



REQUEST FOR QUOTATIONS (FOR GOODS)

MINISTRY OF HEALTH

Public Health Institute of Malawi

Procurement Number: PHIM/CDC/COAG/IPDC/2024/MVR

To:

.....

.....

Date: 12th September 2024.....

The Ministry of Health through Public Health Institute of Malawi (PHIM) under the project titled, "Building and Strengthening Public Health Systems for HIV and Public Health Surveillance, Response, and Control in Malawi. (PEPFAR Project), budgeted funds to procure a vehicle. PHIM now invites you to submit your quotation for the supply and delivery of 4x4 Double Cabin Vehicle as detailed below: 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.

SECTION A: QUOTATION REQUIREMENTS:

1) Description of Supply and Delivery

{Supply and delivery of 4X4 Double Cabin}

2) Quotation prices should be based on:

for goods supplied from within Malawi; **EXW** – insured and delivered at **Lilongwe PVHES**
or for goods supplied from outside of Malawi; **CIP to PVHES Lilongwe**

3) The delivery period required is 6 to 14 weeks 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 (1) Year.

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: 19th September 2024

8) Quotations must be returned to:

The IPDC Chairperson
Ministry of Health
Public Health Institute of Malawi(PHIM)
P/Bag 65.
Area 3, Mtunthama Drive
Lilongwe,
Malawi.

Attention: The Procurement Officer, PHIM/CDC COAG



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9) 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.

10) Payment **Shall Be Made 45 days** after Delivery.

11) [*List any other requirements e.g. the provision of samples*]

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: **M. Midima**

Name: **Modester Midima**

Title/Position: **Procurement Officer**

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) 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 Request for Quotations completed and signed;
 - ii. A copy of our Trading Licence,
 - iii. A copy of our Valid Annual Tax Clearance Certificate,
 - iv. Valid PPDA Certificate,
 - v. Withholding Tax Exemption Certificate,
 - vi. Power of Attorney,
 - vii. Beneficial Ownership Disclosure Form (Attached),
 - viii. A list of recent Government contracts performed,
 - ix. *[Insert any other documentation required by the Procuring Entity]*.
- 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.

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

| Item No | Description of Goods (Attach detailed specification if necessary) | Unit of Measure | Quantity | Delivered Unit Price Kwacha | Delivered Total Price Kwacha |
|----------------|---|------------------------|-----------------|------------------------------------|-------------------------------------|
| 1 | 4x4 Double Cabin Motor vehicle as per attached Technical specification | Each | 1 | | |
| | | | | | |
| | | | | Sub total | |
| | | | | 16.5% Vat | |
| | | | | Grand Total | |

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: _____

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Technical Specifications and Compliance Sheet

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*The Bidder is to complete **column d** with the technical specification of the item(s) offered and to state whether the offered items “comply” or do “not comply” giving details of the areas of non-compliance.*

| Item No. | Technical Specification of items required including applicable standards | Mandatory | Compliance of specification offered |
|-----------------|---|------------------|--|
| | | | |
| <i>a</i> | <i>B</i> | <i>c</i> | <i>d</i> |
| 1 | 4 x 4 Double Cab pick up to be supplied shall be new, of recent design and free from manufacturing and / or material defects at the time of delivery. | M | |
| 2 | The cabin shall be dust and water proof, having adequate sound proofing, air conditioner and a radio with front loader CD. The cab shall be fitted with at least two external view mirrors and an interior rear view mirror. The vehicle shall have four doors and electric power windows. The rear cab shall be fitted with a fiber glass canopy having good ventilation windows. | M | |
| 3 | The vehicle shall comprise a rigid non-integral steel chassis suitable for continual use on unpaved off- road | M | |
| 4 | All surfaces and upholstery shall be finished to a grade that is comfortable to the user; clean, polished or painted. | M | |

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| | | | |
|-----------------|--|------------------|--|
| 5 | The vehicle shall be suitably treated and processed for storage, delivery and usage under tropical conditions characterized by high temperature and high humidity. | M | |
| Item No. | Technical Specification of items required including applicable standards | Mandatory | Compliance of specification offered |
| 6 | ENGINE | M | |
| | <ul style="list-style-type: none"> •4 stroke cycle diesel engine incorporating 4 in-line cylinders, common rail or direct injection, turbo charger and intercooler. •Maximum power output between 75 hp (58 kW) -290 hp (215 kW) at 3600 rpm. • Maximum torque between 260 Nm - 470 Nm at 1600 - 3000 rpm • Capacity (displacement) shall be between 1900 - 2500 cc. • Shall be designed to operate efficiently without undue knocking sound on the grade of fuel available in Malawi. | M | |
| 7 | <p>FUEL SYSTEM</p> <p>Fuel filling point (s) must be accessible from outside cab.</p> <p>Fuel tank capacity must not be less than 70 litres.</p> <p>The fuel tank must have adequate damage protection from stones and other objects during operation</p> | M | |

