



# Public Procurement and Disposal of Assets Authority

Jireh bible House  
Area 3  
Lilongwe  
MALAWI

Private Bag 383, Lilongwe3  
Phone: (265) 0887083262/3/4  
Email: [dg@ppda.mw](mailto:dg@ppda.mw)  
Website: [www.ppda.mw](http://www.ppda.mw)

## REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: PPDA/02/BT/2025

To: .....  
.....  
.....

Date: 21/02/2025

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**


**SUPPLY AND DELIVERY OF BACKUP TAPE DRIVES**

- 2) Quotation prices should be based on:  
for goods supplied from within Malawi; EXW – insured and delivered to  
or for goods supplied from outside of Malawi; CIP to [point of delivery].
- 3) The delivery period required is **2** days from date of order.
- 4) Quotations must be valid for **30** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **12** months.
- 6) 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.
- 7) Quotations must be received, in sealed envelopes, no later than: **10:00 PM on 27 /02/ 2025**
- 8) Quotations must be returned to:  
**The IPDC CHAIRPERSON**  
**PPDA, JIREH BIBLE HOUSE**  
**P/Bag 383,**  
**Lilongwe**
- 9) 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.

**Procurement Number: PPDA/eGP/02/2025**

**10)** *List any other requirements e.g. the provision of samples* Procurement Number:  
.....

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

Signed:  Name **CHIMWEMWE WIRIMA**  
Title/Position: CHIEF PROCUREMENT OFFICER  
For and on behalf of the Purchaser

**Procurement Number: PPDA/eGP/02/2025**

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 Trading License,
  - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
  - iv. A list of recent Government contracts performed,
  - v. PPDA Certificate.
  - vi. Copy of MSME 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:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised for and on behalf of: \_\_\_\_\_ (DD/MM/YY)

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 PRICED BY BIDDER)**

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Tape Library	Each	1		
2	Drives	Each	4		
3	Backup Software	Each	1		
4	LTO9 Tapes	Each	50		
<b>Total</b>					

The following attachments are appended to clarify the Description of Goods:

Item	Specifications	Quantity
Tape Library	TS4300 Tape Library	1
Drives	LTO9 Drives	4
Backup Software	Spectrum Protect Suite (10TB license) or VEEAM Backup (for 50 VMs)	1 license
LTO9 Tapes	Packs of 5 tapes	10 packs (50 tapes)

**Authorised By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_