



Malawi Revenue Authority
Private Bag 247
Blantyre

REQUEST FOR QUOTATIONS (FOR GOODS)

PROC # MRA/LIBRARY BOOKS/02/10/2024

To: Eligible Bidder

Blantyre

Date: 2nd October, 2024

Malawi Revenue Authority 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 books for library at ITA

Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to Main Warehouse Ginnery Corner **or** for goods supplied from outside of Malawi; CIP to MRA Main warehouse, Ginnery Corner

- 2) The delivery period required is 7 days** from date of order.
- 3) Quotations must be valid for 45 days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be Not Applicable.**
- 5) 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.**
- 6) Quotations, in sealed envelopes, must be deposited in the RFQ box on First Floor reception, MRA Msonkho House, Blantyre at or before 15.00hrs local time on Tuesday, 08th October, 2024**
- 7) Quotations must be returned to:**

IPDC Chairperson
Malawi Revenue Authority
Private Bag 247
Blantyre

- 8) 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.**
- 9) Quotations that are responsive, qualified and technically compliant will be ranked according to price and a domestic preference of 20 percent will be applied for black indigenous Malawians. 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: **Miriam Jere**

Title/Position: **Head Supply Chain Management**

For and on behalf of the Purchaser

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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 current Business Registration Certificate
 - iii. A copy of our current Annual Tax Clearance Certificate
 - iv. Copy of National Registration Identity Card
 - v. Valid PPDA 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: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address:

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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.

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SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha (Taxes inclusive)	Delivered Total Price Kwacha (Taxes inclusive)
1	Applied Macroeconomics: A Practical Introduction (2022)	Each	1		
2	Business Research Methods 5th Edition (2019)	Each	2		
3	Complementary Management : A Practice-driven Model of People Management and Leadership in Organizations (2023)	Each	1		
4	Economics 14th Edition (2021)	Each	1		
5	Excel 2019 for Business Statistics: A Guide to Solving Practical Problems (2020)	Each	1		
6	Frank Woods Business Accounting Volume 2 14th Edition (2018)	Each	2		
7	Fundamentals of Marketing Second Edition (2021)	Each	1		
8	Governance and Risk Management in Taxation (2018)	Each	1		
9	Human Resources Strategies 1st Edition (2020)	Each	1		
10	Introduction to Human Resource Management (2019)	Each	1		
11	Introductory Statistics for Business and Economics : Theory, Exercises and Solutions (2019)	Each	1		
12	Leadership & Change Management 1st Edition (2019)	Each	2		
13	Management in Public Administration: Developments, Challenges Adaption of Management Practices (2018)	Each	1		
14	Management Information Systems : Managing the Digital Firm (17th Edition) 2021	Each	1		
15	Operations Management (2019)	Each	2		
16	Handbook on WTO customs valuation agreement	Each	1		
17	Positive Leadership : Using Positive Psychology For a Better Workplace Culture 1st Edition (2022)	Each	1		
18	Principles of Public Finance (2018)	Each	1		
19	Research Methods for Business Students 9th Edition (2023)	Each	1		

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20	Statistics for Business and Economics : Compendium of Essential Formulas (2021)	Each	1		
21	Strategic Marketing : Creating Competitive Advantage (2022)	Each	1		
22	Understanding strategic management Fourth edition (2021)	Each	1		
23	The World Customs Organization : Past, Present and Future (2023)	Each	2		
24	Understanding Financial Accounting : A guide for non-specialists (2021)	Each	1		
				Sub-Total	
				VAT 16.5%	
				PPDA Levy (1%)	
				Total Bid Price	

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____