

Telephone: +265 1 524 344

Email: zombamental@gmail.com

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: 1st 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 Uniforms and Protective wear
- 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 **30days**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: **Friday, 05th July, 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: 1st July, 2024

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

For and on behalf of the Purchaser

Zomba Central Hospital

Procurement Number: ZMH/RFQ/UNIFORMS/24

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.

Zomba Central Hospital

Procurement Number: ZMH/RFQ/UNIFORMS/24

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
SUPPORT STAFF (ADMINISTRATIVE)	Messenger, drivers, guard sky blue (M) shirt and navy blue trouser Size 32	Each	5		
	Messenger, drivers, guard sky blue (M) shirt and navy blue trouser Size 33	Each	2		
	Messenger, Drivers, Guards sky blue shirt (L) and navy blue trouser size 34	Each	6		
	Messenger, Drivers, Guards sky blue shirt (L) and navy blue trouser size 36	Each	3		
	Messenger, Drivers, Guards sky blue shirt (M) and navy blue trouser size 30	Each	1		
	Messenger, Drivers, Guards sky blue shirt (L) and navy blue trouser size 39	Each	1		
	Messenger, Drivers, Guards sky blue shirt (L) and navy blue trouser size 37	Each	1		
	Messenger, drivers, guards a sky blue shirt (S)	Each	2		
	Messenger, drivers, guard sky blue shirt (L) and navy blue trouser Size 32 (for a female Messenger)	Each	1		
	Messenger, drivers Office Shoe size 40 (One for a Female Officer)	Pair	2		
	Messenger, drivers Office Shoe size 42	Pair	10		
	Messenger, drivers Office Shoe size 43/8	Pair	3		
	Security, Jersey- L	Each	2		
	Security, Jersey- M	Each	3		
	Driver Office Shoe size 9	Pair	1		
	Driver Office Shoe size 6	Pair	1		
Tailoring Grey dust Coat-Medium	Each	2			

Zomba Central Hospital

Procurement Number: ZMH/RFQ/UNIFORMS/24

	Kitchen, Laundry White dust coat-Medium	Each	4		
	Maintenance, Security Safety Boot size 7	Pair	6		
	Maintenance, Security Safety Boot size 8	Pair	3		
	Maintenance, Security Safety Boot size 10	Pair	4		
	Gum boots white size 5	Pair	4		
	Gum boots size 6	Pair	2		
	Gum boots size 7	Pair	8		
	Gum boots	pairs	17		
	Goggles	Each	15		
	Aprons-Medium	Each	15		
	Chef Jacket-Medium	Each	9		
	Chef Skit- Medium	Each	3		
	Heavy Duty gloves	Pair	10		
	Electrical Gloves	Pair	1		
	Towel	Each	14		
	White Chef Trouser size 33	Each	5		
	White Chef trouser size 32	Each	1		
	Helmet-White	Each	11		
	Work suit Royal Blue- M	Each	14		
	Work Suit Royal Blue- XL	Each	2		
	Work Suit Royal Blue- L	Each	4		
	Work Suit- Grey- S	Each	2		
	Work Suit- Grey- M	Each	12		
	Work Suit- Large	Each	4		
	Rain Coat- size 40	Each	16		
	Switchboard Sky Blue Shirt XXL	Each	1		
	Switchboard Sky Blue shirt XL and navy blue trouser size 34	Each	4		
	Switchboard sky blue shirt M and Navy blue trouser size 35	Each	1		

Zomba Central Hospital

Procurement Number: ZMH/RFQ/UNIFORMS/24

	Switchboard sky blue shirt L and navy blue trouser size 34	Each	1		
	Total Amount				
	VAT 16.5%				
	Grand Total				

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of: _____ (DD/MM/YY)

Company: _____