



## **RUMPHI DISTRICT COUNCIL.**

### **Request for Quotations.**

#### **SUPPLY AND DELIVERY OF OFF-ROAD MOTOR CYCLE.**

**Ref. No: RDC/EDU/G/MOTOR CYCLE/24/25/02.**

1. Rumph District Council has budgeted public funds to be used for procurement of Motor Cycle as specified below, and now invites sealed bids from eligible bidders as follows;

<b>MOTORCYCLE.</b>		
Lot	Delivery Point	Quantity
1	Rumph District Council	5

2. Bidding will be conducted in accordance with Request for Quotations procedures contained in the Public Procurement and Regulations of the Government of Malawi (Act 2017) and is open to all bidders.
3. Interested eligible bidders may obtain further information from District Procurement Unit, at the address given below at 7(a) from 8:30 a.m. to 15:30 p. m
4. A complete set of Request for Quotation (RFQ) may be down loaded from ppda website (www.ppda).
5. Bids must be deposited in a tender box at the address below at 7(a) at or before 22<sup>Nd</sup> November, 2024 time 14:00 hours. Late bids shall be rejected.
6. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7(a) at 22<sup>Nd</sup> November, 2024 time 14:00 hours.
7. (a) Address documents may be inspected / Delivered:

Rumph District Council,

P. O. Box 224, Rumph



## REQUEST FOR QUOTATIONS

Ref. No. RDC/EDU/G/MOTOR CYCLE/24/25/02

15<sup>th</sup> November, 2024

### REQUEST FOR QUOTATIONS (FOR GOODS)

To: .....

.....

The Procuring Entity named above invites you to submit your quotation for **Supply and Delivery of Motor cycles** 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 Supply and Delivery

Supply and Delivery of **Motor cycles** as outlined in Section C.

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

for goods supplied from within Malawi; EXW – Insured and Delivered to **PVHES – Mzuzu** for onward delivery to **Rumphi District Council**.

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

##### 3) The delivery period required is **15 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**.

##### 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 in sealed envelopes properly marked **QUOTATION FOR SUPPLY & DELIVERY OF MOTOR CYCLES** must be deposited in the Tender Box placed at the reception of **Rumphi District Council, P. O. Box 224 Rumphi**, no later than **14.00 hours on Friday, 22<sup>Nd</sup> November, 2024**
- 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.
- 9) The following attachments shall constitute your RfQ:
- i) Recent Tax Clearance Certificate
  - ii) Business Registration Certificate
  - iii) Valid PPDA Certificate.
  - iv) A list of recent contracts performed

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 on each lot or by total through the issue of a Local Purchase Order.

Signed: ..... Name: **Ben Chitwere**

Title/Position: PROCUREMENT OFFICER

For and on behalf of the Purchaser

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. A copy of our Trading License,
  - ii. A copy of Tax Clearance Certificate,
  - iii. A copy of Valid PPDA Certificate.
  - iv. A list of recent contracts performed,
  - v. Dealership Authorization 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: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

\_\_\_\_\_

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)**

<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</b> <i>Kwacha</i>	<b>Delivered Total Price</b> <i>Kwacha</i>
1	Motorcycle	Ref. Annex Table No. 1	Each	5		
<b>Sub Total</b>						
<b>Vat 16.5%</b>						
<b>PPDA 1% Levy</b>						
<b>Grand Total</b>						

**Authorised By:**

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

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

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

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

*(DD/MM/YY)*

Authorised for and on behalf of:

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

**Table No. 1**

<b>Minimum Technical Specification</b>		<b>Compliance</b>
<b>Engine</b>		
Engine Type	Air Cooled, 4-stroke, reed-valve,	
Displacement (CC)	196.0 ccm (11.96 cubic inches)	
Maximum Power	10.5kW (14.3 PS) @ 7,500 rpm	
Maximum Torque	14.6 N·m (1.5 kgf·m) @ 6,500 rpm	
Ignition system	C.D.I.	
Starting	Electric & kick-Starting system	
Fuel Supply System	Carburetor. BS26	
Cooling System	Air-cooled	
<b>Brakes</b>		
Front Brake	Pad	
Rear Brake	Drum	
<b>Wheels and Tyres</b>		
Front Tyre Size	80/100-21 51M	
Rear Tyre Size	4.10-18 59M	
<b>Dimension and Weight</b>		
Length	2000 - 2,160mm	
Height	1000 - 1,155 mm	
Ground Clearance	220 - 235 mm	
Seat height	800 – 850 mm	
Wheelbase	1,335 mm	
Kerb Weight	120 - 130 kg (with oil and a full fuel tank)	
<b>Mileage and</b>		

<b>Performance</b>		
Top Speed	85 - 110 (Full Conditioned)	
Fuel Capacity	10.0 – 14 liters	
Fuel Type	Petrol	
Oil tank capacity	1 - 1.3 liters (4-stroke engine oil)	
<b>Features Value and Safety</b>		
Speedometer	Analog	
Odometer	Analog	
<b>Electricals and Transmission</b>		
Low Fuel Indicator	Yes	
Head Light	Yes	
Turn Signal Light	Yes	
Transmission	Chain	
Gear		5
Shift type	Return	
<b>Chassis and Suspension</b>		
Front Suspension	Telescopic forks	
Rear Suspension	Swingarm	
<b>More Specification</b>		
No. of Cylinders		1
Carry Hook	Yes	