



P.O. Box 779

Lilongwe

NATIONAL ECONOMIC EMPOWERMENT FUND LTD

REQUEST FOR QUOTATIONS (SERVICE)

**Procurement Number: NEEF /OFFICE
BRANDING/2295/2296/2297/2298/2299**

To:

Date: 18th June, 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: service

1) **Description**

SUPPLY AND INSTALLATION OF BRANDING MATERIALS

- 2) Quotation prices should be based on: EXW
- 3) The delivery period required is **5 days** from date of order.
- 4) Quotations must be valid for **30** days from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **1 YEAR**
- 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, **or email, no later than: 12:00 hrs on 24th June , 2024**
- 8) Quotations must be returned to:

The Chairperson

Internal Procurement & Disposal Committee

National Economic Empowerment Fund (NEEF)

Mercantile Building, Along Presidential Drive , Near Golden Peacock in City Centre

P.O. Box 779

Lilongwe

MALAWI

Email; procurement@neef.mw or rmdalla@neef.mw

- 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.

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: **Rose Mdalla**

Title/Position: **Procurement Officer**

For and on behalf of the Purchaser

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 Business Registration Certificate,**
 - iii. **A copy of valid PPDA Registration Certificate,**
 - iv. **A copy of valid MRA Tax Clearance**
 - v. **Withholding Tax Exemption Certificate (indicate if not available)**
 - vi. **Copies of three similar contracts within the past five years**
- 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.

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
	Supply and Installation of office branding materials as per below attachment <ul style="list-style-type: none"> Please prepare the quotation of each region separately add transportation and installation cost as per each region 					
1	Office Branding for Eastern Region		each	1		
2	Office branding for Southern Region		each	1		
3	Office branding for Centre West Region		each	1		
4	Office branding for Centre East Region		each	1		
5	Office Branding for Northern region		each	1		
	Transportation cost					
	Installation Cost					
	Sub total					
	V.A.T 16.5 %					
					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: _____

NEEF OFFICE REBRANDING REQUIREMENTS

NEEF OFFICE REBRANDING REQUIREMENTS				
	NO	LOT 1	SIZE/MEASUREMENTS	
Item No		CENTRE EAST REGION BRANDING		QTY
1	1	CENTRE EAST REGIONAL OFFICE BRANDING		
		Pylon signage with lights	3m(H) x 1.2m (W)	1
		Light box	1m(H) x 2m(W)	1
		Self adhesive sticker	15cm(H) x 30cm(W)	1
		NEEF A3 Repayment Account	A3	1
	2	CENTRE EAST BRANCHES AND SATELITES OFFICE BRANDING		
		Pylon signage with reflectors	2m(H) x 1m(W)	14
		Light box with a metal handle	1m(H) x 2m(W)	14
		Self adhesive sticker	15cm (H) x 30cm (W)	14
		NEEF A4 Repayment Account	A4	14
		LOT 2		

	EASTERN REGION BRANDING		
1	EASTERN REGIONAL OFFICE		
	Pylon signage with lights	3m(H) x 1.2m (W)	1
	Light box	1m(H) x 2m(W)	1
	Self adhesive sticker	15cm(H) x 60cm(W)	1
	NEEF A3 Repayment Account	A3	1
2	EASTERN REGION BRANCHES AND SATELITES OFFICE BRANDING		
	Pylon signage with reflectors	2m(H) x 1m(W)	14
	Light box with a metal handle	1m(H) x 0.8m(W)	14
	Self adhesive sticker	15cm (H) x 60cm (W)	14
	NEEF A4 Repayment Account	A4	14
	LOT 3		
	SOUTHERN REGION BRANDING		
1	SOUTHERN REGIONAL OFFICE BRANDING		
	Pylon signage with lights	3m(H) x 1.2m (W)	1
	Light box	1m(H) x 2m(W)	1
	Self adhesive sticker	15cm(H) x 60cm(W)	1
	NEEF A3 Repayment Account	A3	1
2	SOUTHERN REGION BRANCHES AND SATELITES OFFICE BRANDING		
	Pylon signage with reflectors	2m(H) x 1m(W)	24

