



**MALAWI ELECTORAL COMMISSION**

**REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF HAND SANITIZER**

**Procurement Reference Number: MEC/2020/2021/RFQ/02**

**To:**

**Date: 09/02/2021**

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 except where modified by this Request for Quotations.

**SECTION A: QUOTATION REQUIREMENTS**

1. Description of goods: As per Section C.
2. Quotation prices should be based on:  
For goods supplied from within Malawi: EXW - insured and delivered to (place of delivery) or for Goods supplied from outside of Malawi; CIP to (point of delivery)
3. The delivery period required is .....7...days from date of order.
4. Quotations must be valid for .....30.....days from the date of receipt given below.
5. The warranty / guarantee offered shall be ..... N/A.....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.....**14:00. Hours local time on 12/02/2021.**
  
8. Quotation, clearly marked on the outer envelope with reference number and description must be returned to;
  - Internal Procurement and Disposal Committee Chairperson,
  - Malawi Electoral Commission,
  - Off Chileka Road,
  - Opposite Mwayiwathu Hospital,
  - Ground Floor,
  - Chisakho House,
  - Private Bag 113,
  - Blantyre.
  
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 Section B and C as well as the Technical Specifications and compliance sheet.
  
10. Quotations that are responsive, qualified and technically compliant will be ranked according to price. The Procuring Entity **SHALL** grant a margin of preference of 20% to quotations submitted by **INDIGENOUS BLACK MALAWIANS** for the purpose of comparison, in accordance with the procurement legal framework.

To facilitate application of the margin of preference the black indigenous Malawian bidders, shall prove their Business ownership by attaching to their quotations coloured copies of their Malawian National Identity Cards whose particulars shall tally with those of their Business Registration Certificates.

Award of contract will be made to the lowest priced quotation after application of preference through the issue of Local Purchase Order.

**11. Post Qualification**

The Procuring and Disposing Entity reserves the right conduct a pre-contract award visit at the Supplier's premises to ascertain the Supplier's Supply capacity.

Signed: 

Name: E. Chilapondwa

Title / Position: Procurement Manager.....

**For and on behalf of the Purchaser.**

**Procurement Number: MEC/2020/2021/RFQ/02**

*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. Currently of Quotation: Malawi Kwacha
2. Delivery period offered: ..... Days/week from date of Purchase Order.
3. The validity period of this Quotation is ..... days from date for receipt of Quotation.
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;
  - III. A copy of our annual tax clearance certificate (for the last financial year)
  - IV. A copy of our PPDA certificate
  - V. A list of recent government contracts performed;
  - VI. *(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.

**Authorized By:**

**Signature:**..... **Name:**.....

**Position:** ..... **Date:** .....

**Authorized for and on behalf of:**

**Company:** .....

**Address:** .....

.....

*If any additional documentation is attached to your quotation to your quotation, a signature and authorization at Section B and Section C is still required as confirmation that the term and conditions of this RFQ prevail over any attachments. If the Quotation is not authorized in Section B and Section C, the quotation may be rejected.*



**Technical Specifications and Compliance Sheet**

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*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*

Item No.	Technical Specification of items required including applicable standards	Compliance of specification offered
<i>a</i>	<i>b</i>	<i>c</i>
<b>LOT 1: SUPPLY AND DELIVERY OF HAND SANITIZER</b>		
1.1	<b>Gel Hand Sanitizer 400ml Bottle</b> <ul style="list-style-type: none"> <li>• gel hand sanitizer</li> <li>• 400ml bottle</li> <li>• Kills 99.9%</li> <li>• without water</li> <li>• spray bottle</li> <li>• Ethyl alcohol (70% v/v)</li> <li>• Aqua, glycerine, carbomer and amines</li> <li>• Bidder to submit quotation with sample</li> </ul>	
1.2	<b>Gel Hand Sanitizer 100ml bottle</b> <ul style="list-style-type: none"> <li>• gel hand sanitizer</li> <li>• 400ml bottle</li> <li>• Kills 99.9%</li> <li>• without water</li> <li>• squeeze in bottle cover (bottle cover not to be pulled out completely when using)</li> <li>• Ethyl alcohol (70% v/v)</li> <li>• Aqua, glycerine, carbomer and amines</li> <li>• Bidder to submit quotation with sample</li> </ul>	