

CENTRAL REGION WATER BOARD

Tel : +265 310002128

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P/Bag 59

Lilongwe

Email: crwb@crwb.org.mw

Your Ref:

Purchase Req:

To: ***Insert Name of Supplier***

P.O. Box

Lilongwe

Date: **18.12.2023**

Request for Quotation (Goods)

Central Region Water Board invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Board reserves the right to award a contract for selected quantity only. Any resulting order shall be subject to the Board's General Conditions of Contract for Local Purchase Orders except, where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of Supply(s) and Delivery point: *SUPPLY OF BILLBOARDS***
- 2) Quotation prices should be based on: for goods supplied from within Malawi: EX - Stock—insured and delivered to CRWB **or** for goods supplied from outside of Malawi; **DDP to CRWB.**
- 3) The delivery period required is **1 day** 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 **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, not later than: **14.00 hours** on **22.12.2023**
- 8) Quotations must be returned to: **The Acting Procurement and Disposal Manager**
Attention: **“Internal Procurement and Disposal Committee”**
Central Region Water Board, Private Bag 59, Lilongwe
- 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 and subsequently payment Cheque.

Signed :...***TIME NYALAPA*** Name: ***TIME NYALAPA***

Title: **Acting Procurement and Disposal Manager**

For and on behalf of :

Central Region Water Board

Central Region Water Board

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 License, N/A
 - iii. A copy of our Annual Tax Clearance Certificate (TCC) (for the last Financial Year),
 - iv. A list of recent Government contracts performed,
 - v. A copy of Registration Certificate with PPDA.
 - vi. Registration with Ministry of Trade(MSMEs)
- 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 Board's 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	Unit Price Kwacha	Total Price Malawi Kwacha
1	Procurement of BILLBOARDS 6 X 6 metres at Dowa Turn off, Dowa Boma, Dzaleka Refugee Camp, Mponela, Madisi and BUA.	Each	06		
2	Designing				
3	Production of Flex				
4	12 Month Rent Each				
5	Mobilization				
6	Insurance				
		Sub Total			
		Add VAT 16.5%			
		PPDA Levy 1%			
		Total Bid Price			

Notes: The Procurement Levy is calculated based on Sub-total before taxes

Authorised by:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorized for and on behalf of:

Company: _____