

All Communication be directed to :
The District Commissioner
Phone :+265 01 235 431
Fax :+265 01 235 462



NTCHEU DISTRICT COUNCIL

In reply Please quote No.....

NTCHEU DISTRICT COUNCIL,
Private Bag 1,
NTCHEU
MALAWI

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: NUDC/IPDC/2024/ICTEQUIP/07/01

To:

.....
.....

Date: 17th July, 2024

The Procuring Entity named above 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. 0

SECTION A: QUOTATION REQUIREMENTS:

- 1) Supply and delivery of *Desktop Computers* for Ntcheu District Council (**Data Centre**) to be paid identified funds.
- 2) Quotation prices should be based on: For goods supplied from within Malawi; **DAP** – insured and delivered to **Ntcheu District Council – Headquarters**
- 3) The delivery period required is...**7... Days** from date of order.
- 4) Quotations must be valid for **...45...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 received, in sealed envelopes, no later than: **2:00PM on 24th July, 2024**.
- 8) Quotations must be returned to: **The Chairperson, Internal Procurement Committee Ntcheu District Council, P.O Box 1, Ntcheu. Attention: Mr Wongani Chinula Cell 088 3425784/09945 15709**
- 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.

Application of Domestic Preference

- 10) The Procuring Entity shall grant a **Twenty percent (20%) margin of preference to Indigenous Black Malawians on this Tender**. Bidders to be considered for this margin of Preference shall be required to prove their business ownership by attaching to their bids **coloured copies of their Malawi National Identity Cards**.

APPLICATION OF MSME 2020

- 11) The procuring entity shall grant **15% margin** of preference to Medium Enterprises on this tender. Bidders to be considered for this margin of preference shall be required to provide evidence of Medium Enterprises registration with the Ministry of trade.

- 12) [List any other requirements e.g. the provision of samples]

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: Wongani Chinula

Position Procurement Officer

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 C of the Request for Quotations completed and signed;
 - ii. A copy of our Trading Licence,
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent Government contracts performed, and Local Purchase Order or Receipts as evidence
 - v. Coloured copy of National Identity Card
 - vi. Pharmacy and Medicines Regulatory Authority License Certificate
 - vii. MSME Registration Certificate
 - viii. PPDA Registration 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)

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.

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

Item No	Description of Goods (Further details of specifications on the attach copy)	QTY	Unit of measure	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1.	<p>Desktop Computers</p> <ul style="list-style-type: none"> • Intel Core i5 or i7 processor 2.6MHz or QUAD Core • 8GB DDR3 memory and 4 DIMM (Minimum) • Integrated Intel Extreme 3D Graphics • Integrated AC Audio full multimedia with Integrated Microphone • External Multimedia Speakers • 512GB SSD • 22" Monitor (Flat) • Mini-Tower • Optical Drive DVD+/-RW and CD-RW Combo • USB Ports • USB Mouse • American keyboard • Square (British) plugs • MS Windows 10 or above Professional • MS Office 2019 or above Professional • Acrobat Reader pre-loaded • Latest Antivirus preloaded • 220-240 V Power <p>1 year warranty</p>	5	EACH		

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					Sub-total
					PPDA 1%
					VAT 16.5%
					Grand Totals

The following attachments are appended to clarify the Description of Goods:
 [List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company _____