



P.O. Box 779

Lilongwe

NATIONAL ECONOMIC EMPOWERMENT FUND LTD

REQUEST FOR QUOTATIONS (SERVICE)

**Procurement Number: NEEF/MOTOR VEHICLE
SERVICE/2024/2025/01866**

To:

Date: 1st May, 2024

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 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: SERVICE

- 1) **Description of service**
SERVICING AND REPAIR OF MOTOR VEHICLE- BS 3258
- 2) Quotation prices should be based on: EXW
- 3) The delivery period required is **5 days** from date of order.
- 4) Quotations must be valid for **60** 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, **or email, no later than: 12:00 hrs on 06th May, 2024**
- 8) Quotations must be returned to:

The Chairperson

Internal Procurement & Disposal Committee

National Economic Empowerment Fund (NEEF)

Area 6/28

P.O. Box 779

Lilongwe

MALAWI

Email: procurement@neef.mw or rmdalla@neef.mw

- 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: Rose Jiya-Mdalla

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. **Section C of the Request for Quotations completed and signed;**
 - ii. **A copy of Business Registration Certificate,**
 - iii. **A copy of valid PPDA Registration Certificate,**
 - iv. **A copy of valid MRA Tax Clearance**
 - v. **Withholding Tax Exemption Certificate (indicate if not available)**
 - vi. **Evidence of the similar job within the past 3 years**
- 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.

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

Item No	Description of Service (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
	SERVICE OF MOTOR VEHICLE- NISSAN HARD BODY BS 3258				
A	SERVICE DUE				
	Carry out service	Each			
B	DIAGNOSIS- ENGINE CONDITION				
	Renew wiper blades	Each			
	Repair REG NO Plate light LHS	Each			
	Renew tie rod end rack ends	Each			
	TRANSMISSION/DRIVE LINE				
	Repair / renew sliding joint for the steering column	Each			
	CHASSIS /SUSPENSION CONDITION				
	Secure front bumper	Each			
	ELECTRICAL/ACCESSORIES				
	Repair radio	Each			
	Repair Horn	Each			
	BODY (EXTERIOR/INTERIOR)				
	Secure sun visor	Each			
	Renew aircon element	Each			
		Each			
	NB- Refer to the attached P.V.H.E.S. Inspection Report				
	Sub total				
	V.A.T 16.5 %				
					Total

INVOICE : 0099591
GR : 1579857
P.V.H.E.S.



TECHNICAL INSPECTION REPORT - TD/01



STATION: LILONGWE

A. PLANT/VEHICLE DETAILS

MIN/DEPT: NDEF
REG. NO.: BS 3258 TYPE: TOYOTA MODEL: COROLLA
VIN NO.: ANTL058E803023749 ENGINE NO.: 22R4580977
CC: Petrol/Diesel/Tank:
Hours/Meter/Speedo
Reading: 245904 hrs./km.
COF STATUS: VALID INSURANCE: VAUIS
SERVICE DUE: CARRY OUT SERVICE

B. DIAGNOSIS

ENGINE CONDITION:
1 RENEW WIPERS BLADES
2 REPAIR REG NO. PLATE LIGHT LHS.
3 RENEW TIE ROD AND RACK ENDS
TRANSMISSION/DRIVE LINE:
4 REPAIR/RENEW SLIDING JOINT FOR
5 THE STEERING COLUMN.
CHASSIS/SUSPENSION CONDITION:
6 SECURE FRONT BUMPER.

STEERING SYSTEM:

BRAKING SYSTEMS:

ELECTRICAL/ACCESSORIES:

8 REPAIR RADIO
9 REPAIR HORN - WORKS ONLY AT SOME ANGLES
10 REPAIR AIRCON (LESS GAS)

BODY (EXTERIOR/INTERIOR):

11 SECURE SUN VISOR
12 RENEW AIRCON ELEMENT

TYRES: FRONT:

REAR:

SPARE:

INSPECTED BY (NAME):

DATE: 21/03/24

S. KADZAMIA

PLANT & VEHICLE INSPECTION SERVICES
21 MAR 2024
PRIVATE BAG 21
LILONGWE

SIGNED: [Signature]

VHES RME(C) DIAGNOSTIC REPORT

VEHICLE MAKE: TOYOTA COROLLA
MG REG: B53257 DATE: 21 MAR 2024
VIN NO:

PROFESSIONAL REPORT

BODY CONTROL MODULE (BCM)

CODES	DESCRIPTION	STATUS
	OK	

POWERTRAIN CONTROL MODULE (PCM)

CODES	DESCRIPTION	STATUS
	OK	

CHASSIS (C- CODES)

CODES	DESCRIPTION	STATUS
	OK	

NETWORK & VEHICLE INTERGRATION (U- CODES)

CODES	DESCRIPTION	STATUS
	OK	

REMARKS:

* Replace Spiral Cable for Horn.