

# MWANZA DISTRICT COUNCIL

Procurement Number: MNDC/SERVICE/24/25/0380

Telephone: 01 432 294  
Our Ref. No. MNDC/RFQ/2023/24  
Tel/ Fax No: 01 432 294  
E- mail: [mwanzaassembly@gmail.com](mailto:mwanzaassembly@gmail.com)



In reply please quote:.....  
The District Commissioner,  
P/Bag 3,  
Mwanza, Malawi.

## REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: MNDC/SERVICE/24/25/0380

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

Date: 2<sup>nd</sup> December, 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 Services and Location: installation of new Air-conditioner and existing air conditioner**
- 2) Services are to commence by: 5 [days] from the date of order.
- 3) Services are to be completed by: 10 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: [14.00 PM] on 9/12/2024
- 7) Quotations must be returned to:

**THE CHAIRPERSON, INTERNAL PROCUREMENT AND DISPOSAL OF ASSETS COMMITTEE, MWANZA DISTRICT COUNCIL, PRIVATE BAG 3, MWANZA.**

- 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: .....Masautso Yassin

Title/Position: **SENIOR PROCUREMENT OFFICER**

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

1. Currency of Quotation: Malawi Kwacha
2. Services will commence within .....days from date of Purchase Order.
3. Services to be completed by .....days 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) A copy of our Trading Licence
  - iii) A copy of Tax Identification Certificate
  - iv) Coloured copy of ID
  - v) MSME Certification
  - vi) A list of recent Government contracts performed
  - 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: .....

Contact Phone .....

**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.**

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## Section C: Activity Schedule (to be priced by Bidder)

### For Lump Sum Contracts

Item No.	Description of Activity	Price in Kwacha
1.	Supplying and installation of new Air conditioner	14
2	Servicing of existing Air-conditioner	13
3	Service	
4	Labour	
<b>Total Lump Sum Price</b>		

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

*[List each attachment e.g., drawings and detailed technical specifications]*

### Authorised By:

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

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

# MWANZA DISTRICT COUNCIL

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## Section C: Schedule of Rates and Prices (to be priced by Bidder)

Item No.	Description of Services <small>(Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)</small>	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
01	Supply and installation of new air conditioner	Each	14		
02	Servicing of existing Air-conditioner	each	13		
03	Testing and commissioning of the completed installation	sum	2		
				<b>SUBTOTAL</b>	
				CONTIGENCY 10%	
				VAT 16.5%	
				PPDA 1%	
				NCIC 1%	
				<b>GRAND TOTAL</b>	

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

[List each attachment e.g. detailed schedule of services, or terms of reference]

### Authorised By:

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

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

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

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

(DD/MM/YY)

Authorized for and on behalf of:

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