



**COMESA Competition Commission**  
Kang'ombe House, 5th Floor-West Wing  
P.O. Box 30742  
Lilongwe 3, Malawi  
Tel: +265 (0)1 772 466  
+265 (0) 999 970 269  
Email: [compcom@comesa.int](mailto:compcom@comesa.int)



**Common Market for Eastern  
and Southern Africa**

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## REQUEST FOR QUOTATIONS

### SUPPLY AND INSTALLATION OF AIR CONDITIONERS

REFERENCE: CCC/RFQ/06/04/2021

JUNE 2021

The COMESA Competition Commission (the Commission) invites sealed quotations from eligible and qualified Suppliers for the supply of 18000BTU Air Conditioners described herein. The process will be conducted in accordance with the COMESA Competition Commission Procurement Rules.

#### SECTION A: QUOTATION REQUIREMENTS

##### Supply of 18000 BTU Air Conditioners

- 1) Items to be supplied within 30 days of receipt of order.
- 2) Quotations must be valid for 30 days from the date for receipt given below.
- 3) Quotations and supporting documents as specified in this RFQ must be clearly marked with the Reference Number given above and must indicate acceptance of the stated terms and conditions.

##### 4) Submission of quotations

The Suppliers should place the original and one copy of their Quotation in a sealed outer envelope containing two sealed envelopes, one marked "original" and one marked "copy", addressed to the Commission as indicated in paragraph (5) below, clearly marked with the Reference Number provided above.

##### 5) Deadline for Submission of Quotations

Interested Supplies should submit their responses to the Commission physically **or posted/delivered to the address** below on or before 17:00 hours on Tuesday, 15<sup>th</sup> June 2021. Late Quotations will be rejected.

**The Chairperson  
Procurement Committee  
COMESA Competition Commission  
Kang'ombe House, 5<sup>th</sup> Floor – West Wing  
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- 6) Eligibility Criteria:** In order to be eligible, Suppliers should clearly demonstrate that they are authorized dealers of the product. You are requested to submit copies of the following documents as evidence of your eligibility:
- i. Valid trading license or equivalent
  - ii. Valid certificate of registration or equivalent
  - iii. Valid tax clearance certificate or equivalent
- In submission of quotations Suppliers should provide that:
- a) They have the legal capacity to enter into a contract.
  - b) They are not insolvent, in receivership, bankrupt or being wound up or their business activities have not been suspended and they are not subject to legal proceedings for any of these circumstances.
  - c) They have fulfilled their obligations to pay taxes and social security contributions, and for that purpose, documentary evidence to be provided by a foreign candidate to demonstrate that it meets the criterion in this paragraph may consist of a written declaration to that effect.
  - d) That their servants, or agents have not offered any inducement to any employees of the Commission.
- 7)** The attached Schedule of Requirements at Section B details the materials and/or technical specifications to be supplied. You are requested to quote for the requirements in Sections B. Quotations shall cover all costs of labor, materials, equipment, overheads, profits, and all associated costs for supplying the equipment. The whole cost of supply and delivery of the equipment shall be included in the items stated.
- 8)** Quoted prices must be exclusive of VAT.

**Section B: ACTIVITY SCHEDULE OF ITEMS**

**Supply and Installation of 18000 BTU Air Conditioners**

**Quantity: 14**

<b>REQUIRED SPECIFICATIONS – 18000 BTU Air Conditioners</b>	
1	Air Split Type Wall Mounted Air Conditioner c/w Heating, Cooling, Auto-restart Facility and Remote Control
2	Automatic Voltage Switch
3	Installation material and labor
	<b>Warranty</b>
4	Warranty: Minimum 1 year