	Light box with a metal handle	1m(H) x 0.8m(W)	24
	Self adhesive sticker	15cm (H) x 60cm (W)	24
	NEEF A4 Repayment Account	A4	24
	LOT 4		
	CENTRE WEST REGION BRANDING		
1	CENTRE WEST REGIONAL OFFICE BRANDING		
	Pylon signage with lights	3m(H) x 1.2m (W)	1
	Light box	1m(H) x 2m(W)	1
	Self adhesive sticker	15cm(H) x 60cm(W)	1
	NEEF A3 Repayment Account	A3	1
2	CENTRE WEST BRANCHES AND SATELITES OFFICE BRANDING		
	Pylon signage with reflectors	2m(H) x 1m(W)	16
	Light box with a metal handle	1m(H) x 0.8m(W)	16
	Self adhesive sticker	15cm (H) x 60cm (W)	16
	NEEF A4 Repayment Account	A4	16
	LOT 5		
	NORTHERN REGION BRANDING		
1	NORTHERN REGIONAL OFFICE BRANDING		
	Pylon signage with lights	3m(H) x 1.2m (W)	1
	Light box	1m(H) x 2m(W)	1

	Self adhesive sticker	15cm(H) x 30cm(W)	1
	NEEF A3 Repayment Account	A3	1
2	NORTHERN REGION BRANCHES AND SATELITES OFFICE BRANDING		
	Pylon signage with reflectors	2m(H) x 1m(W)	20
	Light box with a metal handle	1m(H) x 0.8m(W)	20
	Self adhesive sticker	15cm (H) x 60cm (W)	20
	NEEF A4 Repayment Account	A4	20

REQUIRED AREAS AS SPECIFIED PER EACH REGION BELOW

AREAS THAT NEEDS BRANDING

SOUTHERN REGION

1 Regional Office

Satellite Special Branding

1	Chitekesa	Satellite	Before Community Health Hospital, Social Welfare Bulding
2	Fatima	Satellite	Muona Resource Center Building

Satellite Uniform Branding

1	Bvumbwe	Satellite	Post Office
2	Chiringa	Satellite	Post Office
3	Limbuli	Satellite	Post Office
4	Mbiza	Satellite	Post Office
5	Mpemba	Satellite	Post Office
6	Namadzi	Satellite	Post Office
7	Nchalo	Satellite	Post Office
8	Thekerani	Satellite	Post Office
9	Zalewa	Satellite	Post Office

Branch Special Branding

1	Chikwawa	Branch	Next to FDH
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BRANDING MATERIALS

Pylon
Lightbox
x
You can be served Here Sticker on the Counter glass

NEEF Repayment Accounts

2	Chiradzulu	Branch	After District Health Hospital Next to Filling Station
3	Lucheza	Branch	Behind DC Offices
4	Mulanje	Branch	Before Mulanje District Hospital to your Right
5	Mwanza	Branch	100 Meters After bus depot
6	Nsanje	Branch	Behind DC Offices
7	Phalombe	Branch	Opposite Old District Health Office

Branch Uniform Branding

1	Limbe	Branch	Post Office
2	Neno	Branch	Post Office
3	Thuchila	Branch	Post Office
4	Thyolo	Branch	Post Office
5	Bangula	Branch	Post Office
6	Blantyre CBD	Branch	Post Office
7	Blantyre Rural	Branch	Lunzu Post Office

EASTERN REGION

- 1 Regional Office

Satellite Special Branding

1	Katema	Satellite	Next to Shaffie Building
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Satellite Uniform Branding

1	Bilira	Satellite	Post Office
2	Domasi	Satellite	Post Office
3	Jali	Satellite	Post Office

4	Lizulu	Satellite	Post Office
5	Makanjira	Satellite	Post Office
6	Manjawira	Satellite	Post Office
7	Monkey Bay	Satellite	Post Office

