

MALAWI POSTS CORPORATION

PO BOX 602 BLANTYRE

REQUEST FOR QUOTATIONS

Procurement Number: MPC/VEHICLE HIRING/26/7/1

To:

.....

.....

Date: 21th July, 2026

The Procuring Entity named above invites you to submit your quotation for the services 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: Vehicle hire**
- 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to: **MPC Head Office Stores**
- 3) The delivery period required is **5 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: **N/A**
- 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: **2:00 PM on 27th July, 2026**
- 8) Quotations must be returned to: **The Chairperson, MPC IPDC, P O Box 602 Blantyre**
- 9) 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: Timothy makwani

Title: Controller Procurement

For and on behalf of the Malawi Posts Corporation

Procurement Number: MPC/VEHICLE HIRING/07/27

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. **Valid copy of our Trading Licence,**
 - iii. **Valid copy Tax Clearance Certificate (TCC),**
 - iv. **Valid Copy of PPDA Registration 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:

Company: _____

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.

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

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Duration	Daily rate (excluding levies and fuel)	Delivered Total Price Kwacha
1	Hiring of vehicle Should be SUV or min SUV (self driven)	Each	30 days with possibility of extension		
Sub Total					
17.5 % VAT					
Grand 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: _____

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

Authorised for and on behalf of:

Company: _____

BANK DETAILS

ACCOUNT NUMBER:

ACCOUNT NAME:

BRANCH NAME:

BANK NAME: