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Communications should be addressed to:



Zomba Mental Hospital

P.O. Box 38

Zomba

Malawi.

## REQUEST FOR QUOTATIONS (FOR GOODS)

**Procurement Number: ZMH/RFQ/WMHD /2024-25/01**

**Date: 05<sup>th</sup> September, 2024**

To .....

.....

The Procuring Entity named above invites you to submit your quotation for 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. **20% of Margin of preference will be given to indigenous black Malawians. And Provide Coloured Identity Photo**

### SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of Goods:** Procurement of T-shirts & Golf Shirts for WMHD
- 2) Quotation prices should be based on: **Malawi Kwacha**  
For goods supplied from within Malawi: **DDP/ DAP (Delivery at Place) - Insured and delivered at Zomba Mental Hospital**
- 3) The Delivery period required is **7** 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) 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: **Tuesday, 10<sup>th</sup> September, 2024 at 2:00 Pm and deposited in the Tender Box in the Procurement and Disposal Unit, Zomba Mental Hospital.**
- 8) Quotations must be returned to: **The Chairman, Internal Procurement and Disposal Committee, Zomba Mental Hospital, P.O. Box 38, ZOMBA**  
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: .....

Date: **05<sup>TH</sup> September, 2024**

Name: **Ishmael Jangia** Title/Position: Procurement and Disposal Officer. (0996 314 629)

For and on behalf of the Purchaser

# Zomba Mental Hospital

**Procurement Number: ZMH/RFQ/ WMHD/2024-25/01**

*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) Service 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 (for the last Financial Year),
  - iv. A list of recent three similar Government contracts performed for the past three years.
  - v. A copy of a Coloured Identity Photo
  - vi. A copy of PPDA Certificate
  - vii. A Copy of VAT certificate if applicable
  - viii. A copy of Company registration certificate
- 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)**

## Zomba Mental Hospital

Procurement Number: ZMH/RFQ/ WMHD/2024-25/01

Item No.	Description of Goods Attach detailed specification if necessary ( <i>as per sample</i> )	Unit of Measure	Qty.	Unit Price	Total Price <i>Kwacha</i>
	<b>MESSENGERS</b>				
1.	White golf shirts L,XL,2XL( 25 per size) design attached	Each	75		
2.	Maroon golf shirts L,XL,2XL( 25 per size) design attached	Each	75		
3.	Maroon & White T-Shirts Small ( 25 per colour) design attached	Each	50		
4.	Maroon & White T-Shirts Medium ( 50 per colour) design attached	Each	100		
5.	Maroon & White T-Shirts Large ( 75 per colour) design attached	Each	150		
6.	Maroon & White T-Shirts Extra Large ( 100 per colour) see design attached	Each	200		
7.	Maroon & White T-Shirts 2XL ( 25 per colour) see design attached	Each	50		
				<b>SUB TOTAL</b>	
				<b>16.5% VAT</b>	
				<b>GRAND TOTAL</b>	

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_