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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
In reply please quote No.

Procurement Number: MTPW/IPDC/DRW/2024-2025/13

Date: 27th June 2024

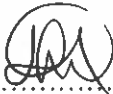
To:.....
.....
.....

The Procuring Entity named above invites you to submit your quotation for the services 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 were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

- 1) **Description of Supply and Delivery of Laptops.**
- 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to Ministry of transport and public works.
or for goods supplied from outside of Malawi.
- 3) The delivery period required is **7 days** days/weeks/months from date of order.
- 4) Quotations must be valid for **30 days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **NA.**
- 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: **02:00 on 4/07/2024** Quotations must be returned to:
IPDC Chairman, Ministry of Transport and Public Works Headquarters Room 41, Private Bag 322, Lilongwe.
- 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.

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: **Litess Mulilima**
Title/Position: **Principal Procurement Officer (PPO)**

Procurement Number: MTPW/IPDC/DRW/2024-2025/13

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Laptops	Each	2		
2	Laptop	Each	2		
Subtotal					
VAT 16.5 %					
PPDA Levy 1%					
Grand Total					

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

[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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

Technical Specifications and Compliance Sheet

Procurement Reference Number: RFQ No. MTPW/IPDC/DRW/2024-2025/13

Column (b) states the minimum technical specification of the item(s) required by the Procuring Entity. The Bidder is to complete column (c) with the technical specification of the item(s) offered and to state whether the offered items "comply" or do "not comply" giving details of the areas of non-compliance.

Lot 1	Item Description	Technical Specification of items required Detailed specification	Mandatory or Not	Compliance
1	Laptops		2	
	Processor	Intel Pentium i5 3.0 GHz Clock speed	N	
	RAM	8GB	M	
	HDD	1TB	M	
	GPU	4GB	M	
	Display/LCD Panel	15.6" or smaller, 1024 x 768 resolution, touch screen 4K	M	
	Battery life	5HR Battery life. Lithium-ion battery	M	
	Manual Language	English	M	
	Optical (CD)Drive	Super Multi 8x DVD+/-R/RW with double layer support	M	
	Operating system	Genuine windows 11 Professional edition with DVD/CD	M	
	Application software	MS office 2016	M	
	Anti-virus software	Latest preloaded anti-virus software with CD	M	
	Physical security facility	Finger print reader	M	
	Power	Universal AC Adapter 110/220v	M	
	Warranty period	12 months	M	
Lot 2	Laptops		2	

	Processor	Intel Pentium i7 3.0 GHz Clock speed	N	
	RAM	8GB	M	
	HDD	1TB	M	
	GPU	4GB	M	
	Display/LCD Panel	15.6" or smaller, 1024 x 768 resolution, touch screen 4K	M	
	Battery life	5HR Battery life. Lithium-ion battery	M	
	Manual Language	English	M	
	Optical (CD) Drive	Super Multi 8x DVD+/-R/RW with double layer support	M	
	Operating system	Genuine windows 11 Professional edition with DVD/CD	M	
	Application software	MS office 2016	M	
	Anti-virus software	Latest preloaded anti-virus software with CD	M	
	Physical security facility	Finger print reader	M	
	Power	Universal AC Adapter 110/220v	M	
	Warranty period	12 months	M	