

Department of Registrar General
P.O Box 100
Blantyre

REQUEST FOR QUOTATIONS

Procurement Number: DRG/ICT/RFQ/02/2025

To:
.....

18th February 2025

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.

SECTION A: QUOTATION REQUIREMENTS:

- 1) Quotation prices should be based on: **Malawi Kwacha**
- 2) The delivery period required is four weeks from date of order.
- 3) Quotations must be valid for 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: **14:00hr on 24th February 2025**

Quotations must be returned to

Procurement Section

Department of Registrar General

P.O Box 100

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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.

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 **Bejisa Matekenya**

Title/Position: Assistant 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/month 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 a valid business certificate,
 - iii. A copy of your valid MRA Annual Tax Clearance Certificate
 - iv. A copy of valid PPDA certificate
 - v. Proof that you have performed similar contracts for the past two year whose accumulate value should be more that MK 60 million (attach evidence of Contracts/LPO and reference letters from where you supplied the similar items)
- 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

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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)

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Laptops <ul style="list-style-type: none">• Graphics: 13.3" 2.8K (2880 x 1800), OLED, Glare, Touch, HDR 500, 100%DCI-P3, 400 nits, 60Hz, Narrow Bezel, Integrated Intel® Graphics, 13 Inch• Intel® Core™ Ultra 7 155U Processor (E-cores up to 3.80 GHz P-cores up to 4.80 GHz)• RAM 32bg• Storage: 1 TB SSD M.2 2242 PCIe Gen4 TLC• Wi-Fi 6E 2x2 AX & Bluetooth® 5.1 or above• With windows 11 pro64• With antivirus installed• Battery up to 18 hours• Include quality laptop bags		5		
2	Desktops not all in one <ul style="list-style-type: none">• Processor: Core i9-9900• RAM: 16 gb• Storage: 1TB• Graphics: : 4096x2304 (DP)@60Hz; 2048x1536 (VGA)@50Hz• Wifi adapter• Front ports* (Std.) Front ports* (Opt.) Rear ports* (Std.) Rear ports* (Opt.) 2x USB 3.1 Gen2, 2x USB 3.1 Gen1, 1x USB 3.1 Type-C Gen1 (15W charging),		8		

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	<p>1x microphone (3.5mm), 1x headphone / microphone combo jack (3.5mm) Optional: 1x media reader 4x USB 3.1 Gen1, 1x serial (9-pin), 1x ethernet (RJ-45), 1x VGA, 2x DisplayPort, 1x line-out (3.5mm) Optional: 2x USB 2.0, 2x USB 3.1 Gen1 via PCIe x1, 2x USB 3.1 Type-C Gen2 via PCIe x4 (special bid only), 1x 2nd serial (9-pin), 4x serial (9-pin) via PCIe x1, 1x parallel (25-pin), 2x PS/2 ports (keyboard/mouse), 1x Thunderbolt 3 (combo USB3.1 Type-C Gen 2 / DisplayPort) via PCIe x4 (available on 09/30/2018), additional RJ-45 and video ports available on optional graphics or ethernet card</p> <ul style="list-style-type: none">• With windows 11 pro• With antivirus installed				
3	<p>UPS</p> <ul style="list-style-type: none">• 5KVA• Ratings: 5 KVA • Output Rating: 4000W • Input Voltage: Single Phase 230V AC, 190 to 265V AC• Overload: above 110%		1		
4	<p>Switch</p> <ul style="list-style-type: none">• CRS 112-8G-4S- in 8 port gigabit cloud router switch• Switch type 3 layer		4		
5	<p>Router</p>		4		

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	<ul style="list-style-type: none">• Unifi AP u7 promax				
6	Tablets <ul style="list-style-type: none">• 256 gb• 10000 AMH• Android 15 version• 12 inch• Sleeves to be included		10		
	16.5 % VAT				
			Total		

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: _____