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Email:



Zomba Central Hospital,  
P.O Box 21, Zomba.  
MALAWI

## REQUEST FOR QUOTATIONS (FOR GOODS)

**Procurement Number: ZCH/RFQ/RADIO/12/2024      Date: 4<sup>th</sup> December, 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 **Radio Message** for Security Guards.
- 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 Central Hospital**
- 3) The Delivery period required is **3 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: **10:00am Local time on 10<sup>th</sup> December, 2024 deposited in the tender box.**
- 8) Quotations must be returned to:  
**The Chairperson, Internal Procurement and Disposal of Assets Committee [IPDC], Zomba Central Hospital, P.O Box 21, 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: 4<sup>th</sup> December, 2024

Name **Luke Chikwiri**      Title/Position: **Procurement and Disposal Officer. (0888860689)**

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/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***

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*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)

Item No	Description of Goods	Unit of measure	Quantity	Delivered Unit Price Kwacha	De livered Total Price Kwacha
1	Radio message : walk talk <ul style="list-style-type: none"><li>➤ Frequency range UHF</li><li>➤ 16 Channels</li><li>➤ Long communication 3 to 5 miles</li><li>➤ Power output 05 watts</li><li>➤ Battery life: long stand by time of up to 18 hrs.</li></ul> <p><b>Other Features</b></p> <ul style="list-style-type: none"><li>➤ Call alert</li></ul>	Each	15		
<b>Total Amount</b>					
<b>VAT 16.5%</b>					
<b>Grand Total</b>					

**Authorised By:**

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

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

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

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

Authorised for and on behalf of:

(DD/MM/YY)

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