

Telephone: +265 1 78
+265 1 788137
Fax No: +265 1 789 142
Email: dodma@dodma.gov.mw



Department of Disaster
Management Affairs
Private Bag 336
Lilongwe 3
Malawi

REQUEST FOR QUOTATION

Proc No: RFQ 090/IPDC/DoDMA/2024-25/S/045

Date: 19th February, 2025

To: All Eligible Garages

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.

SECTION A: QUOTATION REQUIREMENTS

- 1) Description of Services and Location: Servicing and repairing of MG 198 AK Motor Vehicle

| NO | SERVICE DESCRIPTION |
|----|--|
| 1 | Carry out engine Service as per attached PVHES inspection report |

You can also refer to the PVHES Inspection Report attached.

- 2) Services are to commence by: **1 day** from the date of order (Signing of Contract).
- 3) Services are to be completed by: **5 days** from the date of order.
- 4) Quotations must be valid for **30 Days** 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: **10.00 hours on 24th February, 2025.**
- 7) Quotations must be deposited in the tender box located in the corridor at the door of Procurement Office second Floor in Department of Economic Planning Building at; Department of Disaster Management Affairs, Procurement Unit, P/Bag 336, Capital Hill.

- 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) The following documents should be attached
- **A copy of Business Registration Certificate;**
 - **A copy of A Tax Clearance Certificate valid up to 31st March,2025**
 - **Copy of a Valid PPDA Registration Certificate;**
 - **Copy of Evidence of 1 similar contract performed. (Payment voucher) please take note that LPO and Contract are not evidence of delivery.**
 - **Copy of VAT Registration Certificate if applicable**
 - **Section B and C of the Request for Quotations completed and signed**
- 10) 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:

Name: Ellen Maliano

Title/Position: **Principal Procurement Officer**

For and on behalf of the Purchase

Proc. No: RFQ 090/IPDC/DoDMA/2024-25/S/045

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) Services will commence withindays/weeks/months from date of Purchase Order.
- 3) Services to be completed bydays/weeks/months from date of Purchase Order) Validity period of this quotation isdays from the date for receipt of Quotations.
- 5) We enclose the following documents:
 - **A copy of Business Registration Certificate;**
 - **A copy of A Tax Clearance Certificate valid up to 31st March,2025**
 - **Copy of a Valid PPDA Registration Certificate;**
 - **Copy of Evidence of 1 similar contract performed (Payment voucher), please take note that LPO and Contract are not evidence of delivery of service.**
 - **Copy of VAT Registration Certificate (if applicable)**
 - **Section B and C of the Request for Quotations completed and signed**
- 6) We confirm that our quotation is subject to 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: _____

Registered 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 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 |
|----------|--|-----------------|-----------------|-------------------|--------------------|
| 1 | Carry out engine Service | Each | 1 motor vehicle | | |
| | | | | Sub Total | |
| | | | | 16.5% VAT | |
| | | | | 1% PPDA | |
| | | | | G/Total | |

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Statement of Requirements (Technical Specifications) and Compliance Sheet

Column b states the minimum requirement of the goods/service(s) to be provided. Column c indicates whether the requirement is a “Mandatory” by use of the letter “M”. Any requirement without an “M” in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation in accordance with Section 3.

The Bidder is to complete column d and to state whether the offered goods/services(s) “comply” or do “not comply” giving details of the areas of non-compliance.

| Item No. | Technical Specification of items required including applicable standards | Mandatory | Compliance to Requirements |
|----------|--|-----------|----------------------------|
| a | b | c | d |
| 1 | Carry out engine Service as per attached PVHES inspection report | M | |

K30,000

GR #: 2281171

INN #: 0102014



P.V.H.E.S.

TECHNICAL INSPECTION REPORT - TD/01



STATION: LILONGWE

A. PLANT/VEHICLE DETAILS

MIN/DEPT: DODMA

REG. NO.: MG 198 AK TYPE: TOYOTA MODEL: HILUX

VIN NO.: AHTKS8CD701871779 ENGINE NO.: DIESEL

CC: Petrol/Diesel/Tank: DIESEL

Hours/Meter/Speedo Reading: 463691

COF STATUS: INSURANCE

SERVICE DUE: CARRY OUT ENGINE SERVICE

B. DIAGNOSIS

ENGINE CONDITION:

TRANSMISSION/DRIVE LINE:

CHASSIS/SUSPENSION CONDITION:

STEERING SYSTEM:

- Replace drive shaft boot rubber
- Replace stabiliser bar bushes

BRAKING SYSTEMS:

- Repair the cause of hand brake failure

ELECTRICAL/ACCESSORIES:

- Repair brake light (LHS)
- Replace rear lens (RHS)

BODY (EXTERIOR/INTERIOR):

- Replace wiper blades
- Supply number plate light

TYRES: FRONT:

REAR:

SPARE:

INSPECTED BY (NAME): E. Mwanza

DATE:

PLANT & VEHICLE PARTS & ACCESSORIES
SERVICE
STANDARD & INSPECTION
SIGNED: [Signature]
25 NOV 2024
PRIVATE BAG 21
LILONGWE