

Malawi Revenue Authority
Private Bag 247
Blantyre

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: MRA/PHOTOGRAPHY STUDIOS FOR MODELS/30/08/2024

To: Eligible Bidder

Date: 30th August, 2024

The Procuring Entity named above invites you to submit your quotation for carrying out the whole services as described herein. 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
Photography studios for model photos
- 2) Services are to commence **7 days** from date of order.
- 3) Services are to be completed by **12 months** from the date of order.
- 4) Quotations must be valid for **60 days** the date for receipt given below.
- 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 must be deposited in the **RFQ Box** at the **Reception on 1st Floor at Msonkho House in Blantyre**, in sealed envelopes no later than: **Tuesday, 3rd September, 2024**
- 7) Quotations must be returned to:

Head of Supply Chain Management
Malawi Revenue Authority
Private Bag 247
Blantyre

- 8) The attached Schedule of Rates and at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, details the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services shall be deemed to be included in the prices quoted.
- 9) 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: **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) Services will commence within: days/weeks/months from date of Purchase Order.
- 3) Services to be completed by: days from the date of Purchase Order.
- 4) Validity period of the quotation is:days from the date for receipt of Quotations.
- 5) We enclose the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of our Business Registration Certificate
 - iii. A copy of latest practicing license
 - iv. A copy of National ID card
 - v. A list of Terms and Conditions that apply
 - vi. A copy of the current Tax Clearance Certificate
- 6) We confirm that our quotation is subject to 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 Service (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha (Tax Inclusive)</i>	Delivered Total Price <i>Kwacha (Tax Inclusive)</i>
1	<p>Photography services for Models</p> <p>Qualifying studios should have proof of the following:</p> <ol style="list-style-type: none"> 1. Lighting Equipment 2. HD DSLR Cameras 3. A well-established photo studio/office 4. Submit samples of photographs with creative concepts <p>Period: 12 months</p> <p>Required Services:</p> <ol style="list-style-type: none"> 1. You are required to capture pictures of MRA appointed models at specified sessions (<i>models will contact the studio to book a session</i>) 2. You will be required to contact MRA's Corporate Affairs office for creative direction or concepts before each photo session 3. Capture a minimum of 10 quality (300dpi resolution), in focus and well-lit pictures in different set ups based on concepts as directed by the Corporate Affairs representative 4. Submit an invoice based on the sessions undertaken so payment can be processed accordingly 				
Total					

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____