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Ministry of Water and Sanitation,
Private Bag 390,
Lilongwe 3,
Malawi

REQUEST FOR QUOTATIONS

Procurement Number: MoW/ACONS/2024/25-01

To:

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Date: 19th Sept, 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:

SUPPLY AND FIXING OF AIRCONDITIONS FOR MANOBEC BUILDING UNDER THE MINISTRY OF WATER AND SANITATION.

- 1) Quotation prices should be based on:
- 2) For goods supplied from within Malawi; EXW – insured and delivered to Ministry of Water and Sanitation **or** for goods supplied from outside of Malawi; CIP to Ministry of Water and Sanitation headquarters, City Centre Lilongwe.
- 3) The delivery period required is **2 weeks** 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 :**12 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: **2:00 PM, on 26rd Sept, 2024**

- 8) Quotations must be returned to: The Chief Procurement Officer, New Manobec Building Next ACB, Ministry Water and Sanitation, Private Bag 390, Lilongwe 3.
- 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**.
11. 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: **Thomson Wasambo**

Title/Position: **Chief Procurement Officer**

For and on behalf of the Purchaser

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: **Malawi Kwacha**
- 2) Delivery period offered: _____ 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:

A. ELIGIBILITY/LEGAL DOCUMENTS

- i. A valid copy of our Trading License,
- ii. A valid copy of our Annual Tax Clearance Certificate.
- iii. A valid copy of PPDA
- iv. A Valid MSME Certificate
- v. Manufacture's authorisation certificate letter should be on the letterhead of the manufacturer, dully signed, contact details.

B. PAST EXPERIENCE IN SUPPLY AND FIXING OF AIRCONS

- vi. Three (3) recent similar Government contracts performed for past three (3) financial years. Make sure that the LPO has at least FIXING OF AIRCONS or above (The LPO/Contract and its appropriate payment voucher should be on the letterhead of the client, dully signed, contact details, contract reference number, contract value, description of the scope of works.

C. FINANCIAL CAPABILITIES

- vii. The Bidders shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on goods.
- viii. Bank reference letter stating the actual amount of credit facility available and have to be dated between 19th Sept, 2024 and 26th Sept, 2024 and addressed to Ministry of Water and Sanitation.

D. SITE VISIT

Site visit is mandatory, On 23rd Sept. 2024, at New Manobec Building, at 14:00pm.

- 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: _____

Authorised for and on behalf of:

Company: _____

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.

SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

	Description of Goods	Unit of Measure	Qty	Delivered Unit Rate (K)	Delivered Total Price Kwacha
1	18,000 BTU Split Aircon with R410 and eco-friendly-(Ground Floor offices)	Each	12		
2	24,000 BTU Split Aircon with R410 and eco-friendly- (Ground Floor offices)	Each	6		
3	18,000 BTU Split Aircon with R410 and eco-friendly-(First Floor offices)	Each	11		
4	24,000 BTU Split Aircon with R410 and eco-friendly - (First Floor offices)	Each	6		
5	18,000 BTU Split Aircon with R410 and eco-friendly- (Second Floor offices)	Each	7		
6	24,000 BTU Split Aircon with R410 and eco-friendly - (Second Floor offices)	Each	1		

	SUB TOTAL	
	VAT 16.5% (If Any)	
	GRAND TOTAL	

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

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

Company: _____