

Our Ref: MJDC/HFR/25/26

Your Ref

Tel/Fax: 01 253 314



MULANJE DISTRICT COUNCIL
PRIVATE BAG 9
MULANJE
MALAWI

All replies to be addressed to

The District Commissioner

DATE: 19th September, 2025

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: MJDC-HRF-252601-MJDH

To: _____

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 Supply & Delivery: SUPPLY & DELIVERY OF MEDICAL EQUIPMENTS – FUNDED BY HEALTH FACILITY REHABILITATION 25/26 FY**
- 2) Quotation prices should be based on:
For services provided from within Malawi; DAP – insured and delivered to **Mulanje District Council, P/Bag 9, Mulanje**
- 3) The delivery period required is **10 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 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, no later than: **14:00hours on: 26th September, 2025**
- 8) Quotations must be returned to:

The Chairman

Internal Procurement and Disposal Committee,

Mulanje District Council Private Bag 9, Mulanje.

Attention: **Procurement and Disposal Officer** Phone: 0999 414520 or

Email: kachingwe04@gmail.com

- 9) 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.

10) [List any other requirements e.g. the provision of samples]

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: _____

Name: **J. KACHINGWE**

Position: **Procurement Officer**
Mulanje District Council

MULANJE DISTRICT COUNCIL

Procurement Number: _____

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 valid copy of Business Licence,
 - iii. MRA Tax Clearance Certificate valid up to **31st March 2026**
 - iv. A valid copy of PPDA Certificate
 - v. Valid Copy of **Pharmacy & Medicines Regulatory Authority (PMRA)** Certificate
 - vi. Copy of Medium Enterprise Registration
- 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.

MULANJE DISTRICT COUNCIL

Procurement Number: _____

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	Bladder retractor	24cm	10		
2	Tissue scissors	Medium	30		
3	Long artery forceps (curved)	18cm	9		
4	Artery forceps(cord clamps)	Medium	32		
5	Green Armitage	Medium (21cm)	40		
6	Needle holder	18cm	22		
7	Needle holders	24cm	22		
8	Ovad retractor		3		
9	Currete	Size 5 & 6 (3 each)	6		
10	Teneculum	Each	3		
11	Theatre lamp	LED	1		
12	SODA LIME for anaesthesia machine	5 Kg pack	5KG		
13	Oxygen delivery pressure gauge (60l/min)	Each	2		
14	Laundry machine (35l. 415 volts.3 phase)	Each	1		
15	Repairing of sterilizing machine	Each	1		
				SUB TOTAL	
				PPDA 1%	
Only suppliers who are registered with MRA for VAT and do have Electronic Fiscal Device (EFD) Receipt machine shall be entitled for 16.5% VAT				VAT 16.5%	
GRAND TOTAL					

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: _____

Company: _____

Address: _____
