



# Malawi Revenue Authority

Private Bag 247

Blantyre

## REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: MRA/ASHS/2020/08/21

Date: 21<sup>st</sup> August, 2020

To:



The Malawi Revenue Authority 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 and Delivery

a) See section C.

- 2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to Main Warehouse Ginnery Corner **or** for goods supplied from outside of Malawi; CIP to main warehouse Ginnery Corner
- 3) The delivery period required is **5** 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: **N/A** 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: **15:00** Hours on **27<sup>th</sup> August 2020**
- 8) Quotations must be returned to: **Head of Supply Chain Management**  
**Malawi Revenue Authority**  
**Private Bag 247**  
**Blantyre**
- 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.

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: **George Mankhwala** Name: **Mr G.C Mankhwala**

Title/Position: **Head of Supply Chain Management**

For and on behalf of the Purchaser

# Malawi Revenue Authority

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: .....
- 2) Delivery period offered: ..... days from date of Purchase Order.
- 3) The validity period of this Quotation is: ..... days from the date for receipt of Quotations.
- 4) Warranty period: N/A months.
- 5) We attach the following documents:
  - a) Copy of Republic of Malawi National ID (Citizen Identification) for companies owned by indigenous black Malawians. A domestic preference of 20% will be applied to business owned by indigenous black Malawians.
  - b) Tax clearance certificate for 2019/2020 financial year.
  - c) Valid PPDA certificate.
  - d) Evidence of financial capacity (Recent bank statement for the past three months or line of credit of MK3 million)
  - e) Bidders should attach a picture sample of the items being offered.
- 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*

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### SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

| Lot No | Description of Goods<br>(Attach detailed specification if necessary)   | Unit of Measure | Quantity | Delivered Unit<br>Price <i>Kwacha</i> | Delivered Total<br>Price <i>Kwacha</i> |
|--------|--|-----------------|----------|---------------------------------------|--|
| 1      | Liquid Antibacterial Soap 450 ML <ul style="list-style-type: none"> <li>• Packaged in well labelled bottles.</li> <li>• Please attach sample picture.</li> </ul>   | Bottle (450ML)  | 1600     |                                       |  |
| 2      | Hand Sanitizer <ul style="list-style-type: none"> <li>• Liquid based (not viscous)</li> <li>• Produced by known companies (please attach Certification by Malawi Bureau of standards)</li> <li>• Packaged in well labelled 5L bottles.</li> <li>• Please attach sample picture.</li> </ul> | Bottle (5 L)    | 200      |                                       |  |
|        |  |                 |          | <b>Total</b>                          |  |
|        |  |                 |          |                                       |  |

**NOTE: price must be tax inclusive.**

**Authorised by:**

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

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

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

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

*(DD/MM/YY)*

Authorised for and on behalf of:

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