

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: NPC/ORT/TYRES/2/2025-26

To:

Date: 01st December 2025

National Planning Commission invites you to submit your quotation for the supply of goods and services 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

Procurement of Motor vehicle tires and Battery as listed below:

ITEM	DESCRIPTION	QUANTITY
1	Tyres-265/60R18 MG637AN	4
2	N70 Battery-MG637AN	1
3	Tyres-265/65R17-MG762AM	4

2) Quotation prices should be based in:

Malawi Kwacha

3) The delivery period required is **Two (2) Days** from the date of order.

4) Quotations must be valid for **Sixty (60) days** from the date for receipt given below.

5) The warranty/guarantee offered shall be: **12 Months**

6) Provide three (3) references of similar contracts executed in the past 3 years.

7) Documents showing legal capacity of the firm.

8) Quotations and supporting documents specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.

9) Quotations must be received, in sealed envelopes no later than: **10:00hrs on 5th December 2025.**

10) Quotations must be returned to:

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**The Chairperson,
Internal Procurement and Disposal of Assets Committee, National Planning
Commission, Chief Mbelwa House,
2nd Floor, City Centre, P/Bag B316,
Lilongwe 3, Malawi.**

- 11) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services 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 providing the goods including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.

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SECTION B: EVALUATION OF QUOTATIONS

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: _____ Name: **Lesten Dzipindi**

Title/Position: **PROCUREMENT OFFICER**

For and on behalf of the Procuring and Disposing Entity

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.

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SECTION C: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha**
- 2) Delivery will be within.days/weeks/months from date of Purchase Order.**
- 3) Quotation is valid fordays/weeks/months**
- 4) Warranty period offered isMonths**
- 5) We enclose the following documents:**
 - (i) Section C of the Request for Quotations completed and signed.
 - (ii) A copy of our Trading License
 - (iii) A copy of our Annual Tax Clearance Certificate (for the last financial year)
 - (iv) A list of recent Government contracts performed (past 3 years).
 - (v) Compliance with the terms of reference
 - (vi) A copy of current PPDA registration
- 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.**

Authorized By:

Signature: _____

Name: _____

Position: _____

Date: _____
(DD/MM/YY)

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Authorized for and on behalf of:
Procurement Number: NPC/ORT/TYRES/2/2025-26

Company: _____

Registered Address:

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If any additional documentation is attached to your quotation, a signature and authorization 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 authorized in Section B and Section C, the quotation may be rejected.

SECTION D: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

No.	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Qty	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1.	Tyres-265/60R18 MG637AN res-265/65R17	Each	4		
2.	N70 Battery-MG637AN	Each	1		
3.	Tyres-265/65R17-MG762AM	Each	4		
Subtotal					
1% PPDA					
16.5% VAT					
Grand Total					

The following attachments are appended to clarify the Description of Services:
[List each attachment e.g. detailed schedule of services, or terms of reference]

Authorized By:

Signature: _____ Name: _____



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Position: _____ Date: _____
(DD/MM/YY)

Authorized for and on behalf of:

Company: _____