

**Procurement Number: LUANAR/2023-2024/034**



**Knowledge Innovation and Excellence**

**To:**

**Date: 02 /02/2024**

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.

**SECTION A: QUOTATION REQUIREMENTS:**

- 1) **Description of Supply and Delivery: *SUPPLY AND DELIVERY OF STATIONERY***
- 2) Quotation prices should be based on: MWK for goods supplied from within Malawi; EXW – insured and delivered to: **LUANAR BUNDA COLLEGE**
- 3) The delivery period required is **7 days** from date of order.
- 4) Quotations must be valid for **30 days** from the date for receipt given
- 5) Payment shall be within **14 days** after successful delivery of the good and submission of invoices and delivery notes and no advance payment shall be made.
- 6) The warranty shall be
- 7) 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.
- 8) Quotations must be received, in sealed envelopes, no later than: **6<sup>th</sup> February, 2024**
- 9) Quotation must be provided in **Malawi Kwacha**.
- 10) Quotations must be returned to;  
**Bunda College, P.O. Box 219, Lilongwe (Procurement and Disposal Unit Office)**  
**Quotation sealed and labelled SUPPLY AND DELIVERY OF STATIONERY must be recorded at Procurement and Disposal Unit Office and deposited in the tender box for opening at PDU Office at 10:00hrs on 06/02/2024**

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:**

**Date: 02/02/2024**

**Name: Innocent Makhambera.**

**PROCUREMENT MANAGER**

**Procurement Number: LUANAR/2023-2024/034**

*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 from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) Warranty period .... months.
- 5) Payment shall be within ..... after successful delivery of the good and submission of invoices and delivery notes and no advance payment shall be made
- 6) 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,
  - v. Manufacturers Authorisation
  - vi. Completed beneficial Ownership Form attached
- 7) 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.
- 8) 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.*

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

<b>Item No</b>	<b>Description of Goods</b> (Attach detailed specification if necessary)	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Delivered Unit Price in Malawi Kwacha</b>	<b>Delivered Total Price in Malawi Kwacha</b>
		<b>No</b>			
1	A4 Photocopying paper 80gsm	Carton	30		
2	A4 Executive pads	Each	20		
3	Toner HP 80A	Each	3		
4	Canon copier Toner C-ECV 49	Each	1		
5	Office metal trash bins	Each	3		
6	Pens (box of 60)	Box	4		
7	A4 Envelopes (carton of 500)	Carton	1		
8	26/10 Stapler machine (light duty)	Each	2		
9	Staple wire for light duty staple machine	Box	10		
10	1/4Stapler machine (heavy duty)	Each	1		
11	Staple wire for heavy duty stapler machine	Box	5		
12	Flat holes extension cord with surge protector	Each	1		
13	Punching machine (kangaroo)	Each	1		
	<b>Sub Total</b>				
	<b>VAT 16.5%</b>				
	<b>PPDA levy 1%</b>				
	<b>Grand Total</b>				

The following attachments are appended to clarify the Description of Goods:

**Authorised By:**

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

**Procurement Number: LUANAR/2023-2024/034**

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

**BENEFICIAL OWNERSHIP DISCLOSURE FORM**

Date:..... (insert Date)

Procurement Reference Number:..... (insert Procurement Reference Number)

Page :.....(insert page number) of :.....(insert number of pages)

To: .....(insert complete name of the procuring and disposing Entity)

In response to the Invitation for bid dated (insert date of the invitation for bid) we hereby submit beneficial ownership information :.....(select one option applicable on the form and delete those not applicable)

- i. We hereby provide the following beneficial ownership information.

**Details of Beneficial Ownership**

Identity of Beneficial Owner. (yes or No)	Directly or indirectly holding 5% of more of the shares. (yes or No)	Directly or indirectly holding 5% of more of the voting rights. (yes or No)	Directly or indirectly having the right to appoint a majority of the board of directors or an equivalent governing body of the bidder. (yes or No)

Name of the Bidder:..... (insert a full name of the bidder)

Name of the person duly authorized to sign the bid on behalf of the bidder:..... (insert complete name of the person duly authorized to sign)

Title of the person signing the bid:..... ( insert the title of the person signing the bid)

Signature of the person named above:.....

Date Signed:.....day of (month, year)