

Ref. No.:

Telephone No.: 265 788 356/437



MINISTRY OF TRANSPORT & PUBLIC WORKS

DEPARTMENT OF BUILDINGS
PRIVATE BAG B 365
CAPITAL CITY
LILONGWE 3
MALAWI

Procurement Number: RFQ/IPDC/DOB/2024-25/04/03

To:

.....

.....

Date 05ND SEP, 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 were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

SUPPLY & DELIVERY OF FABRIC DECORATION CLOTH FOR VVIP FUNCTIONS FOR- REGIONAL BUILDING OFFICE S NORTH

No.	Description of Item	Unit of Measure.	Quantity	Delivery Point
1	Red Silk Fabric Cloth	Rolls	5	MTWP (DOB)
2	Black Silk Fabric Cloth	Rolls	2	
3	Green Silk Fabric Cloth	Rolls	2	

- 1) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to Ministry of transport and public works (DOB)
or for goods supplied from outside of Malawi.
- 2) The delivery period required is **7 days** days/weeks/months from date of order.
- 3) Quotations must be valid for **30 days** from the date for receipt given below.
- 4) The warranty/guarantee offered
- 5) all be: 3 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: **02:00 on 13/09/2024**
Quotations must be returned to:

**IPDC Chairman,
Ministry of Transport and Public Works (DOB) Room 87,
Private Bag B365,
Lilongwe.**

- 8) 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: Stella M. Kamwendo Cell: 0999 805 181

Title/Position: Senior Assistant Procurement Office

Procurement Number: RFQ/IPDC/DOB/2024-25/04/02

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. *[Insert any other documentation required by the Procuring Entity].*
 - vi. Copy of National ID (colour)
 - vii. Valid PPDA certificate
 - viii. Valid MRA certificate
 - ix. Valid MSME's 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:
.....

Procurement Number: RFQ/IPDC/DOB/2024-25/04/02

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	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Red Silk Fabric Cloth	Rolls	5		
2	Black Silk Fabric Cloth	Rolls	2		
3	Green Silk Fabric Cloth	Rolls	2		
				Subtotal	
				VAT 16.5 %	
				PPDA Levy 1%	
				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: _____

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Technical Specification and Compliance Sheet

Column (a) states the minimum technical specification of the items(s) required by the procuring entity. The bidder is to complete column (c) with the technical specification of the items(s) “comply”

No.	Item Description	Technical Specification	Bidders Specifications
1	Red Silk Fabric Cloth		
2	Black Silk Fabric Cloth		
3	Green Silk Fabric Cloth		