



Central Medical Stores Trust

Private Bag 55, Mzimba Street, Lilongwe, Malawi

Request for Quotation for Supply and delivery of 2025 Calendars and Dairies for CMST Procurement No: CMST/G/024/001370

2nd October, 2024

Dear Prospective Bidders

The Procuring Entity named above invites **Small and Medium Enterprises** 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 goods only. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders except where modified by this RFQ.

SECTION A: Special Condition of the QUOTATION AND REQUIREMENTS:

- 1) **Description: Supply and Delivery of 2025 Calendars and Dairies.**
- 2) Request for Quotation should be based on:
For goods delivered from within Malawi; DDP- insured and delivered to Central Medical Stores Trust, Mzimba Street, Private Bag 55, Lilongwe, Malawi.
- 3) The delivery period required: is within **21 days (Strictly)** from date of order.
- 4) Quotations must be valid for 90 days from the date for receipt given below.
- 5) The warranty/guarantee offered shall be **one year**.
- 6) RFQ 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) RFQ must be received, in sealed envelopes, not later than 14:00hours on **8th October, 2024**.
- 8) RFQ must be returned to: The Chairperson, Internal Procurement and Disposal Committee, Tender Box – Ground Floor, Central Medical Stores Trust, Private Bag 55, Mzimba Street, Lilongwe, Malawi.
- 9) The attached Schedule of Requirements at Section C details the goods to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.
- 10) The Bidder shall submit with its bid the following additional documents;
 - Copy of Company registration certificate;
 - Copy of annual Tax Clearance Certificate and MRA Registration certificate in the last financial year;
 - PPDA registration Certificate
 - Ministry of Trade Certificate (Small and Medium Enterprise Registration)
- 11) Quotations will be evaluated based on:
 - Responsiveness to specifications
 - delivery period,
 - past experience, and
 - Price
 - Samples for calendar and dairies



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- 12) In addition to the evaluation factors, a preference of 20 per cent shall be given to participating indigenous black Malawians. Bidders to be considered for this Margin of Preference shall be required to prove their business ownership by attaching to their bids colored copies of their Malawi National Identity Cards. The margin of preferences will be applied in accordance with Order 2020 and subsequent Circular dated 2019 (application of section 44) of PPDA Act 2017
- 13) CMST has the right to inspect the item before award of contract.

Signed.....
Name: **Chikaiko Chadzunda, PhD.**

Title/Position: **Chief Executive Officer**
For and on behalf of the Purchaser



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Your RFQ is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this BoQ.

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 Schedule of Requirements 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) Copies of two similar contracts (calendars and dairies),
 - (v) A copy of MSME certificate
 - (vi) A copy of PPDA registration

- 6) We confirm that our RFQ is based on the terms and conditions stated in your RFQ 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:
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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 RFQ is not authorised in Section B and Section C, the RFQ may be rejected.



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

ITEM	PRODUCT DESCRIPTION	UNIT OF ISSUE	QTY	UNIT PRICE	AMOUNT
1	SUPPLY AND DELIVERY OF A5 DAIRIES PU LEATHER, EXECUTIVE FINISH WITH CMST LOGO AND MOTTO EMBOSSED / DEBOSSSED ON THE COVER. ONE INSERT CMST INFORMATION IN FULL COLOUR ON GLOSS 115 GSM PAPER (PROVIDE SAMPLE)	EACH	350		
2	SUPPLY AND DELIVERY OF A4 OR B4 DAIRIES PU LEATHER, EXECUTIVE FINISH WITH CMST LOGO AND MOTTO EMBOSSED / DEBOSSSED ON THE COVER. ONE INSERT CMST INFORMATION IN FULL COLOUR ON GLOSS 115 GSM PAPER (PROVIDE SAMPLE)	EACH	150		
3	SUPPLY AND DELIVERY OF A2 CALENDARS IN FULL COLOUR 6 PAGES OF TWO MONTHS TO VIEW, PRINTED ON 200GSM GLOSS PAPER, 300GSM FOR FRONT COVER. WIRE/ SPIRAL BOUND. (PROVIDE SAMPLE)	EACH	350		
4	SUPPLY AND DELIVERY OF A2 CALENDARS IN FULL COLOUR 4 PAGES OF 3 MONTHS TO VIEW, PRINTED ON 200GSM GLOSS PAPER, 300GSM FOR FRONT COVER. WIRE/ SPIRAL BOUND. (PROVIDE SAMPLE)	EACH	150		
	SUBTOTAL				
	VAT 16.5%				
	TOTAL				

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company _____

Address:

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