

**REQUEST FOR QUOTATIONS: GOODS
Procurement Number: CZDC/HEALTH/28/08/23**

To:

.....

..... Date: 28th August,2023

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. 20% of margin of preference will be given to indigenous black Malawians.

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Supply and Delivery of Cleaning Materials for Chiradzulu District Hospital**
Quotation prices should be based on: for goods supplied from outside of Malawi; CIP (carriage, Insurance paid) to **Zomba District Council**.
- 2) The delivery period required is **7** days from date of order.
- 3) The warranty/guarantee offered shall be: **6 Months**
- 4) 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.
- 5) Quotations must be received, in sealed envelopes, not later than 4pm on 1st September,2023
- 6) Quotations must be returned to: **The Procurement Unit, attention: Shameem Jussab, District Procurement Officer, Chiradzulu District Council, Private Bag 1, Chiradzulu Contact; 0884610665**
- 7) 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.
- 8) You should write your own quotation apart from completing this form. Provide samples where necessary.

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: **Shameem Jussab**

Title/Position: **DISTRICT PROCUREMENT OFFICER**

For and on behalf of the Purchaser

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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 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. Attach coloured copies of National ID.
- 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:

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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

