

Tel. No; (265) 01 754073  
Communications should be address  
to:  
The Secretary for Mining



In reply, please quote No.  
**480/MOM/STATIONERY/IPDC/RFQ/26-  
27/09**

**Ministry of Mining  
P.o. Box 251**

**Procurement Reference Number: 480/MOM/STATIONERY/IPDC/RFQ/26-27/09  
( TARGET MSME GROUP IS SMALL)**

To: .....

.....

..... Date:13<sup>th</sup> July, 2026.

The Procuring and Disposing Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Procuring and Disposing Entity 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 except were modified by this Request for Quotations.

#### **SECTION A: QUOTATION REQUIREMENTS—**

##### **1. Procurement of Stationery**

##### **2. 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*].

##### **3. The delivery period required is 5 days from date of IFMIS Local Purchase Order.**

##### **4. Quotations must be valid for Ninety (90) days from the deadline for submission.**

##### **5. The warranty/guarantee offered shall be: 12 months.**

##### **6. Quotations and supporting documents as specified in Section C must be marked with the Procurement Reference Number given above, and indicate your acceptance of the terms and conditions.**

##### **7. Quotations must be received, in sealed envelopes, no later than: 17<sup>th</sup> July ,2026 Not later than 10:00am**

##### **8. Quotations must be returned to:**

***The Chairperson, Internal Procurement Committee, Ministry of Mining, Matamando House, City centre Lilongwe***

9. The attached Schedule of Requirements in Section D, details the items to be procured. You are requested to quote your delivered price for these items by completing and returning Sections B,C and D.
10. Payment to the supplier shall be made within **45** days from the date of receipt of invoice.
11. The detailed descriptions of the goods required are provided in table below. Bidders shall provide full descriptions of the products being offered in Section D - Price Schedule.
12. *Those who will require payment before delivery MUST not participate in this procurement.*

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Your quotation is to be returned by completing and returning this Form and Section C and D including any other information/certification required within this RFQ.

## SECTION B: QUOTATION SUBMISSION SHEET

1. Currency of Quotation: .....
2. Delivery period offered: ..... days/weeks/months from date of the Local Purchase Order.
3. The validity period of this Quotation is: ..... from the date for receipt of Quotations.
4. Warranty period (where applicable): is .....
5. We attach the following documents: [*tick against the document(s) you have attached*]
  - (a) Section B,C and D of the Request for Quotations completed and signed
  - (b) A copy of our valid Business Registration Certificate and Trading License
  - (c) A copy of our valid Annual Tax Clearance Certificate
  - (d) A list of recent contracts performed;
  - (e) Copy of Valid PPDA Registration Certificate
  - (f) MSME certificate ( category small)
  - (g) 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.
  - The Bidder shall provide details of two (2) contracts completed with values of 20% of the total bid for similar goods during the past two years ending on the bid submission deadline.
6. We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements]
7. We have examined and have no reservations to the Request for Quotations Document, including Addenda No: (NA).
8. Our price shall be fixed for the duration of the validity period
9. We declare that our firm, Directors and Beneficial Owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY: [*to be completed by someone who has the power of attorney for the bidder*]

Signature \_\_\_\_\_ Name: \_\_\_\_\_  
:

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company \_\_\_\_\_  
:

Registered Address:

\_\_\_\_\_  
\_\_\_\_\_

*If any additional documentation is attached to your quotation, a signature and authorisation at Section C and Section D 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 must be rejected.*

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Section C: Schedule of Requirements (to be priced by Bidder)

Item No	Description of Goods [Attach detailed specification if necessary]	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Photocopying Paper	Ream	60		
2	Tonner 17A	Each	2		
3	Tonner 151A	Each	3		
4	Tonner 59A	Each	2		
5	Pens (Black/ Red)	Box	3		
6	Plain Folder	Each	750		
7	Self ink Date Stamp	Each	3		
8	Hardcover A4	Each	26		
9	Envelope A4	Box	2		
10	Paper Clip (Medium)	Box	3		
11	Staple Wires small	Box	2		
12	Lever Arch File	Each	70		
13	Blue Sheet A4	Ream	17		
14	Indorsing Ink red	Each	1		
15	Toner HP 415A Set of 4	Set	2		
16	Glue Stick	Each	10		
17	Stick note	Each	13		
18	Shorthand Pad	Each	14		
19	Toner 222A	Each	2		
20	Extension	Each	1		

21	Green Sheet	Ream	5		
22	Desk Diaries executive A5	Each	10		
23	Paper Clip (Large)	Box	2		
24	Executive Pens	Each	5		
25	Laser Jet 87A	Each	1		
26	Laser Jet 415A	Each	1		
27	Tonner 410A	Each	1		
28	Punching Machine (Medium)	Each	2		
29	Highlighters	Box	5		
30	Executive diary A4	Each	1		
				<i>Sub-Total</i>	
				<i>VAT 17.5%</i>	
				<i>Total Bid Price</i>	

AUTHORISED BY: [*to be completed by someone who has the power of attorney for the bidder*]

Signature \_\_\_\_\_ Name: \_\_\_\_\_  
:

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company \_\_\_\_\_  
:

Registered Address:

\_\_\_\_\_

\_\_\_\_\_

Lot No	Technical Specification of items required including applicable standards	M	Compliance specification offered
<i>A</i>	<i>B</i>		<i>C</i>
1	Photocopying Paper A4		
2	Tonner 17A Original grade		
3	Tonner 151A original grade		
4	Tonner 59A original grade		
5	Pens (Black/ Red) original packed in a box of 50 boxes		
6	Plain Folder		
7	Self ink Date Stamp		
8	Hardcover A4		
9	Envelope A4 packed in a carton of 250		
10	Paper Clip (Medium)		
11	Staple Wires small		
12	Lever Arch File		
13	Blue Sheet A4		
14	Indorsing Ink red		
15	Toner HP 415A Set of 4 original grade		
16	Glue Stick		
17	Sticky notes, 400 sheets, 3x3 inch/76x76 mm		
18	Shorthand Pad A5		
19	Toner 222A original grade		
20	Extension cord 4way gang		
21	Green Sheet, ream		
22	Desk Diaries, executive A5		

Lot No	Technical Specification of items required including applicable standards	M	Compliance specification offered of
23	Paper Clip (Large)		
24	Executive Pens		
25	Laser Jet 87A original grade		
26	Laser Jet 415A set of 4, original		
27	Tonner 410A set of 4, original		
28	Punching Machine (Medium)		
29	Highlighters		
30	Desk Diaries, executive A4		

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.**

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**SECTION D: BENEFICIAL OWNERSHIP DISCLOSURE FORM**

***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 joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of 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.*

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 your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [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]			

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- 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;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- 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]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder”
- 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;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- 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**]<sup>1</sup>

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**]<sup>2</sup>

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**]

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**Section E: EVALUATION OF QUOTATIONS:**

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<sup>1</sup> 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.

<sup>2</sup> 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.

1. Quotations will be evaluated to determine their compliance to technical specifications.
2. Completion and signing of section B (Quotation Submission sheet) C (Price schedule) and D (Beneficial ownership form)
3. 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.
  - The Bidder shall provide details of two (2) contracts completed with values of 20% of the total bid for similar goods during the past two years ending on the bid submission deadline.
4. Quotations that are responsive, qualified and technically compliant will be ranked according to price.
5. Award of contract will be made to the lowest evaluated quotation *by total* through the issue of a Local Purchase Order.

Signed: ..... Name Agnes Chiwaya

Title/Position: Procurement Officer

For and on behalf of the Procuring and Disposal Entity.

