



**Malawi Revenue Authority**  
**Private Bag 247 Blantyre**  
**REQUEST FOR QUOTATIONS (FOR WORKS)**  
**Proc. No: MRA/BIEC/INSTALL GRILLE DOOR/012024**

To: **Eligible Bidder**

Date: 21<sup>st</sup> February 2024

Malawi Revenue Authority 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 Services and Location**

- See section C and the attached BOQ

- 2) Works are to commence by: **7 Days...** from the date of order.
- 3) Works are to be completed by: **...14 Days...** from the date of order.
- 4) Quotations must be valid for **...30 Days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **27<sup>th</sup> February 2024**
- 7) **Responses sealed and clearly marked 'MRA/BIEC/INSTALL GRILLE DOOR/012024' should be submitted at the tender box, Floor No.2, Msonkho House. Adress it to:**

**Head of Supply Chain**  
**Malawi Revenue Authority**  
**Private Bag 247**  
**Blantyre**

- 8) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 9) 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 the issue of a Local Purchase Order.

Signed: .....  


Name: **Miriam Salika**

Title/Position: **Head of Supply Chain Management**

**For and on behalf of the Purchaser**

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Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

## SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Works will commence within .....days/weeks/months from date of Purchase Order.
- 3) Works to be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days from the date for receipt of Quotations.
- 5) We enclose the following documents:
  - (i) Section C of the Request for Quotations completed and signed
  - (ii) NCIC certificate
  - (iii) Tax Clearance Certificate
  - (iv) Minimum 2 copies of LPO's or contracts on similar works
- 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 those Sections, the quotation may be rejected.**

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

*(The following table shall be used when calculating final Bid Prices for works procurements)*

Item No	Description	Total Price
1	<b>Installation of Grille Door for Genset House at Blantyre Inland Exam Centre</b>  Refer to Bill of Quantities (BOQs)	
	<i>Sub Total</i>	
	<i>PPDA Levy (1%)</i>	
	<i>VAT 16.5%</i>	
	<b>TOTAL</b>	

**NOTE:** BOQ's should be requested via email: [scm@mra.mw](mailto:scm@mra.mw)

**Authorised By:**

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

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

*(DD/MM/YY)*

Authorised for and on behalf of:

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