



MZUZU CENTRAL HOSPITAL
Private Bag 209, Luwinga, Mzuzu 2.
REQUEST FOR QUOTATIONS (for Goods)

Procurement Number: 031/MZCH/2024-25/135


To:

Date December 12th, 2024

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 goods and related services:** Supply and delivery of **Construction Materials for Corridors**
- Quotation prices should be based on: Malawi Kwacha for goods supplied from within Malawi; EXW – insured and delivered to Mzuzu Central Hospital.
- The delivery period required is within **7 days** from the date of order.
- Quotations must be valid for **30 days** from the date of the receipt given below.
- The warranty/guarantee offered shall be **N/A**
- 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.
- Quotations must be received, in sealed envelopes, no later than **10:00 hrs on 17th, December, 2024.**
- Quotations must be returned to:
The Procurement and Disposal Unit
Mzuzu Central Hospital, P/Bag 209, Luwinga, Mzuzu 2.
Tel: 01 320 620, Fax: 01 320 217
- The attached Schedule of Requirements in 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 evaluated priced quotation by item or by total through the issue of a Local Purchase Order.

Signed  :
Title/Position: **Principal Procurement Officer**
For and on behalf of the Purchaser

Name: **Dominic Chimaliro**

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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. We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. Beneficial ownership disclosure form;
 - iii. Proforma invoice/quotation on company letterhead;
 - iv. A copy of our Trading Licence;
 - v. A copy of a Tax Clearance Certificate;
 - vi. A copy of a valid PPDA certificate;
 - vii. A copy of the VAT registration certificate
5. 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's General Conditions of Contract for Local Purchase Orders.
6. 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.
7. Drugs Expiry Date _____

Authorised by:

Signature: _____ Name: _____

Position: _____

Date: _____

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

Company: _____

Address: _____

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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)

LOT 1: MORTUARY TO LINEN COLLECTION ROOM

Item No.	Description of goods	Unit of Measure	QTY	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	76 mm ² x 76 mm ² x 6 m Heavy Duty square tube	Each	3		
2	Channel 75 mm ² x 50 mm ²	Each	6		
3	Angle Iron 50 m x 50 mm ² x 5 mm ²	Each	4		
4	Square tube 20 mm ² x 20 mm ² Heavy duty	Each	3		
5	IBR sheets 8feet 26 gauge	Pair	14		
6	Ridges 3 metres length	Each	3		
7	Roof valley 3 metres each	Each	3		
8	Teck Roof Screws 50 pieces packet	Each	2		
9	Welding electrode packet	Pkts	2		
10	Red Oxide paint 5 litres	Each	1		
11	Cutting disc one star	Each	2		
12	Green paint Oil	Each	1		
13	Turpentine 5 litres	Each	1		
14	Drill Bit 2.5 mm	Each	3		
15	Ridges 3 metres length each	Each	3		
16	Offset Joint	Each	15		
17	Offset Bend	Each	30		
18	Shoe	Each	15		
19	Brackets	Each	70		
20	Screws	Each	150		
				Sub-total	
				VAT 16.5%	
				PPDA 1%	
				Grand Total	

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LOT 2: CSSD TO CONFERENCE ROOM

Item No.	Description of goods	Unit of Measure	QTY	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	76 mm ² x 76 mm ² x 6 m Heavy Duty square tube	Each	6		
2	Channel 75 mm ² x 50 mm ²	Each	14		
3	Square tube 20 mm ² x 20 mm ² Heavy duty	Each	4		
4	IBR Iron sheets 8 feet 26 gauge	Each	40		
5	Ridges 3 metres length	Pair	8		
6	Roof valley 3 metres each	Each	3		
7	Teck Roof Screws 50 pieces packet	Each	6		
8	Welding electrode packet	Pkts	3		
9	Cutting disc one star	Each	2		
10	Red Oxide paint	Each	3		
11	Green paint Oil 5 litres	Each	1		
12	Angle Iron 50mm x 50 mm x 5 m	Each	8		
13	Turpentine 5 litres	Each	1		
14	Drill Bit 5.5 mm	Each	3		
15	UPVC Cutter valley	Each	15		
16	Down pipe	Each	10		
17	Edcap	Each	30		
				Sub-total	
				VAT 16.5%	
				PPDA 1%	
				Grand Total	

