



[OFFICE OF THE OMBUDSMAN]
[P/BAG 348, LILONGWE]

REQUEST FOR QUOTATIONS (FOR WORKS)

PROCUREMENT NUMBER: OMB/RFQ/HQ/MAINT/CURTAIN/2026/6

To: SUPPLIERS

Date: 27th June 2026

The Procuring Entity named above invites you to submit your quotation for carrying out the works as described herein. 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 Works and Location

Maintenance of Blinds Curtains -5 Offices

- 2) Quotations must be valid for [*of days*] from the date for receipt given below.
- 3) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 4) Quotations must be received, in sealed envelopes no later than: **10:00am on 03rd July 2026.**
- 5) Quotations must be returned to: **OFFICE OF THE OMBUDSMAN, P/BAG 348, LILONGWE 3, and ST MARTINS HOUSE CITY CENTRE.**
- 6) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) *{delete as appropriate}* at Section C details the works to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.
- 7) **ATTACH VALID CERTIFICATES; PPDA; VAT; TAX CLEARANCE AND COMPANY REGISTRATION**
- 8) 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 the issue of a Local Purchase Order.

Signed:Date: **03th July 2026**

Name: **Snowden Serenje** Title/Position: **Procurement officer**

For and on behalf of the Procuring Entity



[OFFICE OF THE OMBUDSMAN]
[P/BAG 348, LILONGWE]

REQUEST FOR QUOTATIONS (FOR WORKS)

PROCUREMENT NUMBER: OMB/RFQ/HQ/MAINT/CURTAIN/2026/6

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Works will commence withindays/weeks/months from date of Purchase Order.
- 3) Works will be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 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 last financial year)
 - (iv) A list of recent Government contracts performed
 - (v) [Insert any other documentation required by the Entity]
- 6) We confirm that our quotation is subject to 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.

Quotation Authorisation:

Signed:.....Date:

Name: Title/Position:

Authorised for and on behalf of (Company name and seal):

.....

Registered Address:

.....

.....

.....



**[OFFICE OF THE OMBUDSMAN]
[P/BAG 348, LILONGWE]**

REQUEST FOR QUOTATIONS (FOR WORKS)

PROCUREMENT NUMBER: OMB/RFQ/HQ/MAINT/CURTAIN/2026/6

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.



**[OFFICE OF THE OMBUDSMAN]
[P/BAG 348, LILONGWE]**

REQUEST FOR QUOTATIONS (FOR WORKS)

PROCUREMENT NUMBER: OMB/RFQ/HQ/MAINT/CURTAIN/2026/6