



P.O. Box 779

Lilongwe

# NATIONAL ECONOMIC EMPOWERMENT FUND LTD

## REQUEST FOR QUOTATIONS (SERVICE)

**Procurement Number: NEEF/MCRS/02331/02/2024**

To:

Date: 16<sup>TH</sup> February, 2024

The Procuring Entity named above invites you to submit your quotation for the service 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.

### SECTION A: QUOTATION REQUIREMENTS: SERVICE

1) **Description**

*Repair and Maintenance of Motorcycles for the Eastern Region*

- 2) Quotation prices should be based on: EXW
- 3) The delivery period required is **5 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 months**
- 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, **or email [rmdalla@neef.mw](mailto:rmdalla@neef.mw), no later than: 16:00 hrs on 23rd February, 2024**
- 8) Quotations must be returned to:

**The Chairperson**

**Internal Procurement & Disposal Committee**

**National Economic Empowerment Fund (NEEF)**

**Area 6/28**

**P.O. Box 779**

**Lilongwe**

**MALAWI**

**Email; [procurement@neef.mw](mailto:procurement@neef.mw) or [rmdalla@neef.mw](mailto:rmdalla@neef.mw)**

- 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.

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: .....

Name: Rose Jiya-Mdalla

Title/Position: **Procurement Officer**

For and on behalf of the Purchaser

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 Business Registration Certificate,**
  - iii. **A copy of valid PPDA Registration Certificate,**
  - iv. **A copy of valid MRA Tax Clearance**
  - v. **Documentary evidence of successful execution of at least three contracts of motorcycle maintenance / repairs and service within the past three (3) years i.e attaching copies of contracts , job cards/ delivery notes and three verifiable referees and their contact phone numbers and emails**
  - vi. **Evidence of availability of a working garage with well trained personnel and maintenance equipment in the region**
- 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.*

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 a
1	Repair, Maintenance and general service for Motorcycles in the Eastern region as follows  <b>LL11632 -YAMAHA– for Liwonde</b> <ul style="list-style-type: none"> <li>• Set of mirror glass</li> <li>• Engine oil</li> <li>• Grease</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Bolt short (10)</li> <li>• Steering bearing</li> <li>• Spark plugs</li> <li>• Labour</li> </ul>	Each			
2	<b>LL 12232 -HONDA-Ntcheu</b> <ul style="list-style-type: none"> <li>• Set of mirror glass</li> <li>• Engine oil</li> <li>• Grease</li> <li>• Cabulator service</li> <li>• Air filter service</li> <li>• Bolt short (10)</li> <li>• Steering bearing</li> <li>• Chain adjustment</li> <li>• Labour</li> </ul>				
3	<b>LL12017 – YAMAHA- for Liwonde</b> <ul style="list-style-type: none"> <li>• Engine oil</li> <li>• Front shock seals</li> <li>• Set of mirror glass</li> <li>• Brake lever-front</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Spark plugs</li> <li>• Adjust chain</li> <li>• Brake pads</li> <li>• Labour</li> </ul>				
4	<b>LL 10766-YAMAHA- for Ntaja</b> <ul style="list-style-type: none"> <li>• Engine oil</li> <li>• Front shock seals</li> <li>• Set of mirror glass</li> <li>• Brake lever-front</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Spark plugs</li> <li>• Adjust chain</li> <li>• Brake pads</li> <li>• Labour</li> </ul>				
5	<b>LL 12446-Honda-for Liwonde</b> <ul style="list-style-type: none"> <li>• Engine oil</li> </ul>				

	<ul style="list-style-type: none"> <li>• Front shock seals</li> <li>• Set of mirror glass</li> <li>• Brake lever-front</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Spark plugs</li> <li>• Adjust chain</li> <li>• Brake pads</li> <li>• Labour</li> </ul>				
6	<b>LL 10989-YAMAHA-for Balaka</b> <ul style="list-style-type: none"> <li>• Drive chain</li> <li>• Rear Sprocket</li> <li>• Front Sprocket</li> <li>• Rear brake pads</li> <li>• Engine oil</li> <li>• Front tube</li> <li>• Front tyre</li> <li>• Labour</li> </ul>				
7	<b>LL 10988 -YAMAHA-for Ntcheu</b> <ul style="list-style-type: none"> <li>• Rear Sprocket</li> <li>• Drive Chain</li> <li>• Brake lever</li> <li>• Front Sprockets</li> <li>• Battery</li> <li>• Engine oil</li> <li>• Cabulator service</li> <li>• Air Filter</li> <li>• Rear Sprocket</li> <li>• Front Sprocket</li> <li>• Grease</li> <li>• Rear indicator</li> <li>• Spark plug</li> <li>• Speedle meter cable</li> <li>• Labour</li> </ul>				
8	<b>LL 12442-Honda-for Balaka</b> <ul style="list-style-type: none"> <li>• Rear rim alignment</li> <li>• Front rim alignment</li> <li>• Engine oil</li> <li>• Spark plug</li> <li>• Mirror glass</li> <li>• Cabulator service</li> <li>• Air filter service</li> <li>• Rear brake</li> <li>• Brake pads</li> <li>• Labour</li> </ul>				
9	<b>LL123777 – Honda for Zomba</b> <ul style="list-style-type: none"> <li>• Rear brake pads</li> <li>• Rear tube</li> <li>• Rear tyre</li> <li>• Set of mirror glasses</li> <li>• Drive chain</li> <li>• Rear Sprocket</li> <li>• Front Sprocket</li> </ul>				

