MUSCCO LTD
P.O. BOX 651 LILONGWE, MALAWI
Ref No.: MUSCCO/2019/01 FEBRUARY 2019

REQUEST FOR QUOTATIONS

To:........................All RAIN GAUGES suppliers.................................................................

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 MUSCCO 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: Supply and Delivery of Standard Rain Gauges for INVEST Project
2) Quotation prices should be based on: Malawi Kwacha for goods supplied from within Malawi and Delivered to MUSCCO HOUSE. P.O Box 651 Lilongwe Malawi
3) Quotation prices should include both installation and training costs
4) The delivery period required is 2 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: 12 Months
7) 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.
8) Quotations must be received, in sealed envelopes, no later than **14:00 hours on 22nd February, 2019**

9) Quotations must be returned to:
   The Acting Chief Executive Officer,
   MUSCCO LTD, MUSCCO HOUSE, MANDALA ROAD
   P. O. Box 651,
   Lilongwe.

10) 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.

11) The following criteria will be used for selection of the successful bidders:
    (a) Conformance to Specifications.
    (b) Sample(s) included
    (c) Delivery Period
    (d) Price

Quotations that are responsive, qualified and technically compliant will be ranked according to **price (in Malawi Kwacha).** Award of contract will be made **through the issue of LPO.**
REQUEST FOR QUOTATION

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: .................................................................
   Delivery period offered: .................................................................
   Days / weeks / months from date of Purchase order.

2) The validity period of this Quotation is: ............................ days from the date for receipt of Quotations.

3) Warranty period (where applicable): ......................... Months.

4) We attach the following documents:
   i. Section C of the Request for Quotations completed and signed,
   ii. A copy of Your Trading License,
   iii. A copy of Your Annual Tax Clearance Certificate,
   iv. Copy of ODPP Certificate
   v. A list of 3 Recent contracts successfully performed.

5) 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 MUSCCO LTD General Conditions of Contract for Local Purchase Orders.

6) We confirm that the prices quoted are fixed, include installation, training costs 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 COMPLETED AND PRICED BY BIDDER)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Detailed specification for Standard Rain Gauge</th>
<th>Bidders is supposed to state whether they comply or do not comply</th>
<th>Delivered Total Price in Malawi Kwacha</th>
</tr>
</thead>
<tbody>
<tr>
<td>49</td>
<td>Standard Rain Gauge</td>
<td>Fibre Reinforced plastic as both rain gauge material and collector bottle material</td>
<td></td>
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<tr>
<td></td>
<td>127 mm ± 0.5 mm in any directions as diameter of collector</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>126 cm as Area of collector</td>
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<tr>
<td></td>
<td>10 mm measuring cylinder</td>
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<td></td>
<td>0.1mm graduation</td>
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<td></td>
<td>measuring cylinder material of Borosilicate glass free from air bubbles and visible defects with uniform wall thickness</td>
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<td></td>
<td>Installation cost</td>
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<td></td>
<td>Training cost</td>
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<td></td>
<td>One-year and onsite warranty</td>
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<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: ___________________________

Authorized for and on behalf of:

Company: ___________________________