

Telephone: +265 1 789 377/071  
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All correspondences should be addressed to  
The Secretary for Transport and Public Works

In reply please quote No. ....

Secretary for Transport and Public Works  
Private Bag 322  
Capital City  
LILONGWE 3  
Malawi

**Procurement Number: MTPW/IPDC/2024-2025/26**

**Date: 12<sup>th</sup> August, 2024.**

To: .....  
.....  
.....

The Procuring Entity named above invites you 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 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 were modified by this Request for Quotations.

**SECTION A: QUOTATION REQUIREMENTS:**

- 1) **Description of Service and Location; 1 Year Annual Motor Vehicle Insurance for 6 Motor Vehicles for Railways Department.**
- 2) Services are to commence by: days from the date of order.
- 3) Services are for 1 year from the date of order.
- 4) Quotations must be valid for **30 days** from the date for receipt given below.  
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.
- 5) Quotations must be received, in sealed envelopes, not later than: **02:00 on 16<sup>th</sup>/08/2024**
- 6) Quotations must be returned to:  
**IPDC Chairman, Ministry of Transport and Public Works Headquarters Room 41,  
Private  
Bag 322, Lilongwe.**
- 7) 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.
- 8) 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.

9) **Warranty Period: N/A**

Signed: .....  Name: **Litess Mulilima**  
Title/Position: **Principal Procurement Officer (PPO)**

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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) Delivery period offered: 2 weeks/months from date of Purchase Order.
- 3) The validity period of this Quotation is: 7 days from the date for receipt of Quotations.
- 4) Warranty period (where applicable):.....N/A..... 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 Government contracts performed,
  - v. PPDA Certificates.
- 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.
- 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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Item No	Year of Make	Type of Vehicle	Initial cost value MWK	Reg. No.	Current Cost Value	Type of Insurance cover	Qty	Delivered unit Price kwacha	Delivered total price kwacha
1	2015	Toyota Hilux Twin Cab	29,601,097.01	MG 755 AH		Comprehensive			
2	2012	Toyota Hilux Twin Cab	20,668,600.01	MG 655 AF		Comprehensive			
3	2018	Toyota Hilux Twin Cab	40,182,326.00	MG 105 AL		Comprehensive			
4	2018	Toyota Hilux Twin Cab	40,182,326.00	MG 106 AL		Comprehensive			
5	2018	Toyota Hilux Twin Cab	52,767,868.00	MG 970 AK		Comprehensive			
6	2018	Volks Wagen Passat Saloon	54,805,765.40	MG 609 AK		Comprehensive			
<b>Subtotal</b>									
<b>VAT 16.5 %</b>									
<b>PPDA Levy 1%</b>									
<b>Grand Total</b>									

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

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: \_\_\_\_\_