



P.O. Box 779

Lilongwe

# NATIONAL ECONOMIC EMPOWERMENT FUND LTD

## REQUEST FOR QUOTATIONS (SERVICE)

**Procurement Number: NEEF/MOTORCYCLE TRAINING  
/2365/1878/2134/2135/2836/2024**

To:

Date: 20<sup>th</sup> June, 2024

The Procuring Entity named above invites you to submit your quotation for the service 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: SERVICE

**1) Description**

**Motorcycle Riders Training course**

- 2) Quotation prices should be based on: EXW
- 3) The delivery period required is **5 days** 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: **N/A**
- 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, **or email, no later than: 18:00 hrs on 27<sup>th</sup> June, 2024**
- 8) Quotations must be returned to:

**The Chairperson**

**Internal Procurement & Disposal Committee**

**National Economic Empowerment Fund (NEEF)**

**Mercantile Building ,Along Presidential Drive, Near Golden Peacock in City centre**

**P.O. Box 779**

**Lilongwe**

**MALAWI**

**Email: [procurement@neef.mw](mailto:procurement@neef.mw) or [rmdalla@neef.mw](mailto:rmdalla@neef.mw)**

- 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.

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: Rose Jiya-Mdalla

Title/Position: **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: ..... 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 Business Registration Certificate,**
  - iii. **A copy of valid PPDA Registration Certificate,**
  - iv. **A copy of valid MRA Tax Clearance**
  - v. **Withholding Tax Exemption Certificate (indicate if not available)**
  - vi. **A Valid copy of A1 licence**
  - vii. **Copies of three contracts of similar work within the past 5 years**
- 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: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

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

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.***

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

<b>Item No</b>	<b>Description of Goods (Attach detailed specification if necessary)</b>	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Delivered Unit Price Kwacha</b>	<b>Delivered Total Price Kwacha</b>
1	<b>Motorcycle riders training School for NEEF Officers in the Centre West Region</b> <ul style="list-style-type: none"> <li>• The prices shall include all road traffic charges plus Licences</li> <li>• The driving school should have an existing physical office in the central region</li> </ul>	Each	82		
	<b>Motorcycle riders training course for NEEF officers in the southern region .</b> <ul style="list-style-type: none"> <li>• The prices shall include all road traffic charges plus Licences</li> <li>• The driving school should have an existing physical office in the southern region</li> </ul>	Each	41		
	<b>Motorcycle riders training course for NEEF officers in the eastern region .</b> <ul style="list-style-type: none"> <li>• The prices shall include all road traffic charges plus Licences</li> <li>• The driving school should have an existing physical office in the eastern region</li> </ul>	Each	23		
	<b>Motorcycle riders training course for NEEF officers in the northern region .</b> <ul style="list-style-type: none"> <li>• The prices shall include all road traffic charges plus Licences</li> <li>The driving school should have an existing physical office in the northern region</li> </ul>	Each	26		
	<b>Sub total</b>				
	<b>V.A.T 16.5 %</b>				
					<b>Total</b>

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

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

**Authorised By:**

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

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

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

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

Authorised for and on behalf of:

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