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| | | | |
|-----------------|--|------------------|--|
| 8 | <p>COOLING SYSTEM</p> <p>Shall be water cooling system of adequate capacity to deal with full load operation in tropical conditions. It shall have a pressurized corrugated fin type radiator forced fed by a centrifugal water pump with wax pellet type thermostat and a bypass.</p> | M | |
| Item No. | Technical Specification of items required including applicable standards | Mandatory | Compliance of specification offered |
| 9 | <p>LUBRICATION SYSTEM</p> <p>Oil shall be forced fed by a gear pump. It shall also comprise a replaceable oil filter with a bypass.</p> | M | |
| 10 | <p>BRAKES</p> <p>Front service brake shall be ventilated disc type while rear service brake shall be drum type.</p> <p>Parking brakes shall be spring actuated, on rear axle, manually operated by hand lever and must be capable of holding the vehicle stationary on all gradients when facing either up or down.</p> | M | |
| 11 | <p>STEERING SYSTEM</p> <p>The vehicle shall be fitted with right hand adjustable steering, typical vehicles driven on left hand side of the road.</p> <p>It shall be power steering.</p> | M | |

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| | | | |
|-----------------|---|------------------|--|
| 12 | <p>SUSPENSION AND AXLES</p> <p>Front:</p> <p>Coil spring or independent double wishbone torsion bar with telescopic shock absorbers.</p> <p>Rear:</p> <p>One rigid axle with semi- elliptic leaf springs and telescopic shock absorbers.</p> | M | |
| 13 | <p>TRANSMISSION</p> <p>Manual gearbox with not less than 5 forward speed synchromesh gears plus reverse gear.</p> <p>Floor mounted gear lever.</p> <p>Shall incorporate a differential lock and a Limited Slip Differential (LSD). Part-time Four-Wheel Drive</p> | M | |
| Item No. | Technical Specification of items required including applicable standards | Mandatory | Compliance of specification offered |

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|----|---|---|--|
| 14 | <p>ELECTRICAL SYSTEM</p> <ul style="list-style-type: none">• A 12v alternator based electric system with negative earth shall be provided.• Heavy duty battery• Electrically operated horn shall be fitted• Two flash turn indicators shall be fitted.• Two parking lights• Two reverse lights• Two adjustable head lights (high & low beams)• Cab interior lights• Instrument panel light | M | |
| 15 | <p>INSTRUMENTS</p> <ul style="list-style-type: none">• Instruments shall be labelled in English and all graduations calibrated in S1 – metric derived units whereby speed shall be in kilometres per hour and distance travelled in kilometres.• Equivalent imperial units may be used in parentheses. A list of all instruments warning lights and warning buzzers provided shall be given in the tender with an explanation of function thereof, of which the following constitute minimum requirement. | M | |

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| Item No. | Technical Specification of items required including applicable standards | Mandatory | Compliance of specification offered |
|----------|---|-----------|-------------------------------------|
| | <ul style="list-style-type: none"> • Speedometer with odometer, fuel gauge, water temperature gauge, Ammeter, oil pressure gauge, vehicle turn indicator and beam pilot indicators. | | |
| 16 | <p>SAFETY</p> <ul style="list-style-type: none"> • Warning lights or buzzers shall be fitted to indicate low hydraulic fluid level in the brake system. • 3- point inertia reel seat belts for passengers and driver • Dual airbag system | | |
| 20 | Towing hook shall be fitted both in front and rear | M | |
| 17 | <p>SECURITY</p> <ul style="list-style-type: none"> • Engine sump guard • Anti-theft alarm system • Lockable spare tyre carrier • Remote controlled central locking system • Transfer box protector | M | |
| 18 | <p>COLOUR</p> <p>The vehicle shall be white in colour. However, other colours may be acceptable in which case the bidder shall indicate the offered colour.</p> | | |

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| Item No. | Technical Specification of items required including applicable standards | Mandatory | Compliance of specification offered |
|----------|--|---|-------------------------------------|
| 19 | WHEELS | M | |
| | <ul style="list-style-type: none"> • Tyres shall be of heavy-duty construction suitable for harsh conditions including high temperature service, with two tyres in front and two tyres at rear plus a spare wheel. • Rim size and type shall be 16" x 7" steel or alloy type. • Tyres shall be 245/70 R 16C • Alternative tyres of superior grade may be quoted by the bidder | | |
| 20 | <p>DIMENSIONS AND WEIGHT</p> <p>Vehicles to supplied shall have the following measurements and weights: -</p> <p>Wheel base: 2900-3100 mm</p> <p>Overall length: 2000-5500 mm</p> <p>Overall width: 1500-3000 mm</p> <p>Overall, Height: less than 2000 mm</p> <p>Load box length: 1300-1600 mm</p> <p>Load box width: 1400-1600 mm</p> <p>Load box depth: 400-550 mm</p> <p>Ground clearance not less than 200mm</p> | <p>M</p> <p>M</p> <p>M</p> <p></p> <p></p> <p></p> <p>M</p> | |

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| Item No. | Technical Specification of items required including applicable standards | Mandatory | Compliance of specification offered |
|-----------|---|-----------|-------------------------------------|
| | Net weight: 800-1500 kg | M | |
| | Gross vehicle weight: 2500-3500 kg | | |
| | Seating capacity: 5 people including driver. | M | |
| 21 | <p>TOOLS</p> <p>A tool box shall be provided</p> <p>GENERAL PERFORMANCE</p> <p>TECHNICAL LITERATURE / MANUALS (Brochure)</p> <ul style="list-style-type: none"> • Maintenance manual • Operational manual • Workshop manual • Spare parts catalogue which shall be directly applicable to the type of vehicle supplied. <p>Two ignition keys, two door keys if different from ignition) and two keys of and other different lock shall be supplied with each specified item.</p> | M | |
| 22 | <p>WARRANTY</p> <p>The bidder must be able to carry out repairs for the first 100,000 km or 12 months.</p> | M | |

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| Item No. | Technical Specification of items required including applicable standards | Mandatory | Compliance of specification offered |
|-----------------|---|------------------|--|
| 23 | <p style="text-align: center;">GARAGE</p> <p>The bidder shall have a well-established Garage in all regions in Malawi</p> | M | |
| 24 | <p style="text-align: center;">ROAD TRAFFIC ACT</p> <p>The vehicle shall conform to the current Malawi Road Traffic Regulations, shall be fitted with front and rear reflecting number plates and shall, at time of delivery, have a current certificate of fitness issued by Road Traffic and Safety Services Directorate</p> | M | |

The detailed technical evaluation will examine the technical specification of the items offered in column d and determine or verify whether this meets the minimum specification required in column b. Bidders must complete column d or the bid will be rejected. Column c indicates whether the item is a “Mandatory” requirement by use of the letter “M”. Any item without an “M” in column c is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation. Note that Bidders are required to include technical literature to support the details provided in column d.

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Beneficial Ownership Disclosure Form

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture.

The beneficial ownership information to be submitted in this Form shall be current as at the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions-

- 1. Directly or indirectly holding 5% or more of the shares*
- 2. Directly or indirectly holding 5% or more of the voting rights*
- 3. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. Has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.*

Date: **[insert date]**

Procurement Reference No.: **[insert procurement reference number]**

Page **[insert page number]** of **[insert total number of pages]** pages.

To: **[insert complete name of Procuring and Disposing Entity]**

In response to the invitation for bid **dated [insert date of invitation for bid]** we hereby submit beneficial ownership information: **[select one option as applicable and delete the options that are not applicable]**

- (i) We hereby provide the following beneficial ownership information.

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Details of beneficial ownership

| Identity Beneficial Owner | Directly or indirectly holding 5% or more of the shares (Yes/ No) | Directly or indirectly holding 5% or more of the Voting Rights (Yes/No) | Directly or indirectly having the right to appoint a majority of Board of Directors or an equivalent governing body of the Bidder (Yes/No) |
|---|--|--|---|
| [Include full name (Last, middle, first), nationality, country of residence, telephone number(s), email address, postal and physical addresses] | | | |

OR

- (ii) We declare that there is no Beneficial Owner who has not been disclosed meeting one or more of the following conditions-
1. Directly or indirectly holding 5% or more of the shares
 2. Directly or indirectly holding 5% or more of the voting rights
 3. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
 4. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
 5. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
 6. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

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OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

7. Directly or indirectly holding 5% or more of the shares
8. Directly or indirectly holding 5% or more of the voting rights
9. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
10. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
11. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
12. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder:
[insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid [Insert **complete title of the person signing the Bid**

Signature of the person named above-----

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a Joint venture, each reference to "Bidder" in the Beneficial Owner Disclosure Form (including this Introduction thereto) shall be read to refer to the Joint venture member.

² Person signing the Bid shall have the Power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.