**P.O. Box**

**BLANTYRE 15th February, 2021**

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:

|  |
| --- |
| Description of Supply and Delivery |
|  **FACE MASKS FOR COVID-19 PREVENTION (SMALL ENTERPRISES CATEGORY)** |

1. Quotation prices should be based on: **Malawi Kwacha**

For goods supplied from within Malawi**; EXW** – insured and delivered to Blantyre City Council, Ginnery Corner

**Or** for good supplied from outside of Malawi**; CIP to** **Blantyre City Council, Ginnery corner**

1. The delivery period required is **one week** from date of order.
2. Quotations must be valid for **30 days** from the date for receipt given below.
3. Substandard goods will be returned and the supplier will be required to rectify the goods within a period of three days.
4. 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.
5. Quotations must be received, in sealed envelopes, no later than: **14:00 hrs** on  **17/02/2021**
6. Quotations must be returned to: **IPDC Chairperson**

 **Blantyre City Council**

 **P/Bag 67**

 **Blantyre**

1. 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.
2. Please submit a sample together with your quotation which will be considered by the Procuring and Disposal Entity during evaluation of quotations
3. At the time the Contract is awarded, the Procuring and Disposal Entity reserves the right to increase or decrease the quantity of Goods by 10% originally specified in Section C, Statements of Requirement without any change in the unit prices or other terms and conditions of the bid and the Request for Quotation.
4. ***Blantyre City Council shall priotise the submitted quotation in line with Section 44 (10) of the Public Procurement and Disposal of Public Assets Act 2017 and the circular issued by the Public Procurement and Disposal of Assets Authority (PPDA) on 1st July, 2019. Please take note that all indigenous Malawians shall enjoy 20% margin of preference.***

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**: G.M.Kafere

Title/Position**: Senior Procurement & Disposal 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/certification required within this RFQ.

**Section B: Quotation Submission Sheet**

Currency of Quotation: Malawi Kwacha

Delivery period offered: ………… days/weeks/months from date of Purchase Order.

1. The validity period of this Quotation is: …… days from the date for receipt of Quotations.
2. Warranty period:...**N/A...** Months.
3. We attach the following documents:
4. Section C of the Request for Quotations completed and signed;
5. A copy of our Trading Licence,
6. A copy of our Annual Tax Clearance Certificate (for the last Financial Year)/ Registration Certificate,
7. Mandatory sample which will be considered by the Procuring and Disposal Entity
8. A list of any recent Government contracts performed with the attached evidence.
9. A Copy of Coloured Malawi National Identity Card

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.

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: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorised for and on behalf of: |  | *(DD/MM/YY)* |
| 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 of9 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 Requirements (to be priced by Bidder)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOT | **Description of Goods**(Attach detailed specification if necessary) | **Unit of Measure** | Quantity | **Delivered Unit Price *Kwacha*** | **Delivered Total Price *Kwacha*** |
| 1 (a) | 3 Layer Adult Cloth Face Masks (With hydrophilic inner layer, hydrophilic middle layer and hydrophobic outer layer to be supplied to Blantyre Bangwe Constituency | Each | 6,372 |  |  |
| 1 (b) | 3 Layer Youth Cloth Face Masks (With hydrophilic inner layer, hydrophilic middle layer and hydrophobic outer layer to be supplied to Blantyre Bangwe Constituency | Each | 4,248 |  |  |
| 2 (a) | 3 Layer Adult Cloth Face Masks (With hydrophilic inner layer, hydrophilic middle layer and hydrophobic outer layer to be supplied to Blantyre City East Constituency | Each | 6,903 |  |  |
| 2 (b) | 3 Layer Youth Cloth Face Masks (With hydrophilic inner layer, hydrophilic middle layer and hydrophobic outer layer to be supplied to Blantyre City East Constituency | Each | 4,602 |  |  |
| 3 (a) | 3 Layer Adult Cloth Face Masks (With hydrophilic inner layer, hydrophilic middle layer and hydrophobic outer layer to be supplied to Blantyre City South Constituency | Each | 8,496 |  |  |
| 3 (b) | 3 Layer Youth Cloth Face Masks (With hydrophilic inner layer, hydrophilic middle layer and hydrophobic outer layer to be supplied to Blantyre City South Constituency | Each | 5,664 |  |  |
| 4 (a) | 3 Layer Adult Cloth Face Masks (With hydrophilic inner layer, hydrophilic middle layer and hydrophobic outer layer to be supplied to Blantyre Kabula Constituency | Each | 10,089 |  |  |
| 4 (b) | 3 Layer Youth Cloth Face Masks (With hydrophilic inner layer, hydrophilic middle layer and hydrophobic outer layer to be supplied to Blantyre Kabula Constituency | Each | 6,726 |  |  |
|  | Plus 16.5% VAT if any |  |  |  |  |
|  | **(For COVID-19 PREVENTION)** |  |  |  |  |
| **TOTAL** |  |

**NOTE THAT NO SUCCESSFUL BIDDER WILL BE AWARDED MORE THAN ONE LOT.**

***PLEASE, SEE THE ATTACHED SHEET AS A SAMPLE***

Authorised By:

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorised for and on behalf of: |  | *(DD/MM/YY)* |
| Company: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |