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Department of Disaster  
Management Affairs  
Private Bag 336  
Lilongwe 3  
Malawi

## REQUEST FOR QUOTATION

Proc. No: RFQ 090/IPDC/DoDMA/2024-25/G/020      Date: 26<sup>TH</sup>  
August, 2024

To: All Eligible Bidders

The Procuring Entity named above invites you to submit your 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: Supply and Delivery of Stationery

NO	DESCRIPTION	Unit of Measure	QTY	
1	Packets Treasury tags	Ream	10	
2	Printed folders	Each	120	
3	Plain folders	Ream	40	
4	Black pental Markers	Box	20	
5	Flash disk 32GB	Box	7	
6	Ball pens-bic(Box)	Pkt	10	

7	External Hard drive 1 TB	Each	3	
8	Photocopying papers A4	Each	40	
9	Stapler machines	Each	4	
10	Staple wires boxes 26x6	Box	7	

- 1) Quotation should be based on:
  - (a) EXW – insured and delivered to the purchaser for goods/services supplied from within Malawi and
  - (b) Delivered Duty Paid (DDP) to purchaser goods supplied from outside of Malawi.
- 2) The delivery period required is **Five (5) days** from date of confirmed order.
- 3) Quotations must be valid for **30 days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be: **NA**
- 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: **10:00 Hours on 02<sup>nd</sup> September, 2024.**
- 7) Quotations must be deposited in the tender box located at the Reception area second Floor in Department of Economic Planning Building at Department of Disaster Management Affairs, Procurement Unit, P/Bag 336, Capital Hill no later than **10:00 Hours local time on 02<sup>nd</sup>September, 2024.**
- 8) 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.
- 9) The following documents should be attached
  - a. **A copy of Business Registration Certificate;**
  - b. **A copy of A Tax Clearance Certificate for 1<sup>st</sup>April, 2024 to 31<sup>st</sup> March, 2025**
  - c. **Copy of a Valid PPDA Registration Certificate;**

- d. Copy of Evidence of 1 similar contract performed. (Payment voucher and delivery note) please take note that LPO and Contract are not evidence of delivery.
- e. Section B and C of the Request for Quotations completed and signed

10) 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 total through the issue of a Local Purchase Order.

Signed: ..... Name: **Ellen Maliano**

Title/Position: **Principal 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:

**A copy of Business Registration Certificate;**

**A copy of A TCC for 1 April, 2024 to 31<sup>st</sup> March, 2025**

**Copy of a Valid PPDA Registration Certificate;**

**Copy of Evidence of 1 similar contract performed. (Payment voucher and delivery note) please take note that LPO and Contract are not evidence of delivery.**

**Section B and C of the Request for Quotations completed and signed**

- 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 (Attach detailed specification if necessary)	Unit of Measure	Qty	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Packets Treasury tags	Packet	10		
2	Printed folders	Each	120		
3	Plain folders	Each	40		
4	Black Pentel Markers	Each	20		
5	Flash disk 32 GB	Each	7		
6	Ball Point Pens-Bic(Black and Blue)	Box	10		
7	External Hard drive 1 TB	Each	3		
8	Photocopying papers A4	Ream	40		
9	Stapler machines	Each	4		
10	Staple wires boxes 26x6	Box	7		
	Sub Total				
	16.5% VAT				
	1% PPDA				
				<b>Grand Total</b>	

**Authorised By:**

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

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

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

**1. Technical Specifications and Compliance Sheet**

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*Column b states the minimum technical specification of the item(s) required by the Procuring Entity.*

*The Bidder is to complete column c with the technical specification of the item(s) offered and to state whether the offered items “comply” or do “not comply” giving details of the areas of non-compliance.*

**1. Minimum Technical Specifications for Stationery**

<b>Description</b>	<b>Technical Specification of items required including applicable standards</b>	<b>Compliance of specification offered</b>
Packets Treasury tags	Packets Treasury tags	
Printed folders	Printed folders A4	
Plain folders	Plain folders A4	
Black pental Markers	Black Pental Markers	
Flash disk	Flash disk 32GB	
Ball pens-bic(Box)	Ball Point Pens-Bic(Box of 50)	
External Hard drive	External Hard drive 1 TB	
Photocopying papers	Photocopying papers A4,80gsm	

Stapler machines	Stapler machines 26/6	
Staple wires boxes 26x6	Staple wires boxes 26x6	