



INDEPENDENT COMPLAINTS COMMISSION

AMA Building, 2nd Floor
City Centre, Opposite Malville Boutique Hotel/Mulanje House (ACB Offices)
P.O. Box 30245, Capital City, Lilongwe, Malawi
Tel: (+265) 999510029; (+265) 996164274 Email -icc@icc.gov.mw

REQUEST FOR QUOTATION

Proc. Number: 082/IPDC/1CC/G/RFQ/2025/26/02

22/05/2025

.....
Lilongwe.

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 Services 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: QUATATION FOR THE PURCHASE OF MIN STATION WAGON CAR

- 1) Quotation should be based on:
 - (a) EXW – insured and delivered to the purchaser for goods supplied from within Malawi and
 - (b) Delivered Duty Paid (DDP) to purchaser goods supplied from outside of Malawi.
- 2) The delivery period required is **6 Weeks** from date of confirmed order.
- 3) Quotations must be valid for **thirty (30) days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be: **N/A**
- 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: **2.00 PM** on **02/06/2025**
- 7) Quotations must be dropped at Independent Complaint Commission

8) 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:

Name **J. MWALE**

Title/Position: **APO**

0888859878/0995241130

For and on behalf of the Purchaser

Proc. Number: 082/IPDC /ICC/G/RFQ- 2025/02

DATE 22/5/2025

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 your Trading Licence,
 - iii. A copy of your Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent Government contracts performed,
 - v. Business Registration Certificate
 - vi. VAT Certificate
 - vii. PPDA registration Certificate
 - viii. [*Insert any other documentation required by the Procuring Entity*].
- 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.

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

Item	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Qty	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
	TECHNICAL SPECIFICATION FOR MIN STATION WAGON CAR	EA	1		
1	VEHICLE				
	Must be factory new when delivered.				
	Must be of recent model.				
	Must conform to all road conditions and tropical environment.				
2	BODY TYPE				
	Station wagon (SUV)				
	Seating capacity seven including driver,				
	Five door type				
	Inertia seat belts for all passengers.				
	Interior lights must be provided				
	Leather seats				
	Must have inertia seat belts for all passengers				
	Rear defogger				
	Must have SRS air bags for drivers and passengers				
	Must have side steps both sides				
	Must have roof rack				
	Power windows auto control				
3	TYRES				
	Manufactures model specified sizes				
	Spare tyre must be provided				
4	COLOUR				
	Optional				

5	ENGINE				
	1500 – 1800 CC				
	Electronic fuel injection				
	Diesel /petrol powered				
6	TRANSMSSION				
	Four to six speed transmission				
	Automatic / Manual				
	4X2 Wheel drive full time				
	Floor mounted gear lever				
7	WHEEL BASE				
	2500 – 2700 MM				
8	CHASSES				
	Rigid steel with rust protection				
9	SUSPENSION				
	Mac Pherson struit and stabaliser				
10	STEERING				
	Right hand drive.				
	Power assisted steering systems				
	Telescopic tilt and adjustable				
11	FUEL TANK CAPACITY				
	Not less than 50 liters				
12	BRAKES				
	Mechanical foot Parking brake				
	Ventilated disc in font and				
	Rear solid disc				
13	INSTRUMENTS				
	Full board thus speedometer LCD/fuel gauge, temperature gauge, oil gauge.				
	Pressure gauge, low level warning lamp				

14	MISCELLANIOUS EQUIPMENT				
	Air conditioner and, heater non efc				
	Radio with FM and AM, CD player and MP3 or 4				
	Manufacturers approved jack, wheel spanner and tool kit.				
	Two reflected red warning triangle plates.				
	Owner's manual in English				
	Fire extinguishers should be provided and properly secured.				
	Roof rail				
15	LOCAL BACK UP SERVICE				
	Must be available in Malawi				
	Authorized Agent / dealership be available				
16	WARRANTY				
	Must be provided for a specific period or kilometers whichever comes first.				
17	GROUND CLEARANCE				
	Minimum of 160 mm				
18	GROSS WEIGHT				
	Minimum of 1800mm				

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

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____