



Malawi Revenue Authority
Private Bag 247
Blantyre

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: MRA/MAINTENANCE FEEDBACK BOOKS/07/10/2024

To:

Blantyre

Date: 07th 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 of Maintenance Feedback Books**
- 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 **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 deposited in the **RFQ Box** at the **Reception on 2nd Floor at Msonkho House in Blantyre**, in sealed envelopes no later than: **Friday, 11th October, 2024**
- 8) Quotations must be returned to:

Head of Supply Chain Management
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 of Supply Chain Management**

For and on behalf of the Purchaser

Malawi Revenue Authority

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 Business Registration Licence,
 - iii. Copy of National Registration Identity Card
 - iv. Current Tax Clearance Certificate
 - v. Valid PPDA Certificate
 - vi. 2 Copies of LPOs or contracts in printing of books
- 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:

.....

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.

Malawi Revenue Authority

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	Maintenance Feedback Books A4 Self-Carbonated Paper (NCR) 50gms in triplicate Top white Middle green Bottom Yellow in 100s	Each	16		
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: _____