



**REPUBLIC OF MALAWI**

**INVITATION FOR QUOTATIONS**

Date of Issue: 18<sup>th</sup> October, 2024

**Reference Number: 026/MOFA/ADMIN/RFQ/G/2024-2025-124**

1. The Government of Malawi through Ministry of Foreign Affairs (MoFA) has budget resources in the financial year 2024/25 towards the cost of implementing various programs in the ministry and it intends to apply part of the funds to pay for **supply and delivery of fresh table flower**.
2. The Chairperson of Internal Procurement and Disposal Committee for the Ministry of Foreign Affairs invites sealed quotations from eligible bidders as follows:-

Item No.	Description	Unit of Measure	Qty
1	Supply and delivery of fresh table flowers for a period of one year (2 floral vases per week)	Floral vase	104

3. Bidding will be conducted through (Request for Quotation) procedures specified in accordance with the Public Procurement Act and Regulations of the Government of the Republic of Malawi.
4. Interested bidders may download the Request for Quotation from the website of the Public Procurement and Disposal of Assets Authority website <https://www.ppda.mw> and or Ministry of Foreign Affairs <https://www.foreignaffairs.gov.mw>
5. Request for clarification on Request for Quotation or general questions must be sent to this address: **The Chief Procurement, Ministry of Foreign Affairs, P. O. Box 30315, Capital Hill, Lilongwe 3. Email: [elestina.jere@foreignaffairs.gov.mw](mailto:elestina.jere@foreignaffairs.gov.mw)**
6. Bids must be delivered to the address below by depositing in a tender box located at the reception, the second floor of the Ministry of Foreign Affairs office **on or before 10:00 Hours Local Time on Monday, 23<sup>rd</sup> October, 2024**, Electronic bidding **will not** be permitted. Late bids will be rejected.
9. The address re/ferred to above is:

Signed  
The IPC Chairperson,  
Internal Procurement and Disposal Committee,  
Ministry of Foreign Affairs  
Private Bag 30315  
Lilongwe 3