	<ul style="list-style-type: none"> <li>• Engine oil</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Labour</li> </ul>				
10	<b>LL12444-Honda for Mangoch</b> <ul style="list-style-type: none"> <li>• Set of Mirror glasses</li> <li>• Engine oil</li> <li>• Cabulator service</li> <li>• Spark plugs</li> <li>• Chain adjustment</li> <li>• Brake pads</li> <li>• Air Filter</li> <li>• Labour</li> </ul>				
11	<b>LL 10987-Yamaha – for Mangochi</b> <ul style="list-style-type: none"> <li>• Rear tube</li> <li>• Rear brake pads</li> <li>• Brake liver</li> <li>• Adjust clutch</li> <li>• Drive chain</li> <li>• Rear sprocket</li> <li>• Front sprocket</li> <li>• Brake lever front</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Front shock seals</li> <li>• Labour</li> </ul>				
12	<b>LL 12236-Yamaha-for Ntaja</b> <ul style="list-style-type: none"> <li>• Set of mirror glass</li> <li>• Engine oil</li> <li>• Air filter</li> <li>• Cabulator service</li> <li>• Brake lever -front</li> <li>• Rear brake pads</li> <li>• Spark plugs</li> <li>• Labour</li> </ul>				
13	<b>BZ 6827-Senke-for Ntaja</b> <ul style="list-style-type: none"> <li>• Engine oil</li> <li>• Spark plug</li> <li>• Set of mirrors</li> <li>• Tail lump</li> <li>• Head lump bulb</li> <li>• Brake liver</li> <li>• Battery</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Piston Kit</li> <li>• Labour</li> </ul>				
14	<b>LL 12233-Honda-for Ntcheu</b> <ul style="list-style-type: none"> <li>• Set of mirrors</li> <li>• Engine oil</li> </ul>				

	<ul style="list-style-type: none"> <li>• Cabulator service</li> <li>• Air filter Service</li> <li>• Rear tube</li> <li>• Rear tyre</li> <li>• Tail bulb</li> <li>• Chain adjustment</li> <li>• Steering bearing</li> <li>• Rear brake pads</li> <li>• Labour</li> </ul>				
15	<b>LL 11685 -Yamaha-for Ntcheu</b> <ul style="list-style-type: none"> <li>• Engine oil</li> <li>• Drive chain</li> <li>• Rear sprockets</li> <li>• Clutch lever</li> <li>• Front sprocket</li> <li>• Rear rim alignemnt</li> <li>• Front rim alignment</li> <li>• Spark plugs</li> <li>• Air filter</li> <li>• Labour</li> </ul>				
16	<b>LL 12443 -Honda-for Ntaja</b> <ul style="list-style-type: none"> <li>• Set of mirror glass</li> <li>• Rear brake pads</li> <li>• Grease</li> <li>• Engine oil</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Mirror glass holder</li> <li>• Rear tube 110-90/17</li> <li>• Rear tyre</li> <li>• Spark plugs</li> <li>• Labour</li> </ul>				
17	<b>LL 12230-Honda-Mangochi-</b> <ul style="list-style-type: none"> <li>• Set of Mirror glass</li> <li>• Engine oil</li> <li>• Brake lever -front</li> <li>• Rear brake pads</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Steering bearing</li> <li>• Spark plugs</li> <li>• Labour</li> </ul>				
18	<b>LL12812-Honda -for Mangochi</b> <ul style="list-style-type: none"> <li>• Engine oil</li> <li>• Mirror glass</li> <li>• Grease</li> <li>• Cabulator service</li> <li>• Air fitter</li> <li>• Spark plugs</li> <li>• Brake pads</li> <li>• Labour</li> </ul>				
19	<b>LL 11631-Yamaha -for Mangochi</b> <ul style="list-style-type: none"> <li>• Drive chain</li> <li>• Rear sprocket</li> <li>• Front sprocket</li> <li>• Clutch lever</li> <li>• Engine oil</li> </ul>				