Branch Special Branding

1	Balaka	Branch	Behind Balaka Depot
2	Liwonde	Branch	Behind FINCA Building
3	Mangochi	Branch	Opposite FDH Bank
4	Namwera	Branch	NACC Building
5	Zomba	Branch	FDH Building

Branch Uniform Branding

1	Ntaja	Branch	Post Office
2	Ntcheu	Branch	Post Office
3	South Zomba	Branch	Thondwe Post Office

CENTER WEST

- 1 Regional Office

Satellite Special Branding

1	Nathenje	Satellite	Madzi house Nathenje
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Satellite Uniform Branding

1	Mtakataka	Satellite	Post Office
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2	Lobi	Satellite	Post Office
3	Dedza	Satellite	Post Office

Branch Special Branding

1	Ngwenya	Branch	area 24 Market, shopping complex opposite SDA church
2	Nkhoma	Branch	Nkhoma market opposite filling station
3	Old town	Branch	Behind Game Complex Opposite Bridge View Hotel
4	Mchinji	Branch	Mchinji boma opposite meru filling station
5	Likuni	Branch	after chinsapo 2 market opposite ECG church

Branch Uniform Branding

1	Kanengo	Branch	Post Office
2	Kasiya	Branch	Post Office
3	Kawale	Branch	Post Office
4	Mitundu	Branch	Post Office
5	Namitete	Branch	Post Office
6	Linthipe(Dedza branch)	Branch	Post Office
7	City Center	Branch	Post Office

CENTER EAST

- 1 Regional Office

Satellite Special Branding

1	Malomo	Satellite	Opposite Meru Filling Station
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Satellite Uniform Branding

1	Lumbadzi	Satellite	Post Office
2	Madisi	Satellite	Post Office
3	Chipoka	Satellite	Post Office
4	Mtunthama	Satellite	Post Office
5	Santhe	Satellite	Post Office

Branch Special Branding

1	Nkhotakota	Branch	Along Police Road, William office Complex
2	Ntchisi	Branch	Chikondi Kalulu Office Complex
3	Salima	Branch	Along National Bank Road Opposite Police
4	Mponela	Branch	Supersink Office Complex opposite Kamiyala Filling Station
5	Kasungu	Branch	Behind Tnm Shop

Branch Uniform Branding

1	Dowa	Branch	Post Office
2	Dwangwa	Branch	Post Office
3	Nkhamenya	Branch	Post Office

NORTHERN REGION

1 Regional Office

Satellite Special Branding

1	Likoma	Satellite	Likoma Telecenter
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2	Misuku	Satellite	ADC Building
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Satellite Uniform Branding

1	Bolero	Satellite	Bolero Post Office
2	Bwengu	Satellite	Bwengu Post Office
3	Chilumba	Satellite	Chilumba Post Office
4	Chintheche	Satellite	Chintheche Post Office
5	Chitimba	Satellite	Chitimba Post Office
6	Ekwendeni	Satellite	Ekwendeni Post Office
7	Euthini	Satellite	Euthini Post Office
8	Nthalire	Satellite	Nthalire Post Office
9	Nyungwe	Satellite	Nyungwe Post Office

Branch Special Branding

1	Mzuzu CBD	Branch	Opposite Kips
2	Jenda	Branch	Next to FDH Bank
3	Karonga	Branch	Next to MBC site opposite Baptist Church

Branch Uniform Branding

1	Chitipa	Branch	Chitipa Post Office
2	Mzimba South	Branch	Mzimba Post Office
3	Luwinga	Branch	Luwinga Post Office

4	NkhataBay	Branch	NkhataBay Post Office
5	North Mzimba (Mpherembe)	Branch	North Mzimba (Mpherembe) Post Office
6	Rumphi	Branch	Rumphi Post Office