



In reply please quote No. ....

DISTRICT COMMISSIONER  
Blantyre District Council  
P/BAG 97  
BLANTYRE  
MALAWI

## REQUEST FOR QUOTATION

**Procurement Number: /BTDC/GOODS/2024/11**

To: .....

Date: 25<sup>th</sup> 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 where modified by this Request for Quotations.

### SECTION A: QUOTATION REQUIREMENTS

- 1) Description of Supply and Delivery: **Supply and Delivery of Electrical Materials for Kwezeni Meat Factory in Chilomoni Under Trade**
- 2) Quotation prices should be based on: MK  
for goods supplied from within Malawi; EXW – insured and delivered to Blantyre District Council **or** for goods supplied from outside of Malawi; CIP to [point of delivery].
- 3) The delivery period required is **5 days**/weeks/months 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: **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: **4:30 pm on 29<sup>th</sup> November 2024**
- 8) Quotations must be returned to: **The Chairperson, Internal Procurement and Disposal of Assets Committee, Blantyre District Council, P/Bag 97 Blantyre**
- 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: Shameem Jussab

Title/Position: **PROCUREMENT OFFICER**

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:
- 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 a Trading Licence,
  - iii. A copy of an 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].
- 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)**

<b>Item No</b>	<b>Description of Work (Attach detailed specification if necessary)</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Delivered Unit Price Kwacha</b>	<b>Delivered Total Price Kwacha</b>
1	Wood stay Baulks	Each	4		
2	Barbed Wire	Each	28		
3	Bare Conductor AAAC 100mm <sup>2</sup>	Each	475		
4	Bolt and Nut m16 * 150mm <sup>2</sup>	Each	12		
5	Bolt and Nut m20 * 260mm <sup>2</sup>	Each	2		
6	Bolt and Nut m20 * 300mm <sup>2</sup>	Each	5		
7	Bolt and Nut m20 * 450 mm <sup>2</sup>	Each	2		
8	Bolt and Nut m20 * 600 mm <sup>2</sup>	Each	2		
9	Cable Gland 16mm <sup>2</sup>	Each	1		
10	Copper Cable 4 Core 16mm <sup>2</sup>	Each	56		
11	Copper Cable 4 Core 70mm <sup>2</sup>	Each	20		
12	Copper Conductor HD 70mm <sup>2</sup>	Each	200		
13	Crimping Lugs 16mm <sup>2</sup>	Each	4		
14	Circuit Breaker 3 Phase	Each	1		
15	Copper Aluminium Connector	Each	8		
16	Transformer Lugs	Each	21		
17	Danger Plates	Each	4		
18	Eye Bolt and Nut M20 * 450M	Each	9		
19	Earth Rod	Each	8		
20	Eye Nut M20	Each	3		
21	HRC Fuse	Each	3		
22	Fuse Links HKV	Each	3		
23	Drop Out Fuse Links 11KV	Each	3		
24	Clevis Adaptor	Each	12		
25	Hooks Insulator	Each	12		
26	Glass Disc Insulator	Each	3		
27	Gay Grip 7/8	Each	12		
28	Line Tap m10 50mm <sup>2</sup>	Each	18		
29	Lucy Spindles	Each	3		
30	Pilot	Each	6		

31	P.G Clamps 50mm <sup>2</sup>	Each	24		
32	Pin Insulator 11 KV	Each	9		
33	Pin Spindle	Each	3		
34	Rustic Crossarm * 17	Each	2		
35	Rustic Crossarm * 49	Each	7		
36	Snall Clamp	Each	12		
37	Spacer Block	Each	6		
38	Spring Washer M20	Each	6		
39	Stay Insulator HV	Each	4		
40	Stay Rod M18	Each	17		
41	Stay Wire 7/8	Each	60		
42	Surge Diverter 11 KV	Each	3		
43	Tie Strap Twisted	Each	10		
44	Wood Dowels	Each	6		
45	Wood Poles STD 10.8M	Each	2		
46	Wood Poles STD 12.3M	Each	2		
				<b>Sub Total</b>	
				<b>VAT 16.5%</b>	
				<b>PPDA Levy 1%</b>	
				<b>TOTAL</b>	

The following attachments are appended to clarify the Description of Goods:  
*[Additional specification required are as attached]*

**Authorised By:**

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

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

*(DD/MM/YY)*

Authorised for and on behalf of:

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