

# PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY

## 1) Procurement Number: PPDA/ 01/ Supply, Fitting, Balancing and Alignment of Tyres for 2 Motor Vehicle and one Mag Rim

Date: 19/06/ 2024

To

The Procuring Entity named above invites you to submit your quotation for supply of three tyres and a rim as 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:

## 2) Description of GOODS: Supply, Fitting, Balancing and alignment of tyres for 2 motor vehicle and one mag rim

#	Item Description	Quantity	Year of Make
1	Tyre Size 205/55 R16	2	November 2023-Current
2	Tyre Size 265/65 R17	1	November 2023-Current
3	Rim size R17	1	Current

- 2) Quotation prices should be based on:  
for goods supplied from outside of Malawi; DDP - Insured and delivered to **PPDA Offices**.
- 3) The delivery period required is within **1 week** from date of order.
- 4) Quotations must be valid for **30days** from the date for receipt given below.
- 5) 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.
- 6) Quotations must be received, in sealed envelopes, no later than: **14:00 hrs** on **25/06/2024**
- 7) Quotations must be returned to: **IPDC Chairman, Public Procurement and Disposal of Assets Authority, Private Bag 383, Lilongwe 3**
- 8) 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.
- 9) **Warranty period : N/A**

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: **CHIMWEMWE WIRIMA**

Title/Position: **CHIEF PROCUREMENT OFFICER**

For and on behalf of the Purchaser

# **PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY**

**Procurement Number: PPDA/01/ Supply, Fitting, Balancing and Alignment of Tyres for 2 motor vehicle and one Mag Rim**

Date: 19/06/ 2024

*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) MSME Certificate in Medium category.
- 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***



R17 rim

