



**[OFFICE OF THE OMBUDSMAN]  
[P/BAG 348, LILONGWE]  
REQUEST FOR QUOTATIONS (FOR GOODS)**

**PROCUREMENT REFERENCE NO: OMB/RFQ/MC/CH/II/P/2025/7**

**To: SUPPLIERS**

**Date: 22/07/2025**

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) Motorcycles -5**
- 2) Quotation prices should be based on: MWK, for goods supplied from within Malawi.**
- 3) The delivery period required is 14 DAYS days/weeks/months 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: 12 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 at the reception and deposit in a Tender Box, no later than: [10:00 Am] on 31/07/2025]**
- 8) Quotations must be returned to: [The Chairperson, Internal Procurement and Disposal Committee, Office of the Ombudsman, ST Martins House, City Centre P/Bag 348, Lilongwe3]**
- 9) NOTE: THE QUOTATION MUST SHOW ALL TAXES SUCH AS; IMPORT DUTIES; EXERCISE, VAT AND ANY OTHER TAXES.**
- 10) THE MOTORCYCLES WILL BE BOUGHT ON DUTY FREE PRICE.**
- 11) 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.**
- 12) SEE ATTACHED SPECIFICATIONS BELOW; ATTACH ORIGINAL BROCHURES WITH SPECIFICATIONS FOR MOTORCYCLE, WITH PHOTOS.**
- 13) ATTACH: MANUFACTURERS AUTHORIZATION LETTER**
- 14) ATTACH: VALID CERTIFICATES; (VAT, TAX CLEARANCE; PPDA, WITHHOLDING, COMPANY REGISTRATION)**
- 15) Bid must be Signed**
- 16) 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. Payment will made with 45 Days from the date of Invoice.**

Signed: .....

Name: S.Serenje



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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 Annual Tax Clearance Certificate (for the last Financial Year),
  - iv. A list of recent Government contracts performed,
  - v. [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 (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Motorcycles	Each	5		
	<b><u>SEE ATTACHED SPECIFICATIONS BELOW</u></b>  ➤ Attach original brochure with specifications and Photos				
	<b>NOTE: SHOW ALL TAXES BREAKDOWN AND TOTAL, BUT DOWN THERE INDICATE DUTY FREE PRICE.</b>				
	<b>The Warranty/Guarantee offered shall be: 12 months. (1 year)</b>				
				<b>Total-Duty Free Price</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: \_\_\_\_\_

Authorised for and on behalf of: \_\_\_\_\_ *(DD/MM/YY)*

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

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**Technical Specifications and Compliance Sheet**

*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 or compliance.*

<b>Item No.</b>	<b>Technical Specification of items required including applicable standards</b>	<b>Mandatory</b>	<b>Compliance of specification offered</b>
<i>a</i>	<i>B</i>	<i>c</i>	<i>d</i>
1	<b>Motor cycle</b> to be supplied shall be new, of recent design and free from manufacturing and / or material defects at the time of delivery.	M	
2	All the surfaces of the motor cycle shall be finished to a grade that is comfortable to the user.	M	
3	All steel surfaces shall be thoroughly cleaned, mill scale removed and primed before painting	M	
4	The motor cycle shall be suitably treated and processed for storage, delivery and usage under tropical conditions characterised by high temperature and high humidity.		
5	The motorcycle shall be fitted with two rear view mirrors and heavy-duty carrier	M	
6	<b>ENGINE</b> <b>2</b> stroke cycle petro engine incorporating single piston  The engine shall be of high performance, low emission and must have the following performance characteristics and configuration: <ul style="list-style-type: none"> <li>Capacity (displacement) shall be <b>between 122-160 cc. (specify)</b></li> <li>Maximum power output</li> </ul>	M	

