Tel. No.
Fax No.
Email:

Mchinji District Council
P/Bag 1, Mchinji
Malawi

REQUEST FOR QUOTATIONS (FOR SURGICALS)

Procurement Number: SA/SURGICALS/HEALTH/IPDC/2026/27/190
Date 9TH NOVEMBER, 2026.

To ……...
…….....

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

SECTION A: QUOTATION REQUIREMENTS:

1) **Description of** Goods: Supply and Delivery of Surgical for Health sector.

2) Quotation prices should be based on: Malawi Kwacha

For goods supplied from within Malawi: DDP- Insured and delivered to Salima District Council

3) The Delivery period required is One week from date of order.

4) Quotations must be valid for [*30 of 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 must be received, in sealed envelopes, no later than: 2:00pm Local on 16th November 2026

8) Quotations must be returned to:

The Chairperson, Internal Procurement and Disposal of Assets Committee [IPDC], Salima District Council., Private Bag 15, Salima.

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) [*List any other requirements e.g., the provision of samples*]

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 Esther Makonokaya

Title/Position: Procurement Officer

For and on behalf of the Purchaser

Procurement Number: SA/SURGICALS/HEALTH/IPDC/2026/27/190
Date 9TH NOVEMBER, 2026.

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 our Annual Tax Clearance Certificate (for the Current Financial Year),

iv. A list of recent Government contracts performed,

v. PMRA Certificate

vi. [*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: …….

…….....

Procurement Number: SA/SURGICALS/HEALTH/IPDC/2026/27/190
Date 9TH NOVEMBER, 2026.

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 No	Description of Surgicals (Procurement of Surgicals for Health sector)	Unit of Measure	Quantity	Delivered Unit Price *Kwacha*	Delivered Total Price *Kwacha*
1	Examination Gloves medium	Pack of 100	550		
2	Adrenaline Injection 1mg/ml	Ampoule	50		
3	Normal Saline 1000ml	1000ml bottle	500		
4	Ringers lactate 1000ml	1000ml bottle	500		
5	Bupivacaine Spine 7.5mg/ml	vial	120		
6	Scapel Blades size 23	Each	1000		
	SUBTOTAL				

The following attachments are appended to clarify the Description of Drugs:
[*List any attachments providing additional specification of the drugs required*]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____