

Telephone: +265 1 524 344

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Communications should be addressed to:



Zomba Mental Hospital

P.O. Box 38

Zomba

Malawi

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: ZMH/RFQ/UNIFORMS/24

Date: 31st July, 2024

To

.....

The Procuring Entity named above invites you to submit your quotation for 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. **20% of Margin of preference will be given to indigenous black Malawians. And Provide Coloured Identity Photo**

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of Goods:** Procurement of Nurses Uniforms and Protective wears
- 2) Quotation prices should be based on: **Malawi Kwacha**
For goods supplied from within Malawi: **DDP/ DAP (Delivery at Place) - Insured and delivered at Zomba Mental Hospital**
- 3) The Delivery period required is **15** 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:
- 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: **Monday, 05th August, 2024 on 2:00 Pm and deposited in the Tender Box in the Procurement and Disposal Unit, Zomba Mental Hospital.**
- 8) Quotations must be returned to: **The Chairman, Internal Procurement and Disposal Committee, Zomba Mental Hospital, P.O. Box 38, ZOMBA**

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:

Date: 31st July, 2024

Name **Ishmael Jangia** Title/Position: **Procurement and Disposal Officer. (0996314629)**

For and on behalf of the Purchaser

Zomba Central Hospital

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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/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Service 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 our Trading Licence,
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent three similar Government contracts performed for the past three years.
 - v. A copy of a Coloured Identity Photo
 - vi. A copy of PPDA Certificate
 - vii. A Copy of VAT certificate if applicable
 - viii. A copy of Company registration certificate
- 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.

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

Item No	Description of Goods	Unit of measur e	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Matrons Uniform Sky Blue Shirt and Trousers	Each	6		
2	General Nurse white shirt and Navy Blue trousers	Each	66		
3	General Nurse white browse and nevy blue skirt	Each	128		
4	Support staff – Khaki shirt (short sleeve) and Khaki Trouser	Each	140		
5	Support staff – Dark Green Dress	Each	140		
6	White dust coat	Each	40		
7	Epaulettes – Marron and White	Each	80		
8	Epaulettes- Green and White	Each	120		
9	Nurses cap (Laminated)	Each	80		
10	Nurses badge (Diploma)	Each	45		
11	Nurses badge (Registered nurse)	Each	70		
12	Flat ladies leather shoe covered	Each	98		
13	Men leather shoe	Each	50		
14	Cloth English khaki. Color Maroon 5 rolls, Blue 5 Rolls and Green 5 rolls	Rolls	15		
15	Elastic Band (Big)	Rolls	10		
	Total Amount				
	VAT 16.5%				
	Grand Total				

Zomba Central Hospital

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Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____