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	<p>between <b>9kW (16 hp) -15 kW (20 hp)</b> at <b>7000 rpm</b>.</p> <ul style="list-style-type: none"> <li>Maximum torque between <b>8 Nm – 16 Nm</b> at <b>5000- 6500 rpm</b></li> </ul>		
<b>7</b>	<p><b>FUEL SYSTEM</b></p> <p>Fuel tank capacity must not be less than <b>9 litres</b>.</p>	M	
<b>8</b>	<p><b>COOLING SYSTEM</b></p> <p>The engine shall be air cooled</p>	M	
<b>9</b>	<p><b>LUBRICATION</b></p> <p>The engine shall be auto-lubricated or forced fed.</p>	M	
<b>10</b>	<p><b>BRAKES</b></p> <p>Front service brake shall be ventilated disc or drum type while rear service brake shall be drum type.</p>	M	
<b>11</b>	<p><b>SUSPENSION SYTEM</b></p> <p><b>Front:</b> Shall be telescopic folks</p> <p><b>Rear:</b> Shall be monocross</p>		
<b>12</b>	<p><b>TRANSMISSION</b></p> <p>Shall be <b>5-6</b> speed chain drive</p> <p>Maximum speed of not less than <b>100 km</b> per hour</p>	M	
<b>13</b>	<p><b>ELECTRICAL SYSTEM</b></p> <p>Shall be fitted with a <b>6 - 12Volts</b> and <b>4-10 Ampere-hour</b> battery (specify)</p>	M	

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<b>Item No.</b>	<b>Technical Specification of items required including applicable standards</b>	<b>Mandatory</b>	<b>Compliance of specification offered</b>
	<p>Shall incorporate kick starting system</p> <p>Electrically operated horn shall be fitted</p> <p>Two flash turn indicator shall be fitted.</p> <p>Adjustable head light (high &amp; low beams)</p>		
14	<p><b>INSTRUMENTS</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Speedometer with odometer, fuel gauge, Ammeter, turn indicator and beam pilot indicators.</li> </ul>	M	
15	<p><b>SAFETY</b></p> <ul style="list-style-type: none"> <li>• Shall be fitted with a kickstand that will keep the bike standing when parked in soft ground or on slopes</li> <li>• Shall be fitted with a skid plate for under frame protection</li> <li>• Riding gloves</li> </ul>	<p>M</p> <p>M</p>	
16	<p><b>SECURITY</b></p> <p>The fuel tank shall be lockable</p> <p>Provide 2 motor cycle full face helmets with flip down shield/visor</p>	M	
17	<p><b>COLOUR</b></p>	M	

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Item No.	Technical Specification of items required including applicable standards	Mandatory	Compliance of specification offered
	The motor cycle shall be white in colour. However, other colours may be acceptable in which case the bidder shall indicate the offered colour.		
18	<p><b>WHEELS</b></p> <p>Tyres shall be of heavy duty construction suitable for harsh conditions including high temperature service.</p> <p>Front tyre size and type shall be <b>2.75-21-4-8PR</b></p> <p>Rear tyre size and type shall be <b>4.10-18-4-8PR</b></p> <p>Alternative tyres of different type, size or ply ratings must be quoted by bidder if they are available</p>		
19	<p><b>DIMENSIONS AND WEIGHT</b></p> <p>Motor cycle to be supplied shall have the following measurements and weights: -</p> <p>Wheel base: <b>1200-1400 mm</b></p> <p>Overall length: <b>2100 - 2200 mm</b></p> <p>Overall width: <b>820 - 870 mm</b></p> <p>Overall Height: <b>1100 - 1200 mm</b></p> <p>Ground clearance <b>not less than 250mm</b></p> <p>Net weight: <b>90-120 kg</b></p>	<p>M</p> <p></p> <p></p> <p></p> <p></p> <p>M</p> <p>M</p>	
20	<p><b>TOOLS</b></p> <p>A tool box shall be provided</p>	M	

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	<p>GENERAL PERFORMANCE TECHNICAL LITERATURE / MANUALS</p> <ul style="list-style-type: none"> <li>• Maintenance manual</li> <li>• Operational manual</li> <li>• Workshop manual</li> <li>• Spare parts catalogue which shall be directly applicable to the type of motor cycle supplied.</li> </ul> <p>The Workshop manual and the spare parts Catalogue shall be bound separately.</p> <p><b>Two</b> ignition keys shall be supplied</p>		
<b>21</b>	<p><b>WARRANTY</b> Warranty must be <b>12 Months/1 year</b></p> <p>The bidder must be able to carry out repairs for the first <b>10,000 km</b> or <b>6</b> months which ever may come first</p>	M	
<b>22</b>	<p><b>GARAGE</b> The bidder shall have a well-established Garage in Malawi</p>	M	
<b>23</b>	<p><b>ROAD TRAFFIC ACT</b></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 detail of compliance in column d or the bid will be rejected. Column c indicates whether

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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.**