



Catholic Development Commission in Malawi



THE ARCHDIOCESE OF LILONGWE

P.O Box 631, Lilongwe.

Email: ipc@cadecomll.org

REQUEST FOR QUOTATION

TO:

Date of issue:	12.06.2025
Procurement Number.:	GT/ILIAR/2025/02
Contract title:	Supply of He-Goats, and She-Goats
Closing date:	03.07.2025 @ 12.00hrs
For further information, please contact the Contracting Authority:	For inquires IPC Chairperson, CADECOM Lilongwe, Likuni, behind Likuni Mission Hospital ipc@cadecomll.org Call: 0880 99 65 44
Please note that the Quotations may be delivered to the Contracting Authority at the above address by in a sealed envelope clearly marked with the above File Number and the name of the submitting company and by email to ipc@cadecomll.org	

CADECOM LILONGWE INVITES YOU TO SUBMIT A QUOTATION FOR SUPPLY OF GOATS AS FOLLOWS

Item	Description	Unit	Qty	Goats to be delivered not later than
1	Supply of She-goats <ul style="list-style-type: none">In good health without injuriesReady for raising, with potential to breed and conceive live births.Never conceived before but at point of breedingWith two functional teatsOpen (not bred)Aged between 10 and 18 monthsLive body weigh between 12 and 23 kgs	Each	2100	31 August 2025
2	Supply of He-goats <ul style="list-style-type: none">Without deformityReady to mate.In good health without injuriesWell delivered testiclesAged between 10 and 18 monthsLive body weigh between 12 and 23 kgs	Each	525	



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INSTRUCTIONS

A.1. Acknowledgement

Upon receipt of the Request for Quotation please inform the Contracting Authority if you intend to submit a quotation. Please respond even if negative.

A.2. General

The goods to be purchased are for use by the Contracting Authority in its ILIAR project in Ntchisi (Chipuka and Chikwatula EPA) and Dowa (Mponela EPA), (point of delivery), in Malawi, an intervention supported by NCA-DCA Program.

A.3. Cost of quotation

The supplier shall bear all costs associated with the preparation and submission of their quotation and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the negotiated procedure.

A.4. Eligibility and qualification requirements

In the Quotation Submission Form suppliers shall attest that they meet the eligibility criteria and all conditions set in this RFQ. If required by the Contracting Authority, the supplier whose quotation is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation

To give evidence of their capability and adequate resources Suppliers shall provide the information and the documents requested by the Contracting Authority.

A.5. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest:
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information.

A.6. Documents comprising the Request for Quotation

The Supplier shall complete and submit the following document with their quotation:

1. The attached Quotation Submission Form
2. Suppliers' technical specifications
3. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates and membership certificates of any relevant professional bodies (Shall only be submitted if you have not delivered to the Contracting Authority before).
4. Evidence of previous similar contracts executed in the past three (three) years
5. References so that the contacting authority may contact for further background information of your company.

A.7. Price

The price quoted by the supplier shall not be subject to adjustments on any account except as otherwise provided in the conditions of the Contract.

Price shall be quoted in Malawi Kwacha equivalent

VAT and/or any sales tax applicable to the purchase of supplies shall be indicated separately in the Quotation Submission Form.



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A.8. Validity

Quotations shall remain valid and open for acceptance for 30 days after the closing date.

A.9. Closing date

Quotation must be received by the Contracting Authority as specified on page 1 not later than the closing date and time. Any quotations received after that will not be considered.

A.10. Award of Contract and Criteria

The Contracting Authority will award the Contract to the supplier whose quotation has been determined to be substantially responsive to this Request for Quotation (RFQ) and who has offered the lowest evaluated price, provided further that the supplier has the capability and resources to carry out the Contract effectively and provide after sale service.

A.11. Signature and entry in to force of the Contract

Prior to the expiration of the period of the quotation validity, the Contracting Authority will notify the successful supplier in writing.

Within 5 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful supplier must sign and date the Contract and return it, to the Contracting Authority. On signing the Contract, the successful supplier will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful supplier fails to sign and return the Contract and within the days stipulated, the Contracting Authority may consider the acceptance of the quotation to be cancelled without prejudice to the Contracting Authority's right to, claim compensation or pursue any other remedy in respect of such failure, and the successful supplier will have no claim whatsoever on the Contracting Authority.

A.12. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the RFQ at any stage.

SPECIAL CONDITIONS

B.1. Scope of Supply

The subject of the contract is the **supply and delivery of 525 bucks and 2100 does** described as supplies in the Price and Technical Data Form.

The goats shall be delivered to project sites namely; Chipuka EPA, Chikwatula EPA in Ntchisi district, Mponela EPA in Dowa district.

B.2. Payment

Payment will be made upon receipt of the following documents and within 30 days after receipt of goods:

- (a) Invoice (one original)
- (b) Proof of delivery, signed by CADECOM official receiving (Delivery note- one original)
- (c) Any other document/certificates that may ascertain quality of the supply

B.3 Insurance

It is the responsibility of the supplier to issue a transport insurance covering transport to point of delivery

QUOTATION SUBMISSION FORM

PRICE SCHEDULE (Price and currency to be inserted by supplier and returned to the contracting Authority)

Item	Description	Unit	Qty	Currency MK	
				Unit Price	Total Price
1					
	Value added tax (VAT)				
	Total price incl. VAT				

Suppliers are requested to complete the following form

The following technical specifications are provided in the format of a checklist. They are compulsory as minimum standard and will be the only basis for the Contracting Authority to assess the technical compliance of the equipment presented in the quotations. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

TECHNICAL DATA FORM

Item no.:	Parameter	Characteristics (Contracting Authorities minimum requirement)	Comply (Y / N)	Deviations, if any, to be described in this column
1	Description	Name/description of product		
	Specifications	Technical requirement		
		Insert extra rows as required		
	(Option: Goat Treatments)	Specific requirement		

Any subsequent procurement related to this Quotation will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available at CADECOM.

After having read this Request for Quotation **GT/ILIAR/2025/02** on behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Request for Quotation including General Terms and Conditions for Supply Contracts with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- Certify and attest that we meet the eligibility criteria stated in the Instructions.
- Certify and attest compliance with the Code of Conduct for Contractors.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

The Contractor

Name of the company

Address

Telephone no.

E-mail:

Name of contact person:

Date: