

Ref. No.:HBAO 1:18
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Buildings Department
Ministry of Transport and Public Works
Private Bag B365
Capital City
LILONGWE 3
Malawi

E-Mail. buildingsdept@transport.gov.mw

Please address all communications to:
Director of Buildings and copies to:
Secretary for Transport and Public Works

Procurement Number: RFQ/IPDC/DOB/G/08/11/21

To:
.....
.....

Date 25th November, 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 AND DELIVERY OF TWO MOTOR VEHICLE TYRES FOR LORRIES MG 603AL &MG 746 AL

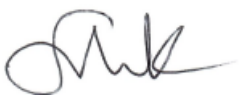
No.	Description of Item	Unit of Measure.	Quantity	Delivery Point
1	Motor vehicle tyre size 12R22,5 15 Ton Lorry for MG 603 AL for VVIP support function	Each	7	Capital Hill (DOB)
2	Motor vehicle tyres size 295//80 R22,5 Van MG746 AL	Each	7	Capital Hill (DOB)

- 1) Quotation prices should be based on: Malawi Kwacha for goods supplied from within Malawi; EXW – insured and delivered to Buildings Department, Ministry of Transport and Public Works
- 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 shall be: **3 months**.
- 5) 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.
- 6) Quotations must be received, in sealed envelopes, no later than: **10:00 on Monday, 2nd December, 2024**
- 7) Quotations must be returned to:

**IPDC Chairman,
Buildings Department (Room 93)
Ministry of Transport and Public Works
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

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 MK.....
- 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. Valid PPDA certificate
 - vii. Valid MSME’s certificate(Certificate(Small Enterprise 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.

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

Item No	Description of Goods	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Motor vehicle tyres size 12R22.5 15 Ton Lorry MG 603AL for VVIP Support Functions	Each	7		
2	Motor vehicle tyres size 295/80 R22.5 Van MG 746 AL for VVIP Support Functions	Each	7		
				Subtotal	
				VAT 16.5 %	
				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: _____

Statement of Requirements (Technical Specifications) and Compliance Sheet

Column b states the minimum requirement of the service(s) to be provided. Column c indicates whether the requirement is a “Mandatory” by use of the letter “M”. Any requirement without an “M” in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation in accordance with Section 3.

The Bidder is to complete column d and to state whether the offered service(s) “comply” or do “not comply” giving details of the areas of non-compliance

a. Item No.	b. Technical Specification of items required including applicable standards	c. Mandatory	d. Compliance to Requirements
1	Tyres size 12R 22.5 for 15 Ton Lorry	M	
2	Tyres size 295/80 R 22.5 for Van	M	