

Email: minfo@mining.gov.mw
Communications should be addressed
to:
The Secretary for Mining



In reply please quote No.
**480/MOM/IPDC/ANTIVIRUS/RFQ/26-
27/10**

Ministry of Mining
P.O. Box 251
LILONGWE.

Procurement Number: 480/MOM/IPDC/ANTIVIRUS/RFQ/26-27/10

To: Messr's

.....

.....**Date:13TH July, 2026.**

Procuring Entity named above invites you to submit your quotation for the goods described herein. Bidders may quote for one lot or more lots. The Purchaser reserves the right to award a contract for selected Lots 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) Supply and Delivery of Antivirus

No.	DESCRIPTION	UNIT OF MEASURE	QUANTITY
1	Antivirus	CD	15

Quotation prices should be based on: Malawi Kwacha
for goods supplied from within Malawi; EXW – insured and delivered to: Ministry
of Mining or for goods supplied from outside of Malawi; CIP to [*point of
delivery*].

- 2) The delivery period required is One **week** from date of IFMIS LOCAL PURCHASE ORDER.
- 3) Quotations must be valid for **Sixty (60) days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be: **12 Months**.
- 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 received, in sealed envelopes, no later than: 17th July, 2026
Not later than 10:00am
- 7) Quotations must be returned to:

*The Chairperson, Internal Procurement Committee, Ministry of Mining,
Matamando House, City centre 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.
- 9) Technical Specifications are provided in Annex 1

10) The following criteria will be used for selection of the successful bidders:

- (a) Delivery Period
 - (b) Price
 - (c) Bid validity
 - (d) Section B and C and D of the Request for Quotations completed and signed;
 - (e) Availability of copy of valid Trading Licence,
 - (f) Availability of copy for Valid Annual Tax Clearance Certificate
 - (g) **Payment terms (within 30 days from the date of delivery note and Invoice) Any bidder demanding payment before delivery should not participate in this procurement**
 - (h) A list of recent contracts performed,
 - (i) Valid Copy of PPDA Registration Certificate
 - (j) Experience and Technical Capacity
- The Bidder shall have a minimum of one year (1) experience in supplying/ Trading in a similar type of goods under this procurement.

Quotations that are responsive, qualified and technically compliant will be ranked according to **price (in Malawi Kwacha)**. Award of contract will be made **through the issue of a Local Purchase Order (LPO)**.

NOTE:

1. **NO PAYMENT SHALL BE MADE TO A SUPPLIER WHO HAS NOT DELIVERED GOODS OR SERVICES. SUPPLIERS ARE OBLIGATED TO DELIVER GOODS AND SERVICES UPON PRESENTATION OF A SAP IFMIS SYSTEM GENERATED LOCAL PURCHASE ORDER (LPO).**

Signed:Name: **Agnes Chiwaya**

Title/Position: **Procurement Officer**

For and on behalf of the Purchaser

Procurement Number: 480/MOM/IPDC/ANTIVIRUS/RFQ/26-27/10

Your quotation is to be returned on this Form by completing and returning Sections B and C including the specifications 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. Business License;
 - iii. PPDA Registration Certificate
 - iv. MRA Registration Certificate.
 - v. Tax Clearance 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)

Authorized 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.

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

Lot No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Anti virus	CD	15		
Sub Total					
Vat (17.5%)					
Grand Total					

The following attachment is appended to clarify the Description of Goods:

[Attachment (1) for additional specification of the goods required]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Annex (1)

Technical Specifications and Compliance Sheet

Procurement Reference Number: 480/MOM/IPDC/ANTI-VIRUS/RFQ/26-27/10

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.

	Technical Specification of items required including applicable standards	M	Compliance specification offered
<i>A</i>	<i>B</i>		<i>C</i>
1	Real Time anti virus 3 in 1 (anti-virus, anti-Malware and Anti-Ransomware Protection) Safe web Browsing Existing Virus Removal Anti-Pishing Two-way Firewall Performance Optimization Device Space Clean up Hard Drive Health Monitor Fast VPN Expert Virus Check & Approval		

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine or verify whether this meets the minimum specification required in column b. **Bidders must complete column c or the bid will be rejected. Bidders are required to include technical literature to support the details provided in column c.**

INSERT PDE LOGO

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture. The beneficial ownership information to be submitted in this Form shall be current as at the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions-

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date: [insert date]

Procurement Reference No.: [insert procurement reference number]

Page [insert page number] of [insert total number of pages] pages.

To: [insert complete name of Procuring and Disposing Entity]

In response to the invitation for bid dated [insert date of invitation for bid] we hereby submit beneficial ownership information: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the Board of the Directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence, telephone number(s), email address, postal and physical addresses]			

OR

(ii) We declare that there is no Beneficial Owner who has not been disclosed meeting one or more of the following conditions-

1. directly or indirectly holding 5% or more of the shares
2. directly or indirectly holding 5% or more of the voting rights
3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
5. has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

7. directly or indirectly holding 5% or more of the shares
8. directly or indirectly holding 5% or more of the voting rights
9. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]”
10. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
11. has a significant stake in a company and on whose behalf activity of a company is conducted; or
12. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: _____

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

² Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.