



Central Medical Stores Trust

Private Bag 55, Mzimba Street, Lilongwe, Malawi

Request for Quotation for Goods Procurement No: CMST/G/021/000980

TO: Prospective Bidders

21st February 2022

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 (available on request) except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of Supply and Delivery;**
Protective Clothing for Central Medical Stores Trust Staff.

- 2) This procurement is set aside for Micro Small and Medium Enterprises (MSMEs) with financial capacity in the **category of MK5Million-MK50 Million** as contained in the **MSME Order Paper 2020**.

- 3) Quotation prices should be based on: for goods supplied from within Malawi; DDP– insured and delivered to Central Medical Stores Trust, Mzimba Street, Lilongwe, Malawi.

- 4) The delivery period required is **Within Four Weeks** from date of order.

- 5) Quotations must be valid for 30 days from the date for receipt given below.

- 6) The warranty/guarantee offered shall be one year.

- 7) You are required to submit samples for each of the items offered.

- 8) Attach MSME Certificate for the category referred above, issued by the Ministry of Trade and Industry.

- 9) The Procuring Entity shall grant a **twenty percent (20%) Margin of Preference to Indigenous Black Malawians** on this RFQ. Bidders to be considered for this Margin of Preference shall be required to prove their business ownership by attaching to their bids coloured copies of their Malawi National Identity Cards.



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10) 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.

11) Quotations must be received, in sealed envelopes, not later than 14:00 on **28th February, 2022**

Quotations must be returned to: The Internal Procurement Committee, Tender Box – 1st Floor, Central Medical Stores Trust, Private Bag 55, Mzimba Street, Lilongwe, Malawi.

12) 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.

13) Quotations will be evaluated based on:

- Responsiveness to specifications,
- delivery period,
- Sample submitted
- Price

Quotations that are responsive, qualified and technically compliant will be ranked accordingly. Award of contract will be made to the lowest evaluated bidder by item or by total through the issue of a Local Purchase Order.

Signed

Name: **Chikaiko Chadzunda PhD.**

Title/Position: **Chief Executive Officer**

For and on behalf of the Purchaser



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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 Annual Tax Clearance Certificate (for the last Financial Year),
 - (iii) PPDA Certificate
 - (iv) MSME Certificate
 - (v) Company Registration Certificate

- 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:



Central Medical Stores Trust

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Signature: _____ Name: _____
e: _____ :

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____
ny:

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.



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

Item No.	Book	Unit of issue	Quantity	UNIT PRICE IN KWACHA	TOTAL PRICE IN KWACHA
1	Lab coats (CMST Branding, Name of staff and position), 65% Polyester, 35% cotton white (S)	each	8		
2	Lab coats, (CMST Branding, Name of staff and position), 65% Polyester, 35% cotton white (M)	each	59		
3	Lab coats(CMST Branding, Name of staff and position), 65% Polyester, 35% cotton white (L)	each	160		
4	Lab coats(CMST Branding, Name of staff and position), 65% Polyester, 35% cotton white (XL)	each	35		
5	Lab coats(CMST Branding, Name of staff and position), 65% Polyester, 35% cotton white (XXL)	each	6		
6	Lab coats(CMST Branding, Name of staff and position), 65% Polyester, 35% cotton white (XXXL)	Each	4		
7	Work suit, blue(CMST Branding, Name of staff and position), (S)	each	5		
8	Work suit, blue(CMST Branding, Name of staff and position), (M)	each	42		
9	Work suit, blue (CMST Branding, Name of staff and position), (L)	each	69		
10	Work suit, blue(CMST Branding, Name of staff and position), (XL)	each	48		



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Item No.	Book	Unit of issue	Quantity	UNIT PRICE IN KWACHA	TOTAL PRICE IN KWACHA
11	Work suit, blue(CMST Branding, Name of staff and position), (XXL)	each	30		
12	Work suit, blue (CMST Branding, Name of staff and position), (XXXL)	each	4		
13	Face Mask	each	146		
14	Helmet blue	each	200		
15	Helmet white	each	25		
16	Leather Boots (Size 36/4)	Pair	9		
17	Leather Boots (Size 37/5)	Pair	22		
18	Leather Boots (Size 38/6)	Pair	14		
19	Leather Boots (Size 39/7)	Pair	13		
20	Leather Boots (Size 40/8)	Pair	26		
21	Leather Boots (Size 41/9)	Pair	13		
22	Leather Boots (Size 42/10)	Pair	41		
23	Leather Boots (Size 43/11)	Pair	5		
24	Leather Boots (Size 44/12)	Pair	9		
25	Gumboots (Size 4)	Pair	25		
26	Gumboots (Size 6)	Pair	11		
27	Gumboots (Size 7)	Pair	21		
28	Gumboots (Size 8)	Pair	27		
29	Gumboots (Size 9)	Pair	42		
30	Gumboots (Size 10)	Pair	14		
31	Rain Suit(CMST Branding)(Size S)	each	8		
32	Rain Suit(CMST Branding)(Size M)	each	43		
33	Rain Suit(CMST Branding)(Size L)	each	84		
34	Rain Suit(CMST Branding)(SizeXL)	each	51		



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Item No.	Book	Unit of issue	Quantity	UNIT PRICE IN KWACHA	TOTAL PRICE IN KWACHA
35	Rain Suit(CMST Branding)(Size XXX)	each	1		
36	Cold room jackets(CMST Branding)	each	20		
37	Mens suits (size 30)	Each	2		
38	Mens suits (size 32)	Each	8		
39	Mens suits (size 36)	Each	8		
40	Mens suits (size 46)	Each	4		
41	Mens suits (size 52)	Each	8		
42	Mens suits (size 56)	Each	2		
43	Socks	Each	56		
44	Neck tie	Each	56		
45	Leather Belt	Each	28		
46	Mens Executive Shoes(size 5)	Each	1		
47	Mens Executive Shoes(size 6)	Each	2		
48	Mens Executive Shoes(size 7)	Each	1		
49	Mens Executive Shoes(size 8)	Each	7		
50	Mens Executive Shoes(size 9)	Each	3		
51	Mens Shirt(CMST Branding)(white – size S)	Each	1		
52	Mens Shirt (CMST Branding)(white – size L)	Each	5		
53	Mens Shirt(CMST Branding)(white – size M)	Each	5		
54	Mens Shirt(CMST Branding)(white – size XL)	Each	3		
55	Ladies suits /skirt & blouse(Size S)	Each	2		
56	Ladies suits/skirt & blouse(Size M)	Each	10		
57	Ladies suits/skirt & blouse(CMST Branding)(Size L)	Each	6		



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Item No.	Book	Unit of issue	Quantity	UNIT PRICE IN KWACHA	TOTAL PRICE IN KWACHA
58	Ladies suits/skirt & blouse(CMST Branding) (Size XL)	Each	6		
59	Ladies Executive Shoes(size 4)	Each	1		
60	Ladies Executive Shoes(size 6)	Each	5		
61	Ladies Executive Shoes(size 7)	Each	3		
62	Ladies Executive Shoes(size 8)	Each	3		

Authorised By:

Signature:	Name:
Position:	Date:
Authorised for and on behalf of:	
Company:	