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LOT 3: CSSD TO INSTRUMENT COLLECTION ROOM

Item No.	Description of goods	Unit of Measure	QTY	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	76 mm ² x 76 mm ² x 6 m Heavy Duty square tube	Each	3		
2	Channel 75 mm ² x 50 mm ²	Each	6		
3	Angle Iron 50 m x 50 mm ² x 5 mm ²	Each	4		
4	Square tube 20 mm ² x 20 mm ² Heavy duty	Each	3		
5	IBR sheets 8feet 26 gauge	Pair	14		
6	Ridges 3 metres length	Each	3		
7	Roof valley 3 metres each	Each	3		
8	Teck Roof Screws 50 pieces packet	Each	2		
9	Welding electrode packet	Pkts	2		
10	Red Oxide paint 5 litres	Each	1		
11	Cutting disc one star	Each	2		
12	Green paint Oil	Each	1		
13	Turpentine 5 litres	Each	1		
14	Drill Bit 2.5 mm	Each	3		
				Sub-total	
				VAT 16.5%	
				PPDA 1%	
				Grand Total	

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LOT 4: CSSD TO MALE SURGICAL WARD

Item No.	Description of goods	Unit of Measure	QTY	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	76 mm ² x 76 mm ² x 6 m Heavy Duty square tube	Each	15		
2	Channel 75 mm ² x 50 mm ²	Each	32		
3	Angle Iron 50mm x 50 mm x 5 m	Each	15		
4	Square tube 20 mm ² x 20 mm ² Heavy duty	Each	3		
5	IBR Iron sheets 8 feet 26 gauge	Pair	80		
6	Ridges 3 metres length	Each	14		
7	Teck Roof Screws 50 pieces packet	Each	10		
8	Welding electrode packet	Pkts	4		
9	Cutting disc one star	Each	4		
10	Red Oxide paint	Each	2		
11	Green paint Oil 5 litres	Each	2		
12	Turpentine 5 litres	Each	1		
13	Drill Bit 5.5 mm	Each	5		
				Sub-total	
				VAT 16.5%	
				PPDA 1%	
				Grand Total	

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LOT 5: MALE SURGICAL TO MALE MEDICAL

Item No.	Description of goods	Unit of Measure	QTY	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	76 mm ² x 76 mm ² x 6 m Heavy Duty square tube	Each	15		
2	Angle Iron 50mm x 50 mm x 5 m	Each	20		
3	Square tube 20 mm ² x 20 mm ² Heavy duty	Each	4		
4	IBR Iron sheets 8 feet 26 gauge	Each	90		
5	Ridges 3 metres length	Pair	15		
6	Roof Valley 3 metres	Each	4		
7	Teck Roof Screws 50 pieces packet	Each	8		
8	Welding electrode packet	Pkts	6 pkts		
9	Cutting disc one star	Each	5		
10	Red Oxide paint	Each	2		
11	Green paint Gloss 5 litres	Each	2		
12	Turpentine 5 litres	Each	1		
13	Drill Bit 5.5 mm	Each	10		
14	Channel 75 mm ² x 50 mm ² see sample	Each	40		
				Sub-total	
				VAT 16.5%	
				PPDA 1%	
				Grand Total	

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The following attachments are appended to clarify the Description of the Goods:

[List any attachments providing an additional specification of the goods required]

Authorised by:

Signature: _____

Name: _____

Position: _____

Date: _____

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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 of 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]

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We hereby provide the following beneficial ownership information.

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, and postal and physical addresses]			

OR

- (i) 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;

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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.

OR

- (ii) 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**

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.

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Signature of the person named above-----

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