



Republic of Malawi
Office of the President and Cabinet
Department of Disaster Management Affairs (DoDMA)
Request for Quotation (RFQ)

Date of Issue: 29th July, 2021

**SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE EQUIPMENT (PPEs)
Advertisement**

- 1. Department of Disaster Management Affairs (DoDMA)** has budgeted funds for the Procurement of Hand Sanitizers and Disposable Face Masks for use at DoDMA offices in response to the COVID-19 preventive measures for its staff.
- The Chairperson, Internal Procurement and Disposal Committee, Office of the President and Cabinet(OPC), now invites sealed bids from eligible and qualified bidders for the Supply and delivery of Hand Sanitizers and Disposable Face Masks as follows:

No	Item Description	Procurement reference Number	Delivery Period	Delivery Point
1.	Disposable Face Masks	090/RFQ/IPDC/DoDMA/2021-22/001	7 days	Department of Disaster Management Affairs stores
2	Hand Sanitizers	090/RFQ/IPDC/DoDMA/2021-22/001	7 days	Department of Disaster Management Affairs stores

- In line with the **MSME Order 2020** of the Public Procurement and Disposal of Public Assets (Participation by Micro, Small and Medium Enterprises) Act No.27 of 2017, the Department wishes to invite the Micro Enterprises to collect Request for Quotation Documents (RFQ) to submit their quotations to the Department for the Supply and Delivery of Hand Sanitizers and Disposable Face Masks.
- The Request for Quotation Documents (RFQ) can be collected at DoDMA Procurement and Disposal Unit (PDU) at Capital Hill in the Economic Planning and Development Building Second Floor, room 86 from 8:00am to 4:30pm on Friday, 30th July, 2021 to Thursday 5th August, 2021. The RFQ can be downloaded from the PPDA website (www.ppda.mw).
- Bidding for the procurement will be conducted in accordance with Request for Quotation procedures contained in the Public Procurement and Disposal of Assets Law and Regulations of the Government of the Republic of Malawi.
- Quotations clearly marked "Supply and delivery Hand Sanitizers and Disposable Face Masks must be delivered to the Address at (9) below at or before Thursday 5th August 2021 at **14.00 Hours** and late Quotations shall be rejected.

7. *DoDMA shall prioritise 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 Black Malawian shall enjoy 20% margin of preference.*

8. Bids must be delivered to the address below at 9 (a) on or before 5th August, 2021, 14.00 hours local time. Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidder's representatives who choose to attend at the address below at paragraph 9 (b) on 5th August, 2021, 14.00 hours local time.

9. Address for submission and opening of bids:

(a) **Address for submission of Bids**

The Chairperson
Internal Procurement Committee,
Department of Disaster Management Affairs (DoDMA)
Capital Hill,
Economic Planning and Development Building, 2nd Floor
Tender Box, Reception,
Lilongwe, MALAWI

(b) **Address for Opening of Bids**

The Conference Room
Department of Disaster Management Affairs (DoDMA)
Economic Planning and Development (EP&D) Building, 2nd Floor
Capital Hill
Lilongwe, MALAWI

The Chairperson

(Internal Procurement and disposal Committee)

OFFICE OF THE PRESIDENT AND CABINET (OPC)

Telephone: +265 1 789188
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Department of Disaster
Management Affairs
Private Bag 336
Lilongwe 3
Malawi

REQUEST FOR QUOTATION

Proc. Number: 090/RFQ/IPDC/DoDMA/2021-22/001

Date: 29th July, 2021

To: All Eligible Bidders

The Procuring Entity named above invites you to submit your quotation for the goods/services 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: Supply and delivery of Personal Protective Equipment (PPEs)**

NO	DESCRIPTION	Unit of Measure	QTY
1	Disposable Face Masks	Boxes of 50 masks Each	300
2	Hand Sanitizers	Bottles of 200mls Each	300

- 2) Quotation prices should be **Malawi Kwacha**.
3. **Incoterms 2010 applied**; EXW – EXW – insured and delivered to the purchaser for goods/services supplied from within Malawi and Delivered Duty Paid (DDP) to purchaser goods supplied from outside of Malawi.
4. The delivery period required is seven (7) **days** from date of confirmed order.
5. Quotations must be valid for **thirty (30) days** from the date for receipt given below.
6. The warranty/guarantee offered shall be: NA.
7. 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.
8. Quotations must be received, in sealed envelopes, no later than: **14.00 hours on 5th August, 2021**.
9. Quotations must be deposited in the tender box located in the corridor at the reception on the second Floor in Department of Economic Planning Building at,

Department of Disaster Management Affairs, Procurement Unit, P/Bag 336, Capital Hill.

10. 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.

11. *[List any other requirements e.g. the provision of samples]* **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: **K. Mwale**

Title/Position: **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/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 Current Annual Tax Clearance Certificate(1st July, 2020 to 30th June, 2021
 - iv. A copy of Valid PPDA Certificate
 - v. Copy of VAT Registration Certificate
 - vi. A list of recent Government contracts performed,(Provide at least 1 similar contract performed).
 - vii. *[Insert any other documentation required by the Procuring Entity]*.
- 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.

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

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Qty	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Disposable Face Masks	Boxes of 50 masks Each	300		
2	Hand Sanitizers	Bottles of 200mls Each	300		
				SUB TOTAL	
				VAT 16.5%	
				1% PPDA levy	
				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: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

The following attachments are appended to clarify the Description of Goods:

[Attachment (1 for additional specification of the goods required)]

**ATTACHEMENT 1
COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

Column b states the minimum technical specification of the item(s) required by the Procuring Entity.

The Bidder is to complete column c with the technical specification of the item(s) offered and to state whether the offered items “comply” or do “not comply” giving details of the areas of non-compliance.

	Technical Specification of items required	Compliance of specification
Description	including applicable standards	offered
<i>a</i>	<i>b</i>	<i>c</i>
Disposable Face Masks	3 Ply Nonwoven Disposable Medical masks, size 10cm x20cm, packed in a box of 50	
Hand Sanitizers	Instant hand sanitizer moisturizing Gel with Vitamin E, ethyl alcohol Greater than or equal to 70%, Fragrance free	

The detailed technical evaluation will examine the technical specification of the items offered in **column c** and determine or verify whether this meets the minimum specification required in **column b**. Bidders must complete column c or the bid will be rejected. **Bidders are required to include technical literature to support the details provided in column c.**