

Telephone: +265 1 789188
+265 1 788137
Fax No: +265 1 789 142
Email: dodma@dodma.gov.mw



Department of Disaster
Management Affairs
Private Bag 336
Lilongwe 3
Malawi

REQUEST FOR QUOTATION

Proc.Number: RFQ 090/IPDC/DoDMA/2025-26/G/019 Date: 27th October, 2025
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 HDMI CABLE FOR CONFERENCE ROOM

NO	DESCRIPTION	Unit of Measure	QTY
1	Business cards	Each	100

- 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 **Seven (5) days** from date of confirmed order.
- 3) Quotations must be valid for **Thirty (30) 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: **10: 00 Hours on 31ST October , 2025.**
- 7) Quotations must be deposited in the tender box located in the corridor at the door of Procurement Office second Floor in Department of Economic Planning Building at Department of Disaster Management Affairs, Procurement Unit, P/Bag 336, Capital Hill.

- 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. **Section B and C of the Request for Quotations completed and signed;**
 - b. **A copy of Business Registration Certificate;**
 - c. **A copy of A Tax Clearance Certificate valid up to 31st March, 2026;**
 - d. **Copy of a Valid PPDA Registration Certificate;**
 - e. **Copy of 1 similar contract performed.**
- 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: **E. 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:
 - i. **Section B and C of the Request for Quotations completed and signed**
 - ii. **A copy of Business Registration Certificate;**
 - iii. **A copy of A Tax Clearance Certificate for 31st March, 2026;**
 - iv. **Copy of a Valid PPDA Registration Certificate;**
 - v. **Copy of 1 similar contract performed.**
- 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	Business cards	Each	100		
	VAT 16.5%				
	1% PPDA Levy				
	Grand Total				

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:

[Attachment (1 for additional specification of the goods required)]

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.

	Technical Specification of items required	Compliance of specification
Description	Business cards	

The detailed technical evaluation will examine the technical specification of the items offered in **column b** and determine or verify whether this meets the minimum specification required in **column b**. Bidders must complete column c or the bid will be rejected. **Bidders are required to include technical literature to support the details provided in column c.**