



(Insert address pleas)

## REQUEST FOR QUOTATIONS (FOR SERVICES)

**Procurement Number: 026/MOFA/ADMIN/RFQ/NCS/2024-25/24**

20<sup>th</sup> June, 2024

To: \_\_\_\_\_

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services 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: **Provision of Goods Shipping and Freight Forwarding services**
- 2) Services are to commence by: **5** days from the date of order.
- 3) Services are to be completed by: **1 Month** from the date of commencement.
- 4) Quotations must be valid for **60** days 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 acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **25<sup>th</sup> June, 2024 at 14.00 hours.**

Quotations must be returned to: **Quotation Box at the Reception, First Floor  
Attention: The Chief Procurement Officer  
Ministry of Foreign Affairs  
Capital Hill  
Room Number 71**

- 7) 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 performing the services 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.
- 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: .....  .....

Name: **Elestina Jere**

Title/Position: **Chief Procurement Officer**

For and on behalf of the Purchaser

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) Services will commence within .....days/weeks/months from date of Purchase Order.
- 3) Services to be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days from the date for receipt of Quotations.
- 5) We enclose 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 (to be valid at time of quotation)
  - (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 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.

### Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

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

Registered 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.**

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

<b>Item No.</b>	<b>Description of Services</b> (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	<b>Unit of Measure</b>	<b>Qty</b>	<b>Unit Price Kwacha</b>	<b>Total Price Kwacha</b>
1	Provision of shipping and Freight Forwarding services for unaccompanied luggage (by air cargo) from Lilongwe, Malawi to Tel Aviv, Israel	240 kg	2		
2.	Provision of shipping and Freight Forwarding services for unaccompanied luggage (by air cargo) from Lilongwe, Malawi to Hunan, China	240 kg	1		
3	Provision of shipping and Freight Forwarding services for unaccompanied luggage (by air cargo) from Lilongwe, Malawi to Lusaka, Zambia	240 kg	1		
				TOTAL	
				TAX	
				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)

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

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