	<ul style="list-style-type: none"> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Spark plugs</li> <li>• Brake pads</li> </ul>				
20	<b>LL 12248-Honda-for Mangochi</b> <ul style="list-style-type: none"> <li>• Rear brake pads</li> <li>• Rear tube 110/90-17</li> <li>• Rear tyre</li> <li>• Engine oil</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Chain adjustment</li> <li>• Spark plugs</li> <li>• Labour</li> </ul>				
21	<b>LL 12247-Honda-for Mangochi</b> <ul style="list-style-type: none"> <li>• Engine oil</li> <li>• Set of mirror glasses</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Spark plugs</li> <li>• Labour</li> </ul>				
22	<b>LL 12224-Honda-for Zomba</b> <ul style="list-style-type: none"> <li>• Set of mirror glasses</li> <li>• Rear brake pads</li> <li>• Engine oil</li> <li>• Grease</li> <li>• Tappets adjustment</li> <li>• Cabulator service</li> <li>• Spark plugs</li> <li>• Chain adjustment</li> <li>• Labour</li> </ul>				
23	<b>BZ 11943-Yamaha- for Zomba</b> <ul style="list-style-type: none"> <li>• Clutch lever</li> <li>• Brake lever</li> <li>• Set of mirror glass</li> <li>• Mirror holder</li> <li>• Drive chain</li> <li>• Rear sprocket</li> <li>• Front sprocket</li> <li>• Engine oil</li> <li>• Rear brake pads</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Spark plugs</li> </ul>				
24	<b>LL12813-Honda- for Zomba</b> <ul style="list-style-type: none"> <li>• Set of mirror glass</li> <li>• Engine oil</li> <li>• Brake adjustment</li> <li>• Check auto system</li> <li>• Chain adjustment</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Spark plugs</li> <li>• Labour</li> <li>•</li> </ul>				
25	<b>LL 11686-Yamaha- for Zomba</b> <ul style="list-style-type: none"> <li>• Mirror glass</li> <li>• Clutch lever</li> </ul>				



	<ul style="list-style-type: none"> <li>• Brake lever</li> <li>• Mirror holder</li> <li>• Brake pads</li> <li>• Rear sprocket</li> <li>• Front sprocket</li> <li>• Drive chain</li> <li>• Engine oil</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Spark plugs</li> <li>• Labour</li> </ul>				
26	<b>LL 13578 -Honda- for Namwera</b> <ul style="list-style-type: none"> <li>• Change Oil</li> <li>• Change brake pads</li> <li>• Change air filter</li> <li>• Adjust chain</li> <li>• Spark plugs</li> <li>• Labour</li> <li>•</li> </ul>				
27	<b>LL 13378-Honda- for Namwera</b> <ul style="list-style-type: none"> <li>• Change Oil</li> <li>• Change brake pads</li> <li>• Change air filter</li> <li>• Adjust chain</li> <li>• Spark plugs</li> <li>• Labour</li> </ul>				
28	<b>BZ 6821-Senke-For Namwera</b> <ul style="list-style-type: none"> <li>• Engine oil</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Fuel lock</li> <li>• Brake pads</li> <li>• Spark plugs</li> <li>• Adjust chain</li> <li>• Labour</li> </ul>				
29	<b>LL 12229-Honda-Mangochi</b> <ul style="list-style-type: none"> <li>• Engine oil</li> <li>• Mirror glass</li> <li>• Clutch lever</li> <li>• Grease</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Steering bearing</li> <li>• Bolt short (10)</li> <li>• Spark plugs</li> <li>• Chain Adjustment</li> <li>•</li> </ul>				
30	<b>BZ-6829-Senke-for Namwera</b> <ul style="list-style-type: none"> <li>• Drive chain</li> <li>• Rear Sprocket</li> <li>• Front Sprocket</li> <li>• Front tube</li> <li>• Rear tube</li> <li>• Indicators</li> <li>• Flash unit</li> </ul>				

	<ul style="list-style-type: none"> <li>• Horn set</li> <li>• Engine oil</li> <li>• Front shock seals</li> <li>• Hydraulic oil</li> <li>• Cabulator service</li> <li>• Labour</li> <li>•</li> </ul>				
31	<b>Senke-for Ntaja</b> <ul style="list-style-type: none"> <li>• Drive chain</li> <li>• Rear sprocket</li> <li>• Front sprocket</li> <li>• Front tube</li> <li>• Front tyre</li> <li>• Indicators-4</li> <li>• Flash unit</li> <li>• Horn set</li> <li>• Engine oil</li> <li>• Hydraulic oil</li> <li>• Spark plug</li> <li>• Cabulator service</li> <li>• Air filter</li> <li>• Brake pads</li> <li>• Rear number plate</li> <li>• Front number plate</li> </ul>				
	<b>NB; You can see the motorcycles to establish the spares/ parts needed by calling Emily – 0883847250</b>  <b>Rose Jiya Mdalla- 0999033854</b>				
	<b>V.A.T 16.5 %</b>				
					<b>Total</b>

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: \_\_\_\_\_