



Malawi Revenue Authority
Private Bag 247
Blantyre

REQUEST FOR QUOTATIONS (FOR SERVICE)

Procurement Ref No. MRA/LILONGWE BLOCK MANAGEMENT OFFICE
BRANDING/23/09/2024

To:

Date: 23rd September, 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
Lilongwe Block Management Office Branding
- 2) 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
- 3) The delivery period required is **14 days** 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 **24 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 deposited in the **RFQ Box** at the **Reception on 1st Floor at Msonkho House in Blantyre**, in sealed envelopes no later than: **Friday, 27th September, 2024**
- 8) Quotations must be returned to:

IPDC Chairperson
Malawi Revenue Authority
Private Bag 247
Blantyre

- 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.
- 10) 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 B of the Request for Quotations completed and signed;
 - ii. A copy of our current Annual Tax Clearance Certificate
 - iii. A copy of national ID
 - iv. A valid PPDA Certificate
 - i. Two copies of LPOs or Contracts of similar nature
- 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 No	Description of Goods (as per the attached Technical specifications and compliance sheet)	Unit of Measure	Quantity	Delivered Unit Price Kwacha (Tax Inclusive)	Delivered Total Price Kwacha (Tax inclusive)
1	Bill Board <ul style="list-style-type: none"> Galvanised metal Vinyl Print 6m by 6m 	Each	1		
2	Pylon <ul style="list-style-type: none"> 3m by 1m 	Each	1		
3	Direction Signs <ul style="list-style-type: none"> 3m by 1m 	Each	3		
4	Wall Sign <ul style="list-style-type: none"> 3D Cut – outs 750cm 	Each	1		
5	Contra Vision for Windows <ul style="list-style-type: none"> 229*117 cm 	Each	4		
	Contra Vision for Windows <ul style="list-style-type: none"> 182*117 cm 	Each	4		
	Contra Vision for Windows <ul style="list-style-type: none"> 226*120 cm 	Each	4		
6	Contra Vision for Doors <ul style="list-style-type: none"> 186*76 cm 	Each	4		
	Contra Vision for Doors <ul style="list-style-type: none"> 224*55 cm 	Each	2		
	Contra Vision for Doors <ul style="list-style-type: none"> 112*117 cm 	Each	4		
	Contra Vision for Doors <ul style="list-style-type: none"> 112*168 cm 	Each	1		
7	Alluminium Door Signs	Each	30		
8	Reception <ul style="list-style-type: none"> 3D Cut - Outs 	Each	1		
8	Supply and Installation of flag poles <ul style="list-style-type: none"> 8 metres 	Each	2		
9	Newspaper Placement <ul style="list-style-type: none"> ¼ page color 	Each	2		

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				Sub-Total	
				VAT	
				PPDA Levy (1%)	
				Total Bid Price	

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____