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In reply please quote No.

Secretary for Transport and Public Works
Private Bag 322
Capital City
LILONGWE 3
Malawi

All correspondences should be addressed to
The Secretary for Transport and Public Works

Request for Quotations (for Goods)

Procurement Reference Number: MTPW/IPDC/2025-2026/86

To:

.....

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Date: 27th February, 2026

The Procuring and Disposing Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Procuring and Disposing Entity 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 Supply and Delivery of Airmen License covers.
2. Quotation prices should be based on—
 - (a) for goods supplied from within Malawi; EXW – insured and delivered to the Ministry of Transport
 - (b) for goods supplied from outside of Malawi; CIP or DDP
3. The delivery period required is 7 days from date of order.
4. Quotations must be valid for 30 *days* from the deadline for submission.
5. The warranty/guarantee offered shall be:
6. Quotations and supporting documents as specified in Section C must be marked with the Procurement Reference Number given above and indicate your acceptance of the terms and conditions.
7. Quotations must be received, in sealed envelopes, no later than: 2:00pm on 04/03/2026
8. Quotations must be returned to the Chairperson of IPDC: **IPDC Chairman, Ministry of Transport and Public Works Headquarters Room 41, Private Bag 322, Lilongwe**
9. The attached Schedule of Requirements in Section D, details the items to be procured. You are requested to quote your delivered price for these items by completing and returning Sections C and D.

	Licence- Aeroplanes			
3	Private pilot Licence- Aeroplanes	A6 Light Brown		
4	CPL-A	A6 Blue		
5	ATL-A	A6 Green		
6	ATC	A6 Yellow		
7	Cabin crew	A6 White		
8	National Private pilot Licence	A6 Light Brown		
9	Aircraft Maintenance Engineers	A6 Dark Maloon		
10	Flight Engineers	A6 Navy Blue		
11	Flight Navigators	A6 Navy Blue		
12	Radio Operators	A6 Navy Blue		
13	Flight Dispatcher	A6 Black		

NB: You are requested to come and see the sample

SECTION D: BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date: [insert date]

Procurement Reference No.: [insert procurement reference number]

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

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To: [insert complete name of Procuring and Disposing Entity]

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership