

# ADMARC LIMITED

ALL CORRESPONDENCE TO BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER

P.O. Box 5052

LIMBE  
MALAWI

Telephone: 01 840 044/500  
FAX: 01 840 486  
Email: [admarc@admarc.co.mw](mailto:admarc@admarc.co.mw)



## REQUEST FOR QUOTATIONS (FOR GOODS)

**Procurement Number: ADMARC/GOODS/01/08/51**

**To:**

**Date: 29<sup>th</sup> August 2024**

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services as described herein. 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 BALES OF HESSIAN SACKS***

Unless otherwise stated bidders must offer for **all** items & quantities shown in the specification sheet and provide a Grand Total Price.

3) Quotation prices should be based on:

For goods supplied from within Malawi; **EXW** – insured and delivered to **ADMARC Limited Head Office**, Tsiranana Road, Opposite Our Lady of Wisdom, Limbe, Blantyre.

**Or** for good supplied from outside of Malawi; **CIP to (point of delivery)**.

- 4) The delivery period required is **Twenty (20) days** from date of order.
- 5) Quotations must be valid for **30 days** from the date for receipt given below.
- 6) The warranty/guarantee offered shall be **Three (3) months**.
- 7) 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.
- 8) Quotations must be received, in sealed envelopes, no later than **16:00 Hours on 4<sup>th</sup> September 2024**
- 9) Quotations must be returned to:

**IPDC Chairperson  
ADMARC Limited**

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**10)** 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.*

***ADMARC LIMITED shall prioritise the submitted quotation in line with Section 44 (10) of the Public Procurement and Disposal of Public Assets Act 2017. Please take note that all indigenous Malawians shall enjoy 20% margin of preference.***

Signed: .....  ..... Name: **GRACE CHATEPA**

Title/Position: **PROCUREMENT AND ASSETS DISPOSAL MANAGER**

For and on behalf of the Purchaser

# ADMARC LIMITED

**Procurement Number: ADMARC/GOODS/01/08/51**

*Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and 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 Copy of Valid **PPDA** Registration Certificate
  - (v) A Copy of Valid **SME** Registration Certificate from Ministry of Trade
  - (vi) A copy of coloured Malawi National Identity Card.**
  - (vii) *[Insert any other documentation required by the Procuring Entity]*
- 6) We confirm that our quotation is subject to 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: \_\_\_\_\_

Registered 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.**

# **ADMARC LIMITED**

**Procurement Number: ADMARC/GOODS/01/08/51**

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## SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER).

Item No.	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Unit Price (Malawi Kwacha)	Total Price (Malawi Kwacha)
1	Hessian Sacks (200Kg Each)	Bales	21		
	<b>Sub Total</b>				
	<b>Plus 16.5% VAT</b>				
	<b>(For OPERATIONS DEPARTMENT)</b>				
				<b>TOTAL</b>	

**NOTE: PLEASE INSPECT SAMPLE FOR THE CLOTH AND BERETS AT THE PROCUREMENT**

The following attachments are appended to clarify the Description of Goods:

*[List any attachments providing additional specification of the goods required]*

**[Please attach a brochure for the requested items if necessary]**

Authorised By:

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

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

(DD/MM/YY)

Authorised for and on behalf of:

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