01 | | |
| | Tonnage:- 10Tons | | | | |
| | Service to be provided: 1. Relocate officers from Zomba , thondwe to Lilongwe 2. Zomba ,Matawale to Lilongwe 3. Blanytre to Lilongwe | | | | |
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| | | | | | |
| | | | | | |
| Total | | | | | |

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

[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____

Name:

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Position:

Date: