

Tel. No; (265) 01 754073
Communications should be addressed to:
The Secretary for Mining



In reply please quote No.
**480/MMIC/IPDC/MOTOR CYCLE/RFQ/24-
25/03**

Ministry of Mining
P.O. Box 251
LILONGWE.

Procurement Number: 480/MMIC/IPDC/MOTOR CYCLE /RFQ/24-25/03

To: Messr's

.....

.....**Date: 10th December, 2024.**

Procuring Entity named above invites you to submit your quotation for the goods described herein. Bidders may quote for one lot or more lots. The Purchaser reserves the right to award a contract for selected Lots 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) Supply and Delivery of motor cycle

Lot No.	DESCRIPTION	UNIT MEASURE	OF	QUANTITY	Delivery point
1	motor cycle	Each		2	P.V.H.E.S Lilongwe

- 2) Quotation prices should be based on: Malawi Kwacha for goods supplied from within Malawi; EXW – insured and delivered to: Ministry of Mining or for goods supplied from outside of Malawi; DDP to [*point of delivery*].
- 3) The delivery period required is **6 Weeks** from date of IFMIS LOCAL PURCHASE ORDER.
- 4) Quotations must be valid for **Sixty (60) days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **As specified in Annexe 1 (Technical specification sheet.)**
- 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: 16th December, 2024 **Not later than 10:00am**
- 8) Quotations must be returned to:
The Chairperson, Internal Procurement Committee, Ministry of Mining, Matamando House, City centre Lilongwe.
- 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) Technical Specifications are provided in Annex 1

11) The following criteria will be used for selection of the successful bidders:

- (a) Delivery Period
- (b) Price
- (c) Bid validity
- (d) Section B and C of the Request for Quotations completed and signed;
- (e) Availability of copy of valid Trading Licence,
- (f) Availability of copy for Valid Annual Tax Clearance Certificate
- (g) Payment terms (within 30 days from the date of delivery note and Invoice) Any bidder demanding payment before delivery should not participate in this procurement**
- (h) A list of recent contracts performed.
- (i) **Availability of Brochures is a MUST and to include technical literature. Failure to do so will make your bid to be considered non responsive and will be rejected**
- (j) Valid Copy of PPDA Registration Certificate
- (k) Experience and Technical Capacity
 - **The Bidder shall have a minimum of one year (1) experience in supplying/ Trading in a similar type of plant and equipment under this procurement.**
 - The Bidder shall provide details of two (2) contracts completed with values of 20% of the total bid for the supply of motorcycles during the past two years ending on the bid submission deadline.

Quotations that are responsive, qualified and technically compliant will be ranked according to price (in Malawi Kwacha). Award of contract will be made through the issue of a contract Agreement.

NOTE:

1. **NO PAYMENT SHALL BE MADE TO A SUPPLIER WHO HAS NOT DELIVERED GOODS OR SERVICES. SUPPLIERS ARE OBLIGATED TO DELIVER GOODS AND SERVICES UPON PRESENTATION OF A SAP IFMIS SYSTEM GENERATED LOCAL PURCHASE ORDER (LPO).**

Signed:Name: **Agnes Chiwaya**

Title/Position: **Procurement Officer**

For and on behalf of the Purchaser

Procurement Number: 480/MMIC/IPDC/MOTOR CYCLE /RFQ/24-25/03

Your quotation is to be returned on this Form by completing and returning Sections B and C including the specifications 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. Business License;
 - iii. PPDA Registration Certificate
 - iv. MRA Registration Certificate.
 - v. Tax Clearance 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)

Authorized 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)

Lot No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Motor cycle	Each	2		
Sub total					
VAT (16.5%)					
GRAND TOTAL					

The following attachment is appended to clarify the Description of Goods:

[Attachment (1) for additional specification of the goods required]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____
(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Annex (1)

Technical Specifications and Compliance Sheet

Procurement Reference Number: 480/MMIC/IPDC/MOTOR CYCLE /RFQ/24-25/03

Column b states the minimum technical specification of the item(s) required by the Procuring Entity.

The Bidder is to complete column c with the technical specification of the item(s) offered and to state whether the offered items “comply” or do “not comply” giving details of the areas of non-compliance.

Attach Brochures, any bid without the attachment of Brochure will be rejected.

