

Telephone: +265 (0) 1 594030

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*All communications should  
be addressed to:  
The District Commissioner*



*In reply please quote No  
Ref.....  
Mangochi District Council,  
Private Bag 138,  
Mangochi,  
MALAWI.*

## REQUEST FOR QUOTATIONS FORESTRY/MBSPH

**Procurement Number: MHDC/FORESTR/MBSPH/G/2025-26/LOT 3**

To: .....

.....

Date: 05/01/2026

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:

- 1) **Description of Goods: SUPPLY AND DELIVERY OF INDIGENOUS TREE AND FRUIT SEEDLINGS AT T/A JALASI AND KATULI**
- 2) For goods supplied from within Malawi; EXW – insured and delivered to Mangochi District Council **or** for goods supplied from outside of Malawi; CIP to Mangochi District Council
- 3) The delivery period required is **7 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 must be received, in sealed envelopes, no later than: **2:00 p.m on 09<sup>th</sup> January, 2026**
- 8) Quotations must be returned to: The Procurement Officer, Mangochi District Council, P/Bag 138, Mangochi
- 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.
- 10) *[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: Judith K. Maseya

Title/Position: **District 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: ..... 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 last Financial Year),
  - iv. A list of recent Government contracts performed,
  - v. Small Category (MSME Certificate)
  - vi. A valid PPDA 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.

### **Technical specifications of the tree seedlings.**

To ensure higher survival of the planted tree seedlings, the trees must meet the following technical specifications:

1. The tree seedlings should be of high quality, green and at least 45 cm long
2. The tree seedlings' diameter should be at least pencil-size
3. The seedlings should come within the same silvicultural zones (areas with the same climatic and edaphic factors within Mangochi).
4. The tree seedlings should have been raised at the nursery for at least 3 months for fast-growing species and 6 months for slow-growing species.
5. The tree seedlings should undergo a hardening-off process
6. The tree seedlings should be pests and disease free after inspection
7. The tree seedlings should be raised in pots and subjected to root pruning
8. Tree nurseries will be inspected to ensure full compliance of the above technical requirements before the award of the contract

**Authorised By:**

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

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

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)**

|    | Description of Goods  | Unit of Measure | Quantity | Delivered Unit Price Kwacha | Delivered Total Price Kwacha |
|----|-----------------------|-----------------|----------|-----------------------------|------------------------------|
| 1  | Mtangatanga           | Each            | 10,000   |                             |                              |
| 2  | Kesha wamilimo        | Each            | 15,000   |                             |                              |
| 3  | Kesha wa maluwa       | Each            | 15,000   |                             |                              |
| 4  | M'bawa                | Each            | 15,000   |                             |                              |
| 5  | Ngongomwa/Msambamfumu | Each            | 10,000   |                             |                              |
| 6  | Mthethe               | Each            | 10,000   |                             |                              |
| 7  | Gliricidia            | Each            | 15,000   |                             |                              |
| 8  | Guavas                | Each            | 3,000    |                             |                              |
| 9  | Lemons                | Each            | 2,000    |                             |                              |
| 10 | Oranges(Hybrid)       | Each            | 5,000    |                             |                              |
| 11 | Pawpaw                | Each            | 5,000    |                             |                              |
| 12 | Grafted Mango         | Each            | 5,000    |                             |                              |
|    |                       |                 |          | <b>SUB-TOTAL</b>            |                              |

|               |  |
|---------------|--|
| <b>PPDA1%</b> |  |
| <b>TOTAL</b>  |  |

The following attachments are appended to clarify the Description of Goods:

**Authorised By:**

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

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

Authorised for and on behalf of:

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