



**Procurement Number: 026/MOFA/ADMIN/RFQ/NCS/2024-25/9**

To: .....  
.....

**Date: 25<sup>th</sup> November, 2024**

The Procuring Entity named above invites you to submit your quotation for the service 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) **Provision of shipping and freight forwarding of 240 Kgs Unaccompanied Luggage**
- 2) Quotation prices should be based on:  
For goods supplied from within Malawi; EXW – insured and delivered MOFA  
Or for goods supplied from outside of Malawi; CIP to **Embassy of the republic of Malawi, 3 RUE D'AZROU, RABAT** Phone number: **+212530220244**, Email **rabat.malawimission@foreignaffairs.gov**.
- 3) The delivery period required is **6 months** from date of order.
- 4) Quotations must be valid for **Thirty (30) days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **twelve (12) 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: **29<sup>th</sup> November, 2024**  
**Not later than 10:00 hours**
- 8) Quotations must be returned to:  
**Chief Procurement Officer, Ministry of Foreign Affairs and International Cooperation, Room No. 64**  
**Capital Hill, Box 30315, Lilongwe 3.**
- 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.
- 10) No sample shall be required [*List any other requirements e.g. the provision of samples*]

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:  ..... **Elestina Jere**

Title/Position: **Chief Procurement Officer**

For and on behalf of the Purchaser



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

Item No	Description of Goods ( Detailed specifications are appended below)	Unit of Measure	Qty	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	<i>Provision of Goods and Freight Forwarding services of unaccompanied 240kg Luggage from Malawi Mission to Casablanca Morocco</i>	KG	240		
				<b>Subtotal</b>	
				<b>16.5% VAT</b>	
				<b>1% PPDA</b>	
				<b>Total</b>	

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: