

All Communication be directed to :
The District Commissioner
Phone : 01 242 111
Fax : 01 242 204



MCHINJI DISTRICT COUNCIL

In reply Please quote No.....

MCHINJI DISTRICT COUNCIL
PRIVATE BAG 1.
MCHINJI
MALAWI

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: MCDC-IPDC-EDU-2026-27-06

.....
.....

Date: **1st September, 2026.**

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 where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of Contract:** Supply and Delivery of : **3-TON TRUCK FOR EDUCATION SECTOR**
- 2) Quotation prices should be based on: for goods supplied from within Malawi; **DDP**-insured and delivered to **Mchinji District Council**.
- 3) The delivery period required is **30 days** from date of purchase order.
- 4) Quotations must be valid for **30 days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **2 years** or **100,000 Km** whichever comes first.
- 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: **2:00PM** on **4th September, 2026.**
- 8) Quotations must be returned to: **The Chairperson, Internal Procurement Committee, Mchinji District Council, Private Bag 1 Mchinji.**
- 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: **J. Kachingwe**

Title/Position: **Procurement Officer**

For and on behalf of the Procuring entity

All Communication be directed to : The
District Commissioner
Phone : 01466 086
Fax : 01466 086



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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 Annual Tax Clearance Certificate (**which is valid up to 31st March 2027**),
 - iv. A copy of valid PPDA Certificate
 - v. A list of recent Government contracts performed,
 - vi. *[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 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 (Further details of specifications on the attach copy)	Unit	Qty	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	New 3-Ton Lorry for Education Sector	Each	1		
				Sub Total	
				17.5% Tax	
				PPDA Levy 1%	
				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: _____

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

Company _____

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TECHNICAL SPECIFICATION FOR A 3-TON LORRY

1. VEHICLE.

- Must be factory new of latest model.
- Must conform to all road conditions and tropical environment.

2. BODY TYPE.

- Dropside body with two doors.
- Seating capacity of 3 Seat including driver.
- Must have inertia seat belts for all passenger
- Power windows auto control.
- Composite forward tilt cab.
- Interior lights must be provided
- Fully adjustable driver's seat.
- Must have inertia seat belts for all passengers
- 3- 4 ton payload.

3. COLOUR.

- Optional

4. ENGINE.

- Four cylinder inline OHC
- Overhead camshaft
- With turbo and intercooler.
- Diesel powered.
- Direct injection.
- Displacement 4.0L
- Engine capacity 4000 – 4600cc

5. TYRES

- Manufactures model specified sizes
- Spare tyres must be provided.

6. TRANSMISSION

- 5-6 speed manual transmission.
- Must be fitted with warning buzzer when in reverse gear
- Floor mounted gear lever.

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7. GROUND CLEARANCE

- Minimum of 220 mm.

8. CHASSIS.

- Rigid steel with rust protection.

9. SUSPENSION.

- Semi elliptic leaf springs front and rear with dual acting telescopic shock absorbers.

10. STEERING.

- Right Hand Drive.
- Power assisted steering system.
- Telescopic tilt and adjustable

11. BRAKES.

- Front and rear brake drum.
- Mechanical parking brake
- Must be fitted with exhaust brakes with lever switch on steering column.

12. WHEEL BASE.

Minimum of 3000 - 3500 mm

13. GROSS VEHICLE MASS

- Gross Vehicle Mass 6,000 – 7,500 kgs

14. FUEL TANK CAPACITY

Not less than 100 litres

15. INSTRUMENTS.

- Full Board thus speedometer LCD/ fuel gauge, temperature gauge oil gauge.
- Pressure gauge, low level warning lamp.

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16. MISCELLANEOUS EQUIPMENT

- Air conditioner and heater non-cfc.
- Radio with FM, AM, Front CD player and MP3 or 4.
- Manufactures approved Jack, wheel spanner, and tool kit
- Two reflected red warning triangles plates
- Owner's manual.
- Fire extinguishers should be provided and properly secured

17. LOCAL BACK UP SERVICE

- Must be available in Malawi.
- Authorized Agent/ dealership must be available.

18. WARRANTY

- Must be provided for a specified period or kilometres which ever Comes first.
- Free service must be provided and specified

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: _____

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

Company _____