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance of specification offered
<i>a</i>	<i>B</i>	<i>c</i>	<i>d</i>
1	Motor cycle to be supplied shall be new, of recent design and free from manufacturing and / or material defects at the time of delivery.	M	
2	All the surfaces of the motor cycle shall be finished to a grade that is comfortable to the user.	M	
3	All steel surfaces shall be thoroughly cleaned, mill scale removed and primed before painting	M	
4	The motor cycle shall be suitably treated and processed for storage, delivery and usage under tropical conditions characterised by high temperature and high humidity.		
5	The motorcycle shall be fitted with two rear view mirrors and heavy-duty carrier	M	
6	ENGINE 2 stroke cycle petro engine incorporating single piston The engine shall be of high performance, low emission and must have the following performance characteristics and configuration: <ul style="list-style-type: none">Capacity (displacement) shall be between 122-160 cc. (specify)	M	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance of specification offered
	<ul style="list-style-type: none"> • Maximum power output between 9kW (16 hp) -15 kW (20 hp) at 7000 rpm. • Maximum torque between 8 Nm – 16 Nm at 5000- 6500 rpm 		
7	FUEL SYSTEM Fuel tank capacity must not be less than 9 litres.	M	
8	COOLING SYSTEM The engine shall be air cooled	M	
9	LUBRICATION The engine shall be auto-lubricated or forced fed.	M	
10	BRAKES Front service brake shall be ventilated disc or drum type while rear service brake shall be drum type.	M	
11	SUSPENSION SYTEM Front: Shall be telescopic folks Rear: Shall be monocross		
12	TRANSMISSION Shall be 5-6 speed chain drive Maximum speed of not less than 100 km per hour	M	
13	ELECTRICAL SYSTEM Shall be fitted with a 6 - 12Volts and 4-10 Ampere-hour battery (<i>specify</i>) Shall incorporate kick starting system Electrically operated horn shall be fitted	M	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance of specification offered
	Two flash turn indicator shall be fitted. Adjustable head light (high & low beams)		
14	INSTRUMENTS <ul style="list-style-type: none"> • Instruments shall be labelled in English and all graduations calibrated in SI – metric derived units whereby speed shall be in kilometres per hour and distance travelled in kilometres. • Speedometer with odometer, fuel gauge, Ammeter, turn indicator and beam pilot indicators. 	M	
15	SAFETY <ul style="list-style-type: none"> • Shall be fitted with a kickstand that will keep the bike standing when parked in soft ground or on slopes • Shall be fitted with a skid plate for under frame protection • Riding gloves 	M M	
16	SECURITY The fuel tank shall be lockable Provide 2 motor cycle full face helmets with flip down shield/visor	M	
17	COLOUR The motor cycle shall be white in colour. However, other colours may be acceptable in which case the bidder shall indicate the offered colour.	M	
18	WHEELS Tyres shall be of heavy duty construction suitable for harsh conditions including high temperature service.		

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance of specification offered
	<p>Front tyre size and type shall be 2.75-21-4-8PR</p> <p>Rear tyre size and type shall be 4.10-18-4-8PR</p> <p>Alternative tyres of different type, size or ply ratings must be quoted by bidder if they are available</p>		
19	<p>DIMENSIONS AND WEIGHT</p> <p>Motor cycle to be supplied shall have the following measurements and weights:-</p> <p>Wheel base: 1200-1400 mm</p> <p>Overall length: 2100 - 2200 mm</p> <p>Overall width: 820 - 870 mm</p> <p>Overall Height: 1100 - 1200 mm</p> <p>Ground clearance not less than 250mm</p> <p>Net weight: 90-120 kg</p>	M	
20	<p>TOOLS</p> <p>A tool box shall be provided</p> <p>GENERAL PERFORMANCE TECHNICAL LITERATURE / MANUALS</p> <ul style="list-style-type: none"> • Maintenance manual • Operational manual • Workshop manual • Spare parts catalogue which shall be directly applicable to the type of motor cycle supplied. <p>The Workshop manual and the spare parts Catalogue shall be bound separately.</p> <p>Two ignition keys shall be supplied</p>	M	
21	WARRANTY	M	

Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance of specification offered
	The bidder must be able to carry out repairs for the first 10,000 km or 6 months which ever may come first		
22	GARAGE The bidder shall have a well-established Garage in Malawi	M	
23	ROAD TRAFFIC ACT The vehicle shall conform to the current Malawi Road Traffic Regulations, shall be fitted with front and rear reflecting number plates and shall, at time of delivery, have a current certificate of fitness issued by Road Traffic and Safety Services Directorate	M	

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine or verify whether this meets the minimum specification required in column b. **Bidders must complete column c or the bid will be rejected. Bidders are required to include technical literature to support the details provided in column c.**

INSERT PDE LOGO

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture. The beneficial ownership information to be submitted in this Form shall be current as at the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions-

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date: [insert date]

Procurement Reference No.: [insert procurement reference number]

Page [insert page number] of [insert total number of pages] pages.

To: [insert complete name of Procuring and Disposing Entity]

In response to the invitation for bid dated [insert date of invitation for bid] we hereby submit beneficial ownership information: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the Board of the Directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence, telephone number(s), email address, postal and physical addresses]			

OR

(ii) We declare that there is no Beneficial Owner who has not been disclosed meeting one or more of the following conditions-

1. directly or indirectly holding 5% or more of the shares
2. directly or indirectly holding 5% or more of the voting rights
3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
5. has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

7. directly or indirectly holding 5% or more of the shares
8. directly or indirectly holding 5% or more of the voting rights
9. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]

10. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
11. has a significant stake in a company and on whose behalf activity of a company is conducted; or
12. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: _____

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

² Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.