



Parliament Buildings, Presidential Way, Private Bag B362, Capital City, Lilongwe 3

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Telephone: 773566/773 208/773 740

Fax: 774196/771 340

E-mail: [parliament@malawi.net](mailto:parliament@malawi.net)

## REQUEST FOR QUOTATION

Procurement Reference Number: **POM/RFQ/PDU/3/DISPOSAL/2024/25/G/050**

To: .....

.....

..... **Date: 10<sup>th</sup> September, 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:** *Provision of Disposal of Papers at Parliament of Malawi.*
- 2) Services are to commence by: **7 days** from the date of order.
- 3) Services are to be completed by: **14 days** from the date of order.
- 4) Quotations must be valid for **45 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: **12:00 hrs on 17<sup>th</sup> September, 2024.**
- 7) Quotations must be returned to: **The Chairperson, Internal Procurement and Disposal Committee, National Assembly, Parliament Building, Private Bag B362, Lilongwe 3. Attention: The Ag. Chief Procurement Officer**
- 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.



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- 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: **Annastanzia Chirwa**

Title/Position: **The Ag. Chief 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 SHEET**

- 1) Currency of Quotation: Malawi Kwacha
- 2) Services will commence within .....days/weeks/months from date of Purchase Order.
- 3) Services 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) A copy of our Trading Licence
  - (iii) A copy of our 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 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:

Compan \_\_\_\_\_

y:

Registered Address:

.....  
.....  
.....



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**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: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)**

<b>Item No.</b>	<b>Description of Services</b> (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Unit Price Kwacha</b>	<b>Total Price Kwacha</b>
1	Disposal of Papers	KGs	9230		
2	Disposal of Cartons	KGs	100		
<b>TOTAL</b>					

**NOTE: IT IS MANDATORY TO ATTEND THE PRE -BID MEETING ON FRIDAY 13<sup>th</sup> SEPTEMBER ,2024 AT 10:00HRS. THIS WILL FORM PART OF EVALUATION CRITERIA.**

**Authorised By:**

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

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