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Department of Disaster
Management Affairs
Private Bag 336
Lilongwe 3
Malawi

REQUEST FOR QUOTATION

Proc. No: 090/RFQ/IPDC/DoDMA/2024-25/G/010

Date: 18th June, 2024

To: All Eligible Bidders

The Procuring Entity named above invites **All Eligible Bidders** to submit their quotation for the goods/services 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: Supply and delivery of Stationery

Item No	Description	Unit of Measure	Estimated Quantity
1	Packets Treasury tags	Each	10
2	Printed folders	Each	120
3	Plain folders	Each	140
4	Black pental Markers	Each	20
5	Flash disk (16 GB)	Each	7
6	Ball Pens-Bic(Box)	Each	11
7	External Hard drive (TB)	Each	3
8	Photocopying papers A4	Each	90
9	Stapler machines R17	Each	7
10	Staple wires boxes(26/6)	Each	9
11	Lever Arch files	Each	50
12	Heavy duty stapling machine	Each	1

13	Heavy duty punching machine	Each	1
14	Light duty punching machine	Each	1

2) Quotation prices should be **Malawi Kwacha**.

3. **Incoterms 2010 applied**; Delivered Duty Paid (DDP) to purchaser goods supplied from outside and within Malawi.
4. The delivery period required is **Five (5) days** from date of confirmed order at **DoDMA, Stores**.
5. Quotations must be valid for **(30) Thirty days** from the date for receipt given below.
6. The warranty/guarantee offered shall be: **12 months**.
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: **10:00 hours on 24th June, 2024**.
9. Quotations must be deposited in the tender box located in the corridor at the reception on the second Floor in Department of Economic Planning Building at, **Department of Disaster Management Affairs, Procurement Unit, P/Bag 336, Capital Hill**
10. 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.
11. *[List any other requirements:*
 - a. **A copy of Business Registration Certificate**
 - b. **A copy of A Tax Clearance Certificate valid up to 31st March, 2025.**
 - c. **Copy of a Valid PPDA Registration Certificate.**
 - (d)**Evidence 2 similar contracts successfully performed for the supply and delivery of stationery. Thus: Payment Vouchers Or Delivery Notes (All bidders are therefore notified that LPO and Agreement Form/letter will not be accepted as evidence)**
 - (e) **Section B and C of the Request for Quotations completed**

and signed;

12. Quotations that are responsive, qualified and technically compliant will be ranked according to the total price. Award of contract will be made to the lowest priced quotation by total price through the issue of a Local Purchase Order.

Signed: Name: **Ellen Maliano**

Title/Position: **Principal Procurement Officer**

For and on behalf of the Purchaser

PROC. NUMBER: 090/RFQ/IPDC/DODMA/2024-25/G/010

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 B and C of the Request for Quotations completed and signed;**
 - ii. **A copy of our Business Registration Certificate,**
 - iii. **A copy of A Tax Clearance Certificate valid from 1st April, 2024 to 31st March, 2025.**
 - iv. **A copy of Valid PPDA Certificate**
 - vi. **Evidence 2 similar contracts successfully performed for the supply and delivery of various stationery, thus: Payment Vouchers Or Delivery Notes (All bidders are therefore notified that LPO and Agreement Form/letter will not be accepted as evidence)**
- 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: _____

Authorised for and on behalf of: _____ (DD/MM/YY)

Company: _____

Address:

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If any additional documentation is attached to your quotation, a signature and authorization 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 will be rejected.

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

Item No	Description of Goods	Unit of Measure	Qty	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Packets Treasury tags	Each	10		
2	Printed folders	Each	120		
3	Plain folders	Each	140		
4	Black pental Markers	Each	20		
5	Flash disk (16 GB)	Each	7		
6	Ball Pens-Bic(Box)	Each	11		
7	External Hard drive (TB)	Each	3		
8	Photocopying papers A4	Each	90		
9	Stapler machines R17	Each	7		
10	Staple wires boxes(26/6)	Each	9		
11	Lever Arch files	Each	50		
12	Heavy duty stapling machine	Each	1		
13	Heavy duty punching machine	Each	1		
14	Light duty punching machine	Each	1		
	SUB TOTAL				
	VAT 16.5%				
	1% PPDA levy				
Grand 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: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company:
