

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 Quotations (for Goods)

Proc.No: 090/IPDC/DoDMA/2025-26/G/053

Date: 19th January, 2026

To: Eligible bidders

The Procuring and Disposing Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Procuring and Disposing Entity 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 except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

1. Description of Goods: Supply and Delivery of Laptop

S/N	DESCRIPTION	QTY
1	Supply and Delivery of Laptop	1

- Quotation prices should be based on:
(a) For goods supplied from within Malawi; **DDP** – insured and delivered at: suppliers workshop
- The delivery period required is **5 Calendar days/weeks/months** from date of order.
- Quotations must be valid for **30 Calendar days** from the deadline for submission.
- The warranty/guarantee offered shall be: **12 months**.
- Quotations and supporting documents as specified in Section C must be marked with the Procurement Reference Number given above, and indicate your acceptance of the terms and conditions.
- Quotations must be received, in sealed envelopes, no later than **10:00 am on 23rd January, 2026**.

Quotations must be returned to the Chairperson of IPDC: in the tender box located at the reception, second Floor in Department of Economic Planning Building at; Department of Disaster Management Affairs, Unit, P/Bag 336, Capital Hill.

8. The attached Schedule of Requirements in Section D, details the items to be procured. You are requested to quote your delivered price for these items by completing and returning Sections C and D.
9. Payment to the supplier shall be made within **30 days** from the date of receipt of invoice.
10. *List any other requirements e.g. the provision of sample.*

- 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, 2025 to 31st March, 2026.**
- iv. **A copy of Valid PPDA Certificate**
- v **Evidence of 2 similar contracts successfully performed for the supply and delivery of Kitchen Salt. Thus: Payment Vouchers Or Delivery Notes (All bidders are therefore notified that LPO and Agreement Form/letter will not be accepted as evidence of successful performance**

11. The detailed descriptions of the goods required are provided in table below. Bidders shall provide full descriptions of the products being offered in Section D - Price Schedule.

Your quotation is to be returned by completing and returning this Form and Section C and D 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 the Local 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: [*tick against the document(s) you have attached*]
 - i. **Section B and C of the Request for Quotations completed and signed;**
 - ii. **A copy of our Business Registration Certificate,**
 - a. **A copy of A Tax Clearance Certificate valid from 1st April, `2025 to 31st March, 2026.**

- iv. A copy of Valid PPDA Certificate
 - v. Evidence of 2 similar contracts successfully performed for the supply and delivery of Kitchen Salt. Thus: Payment Vouchers Or Delivery Notes (All bidders are therefore notified that LPO and Agreement Form/letter will not be accepted as evidence of successful performance)
6. We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements]
 7. We have examined and have no reservations to the Request for Quotations Document, including Addenda No: **NA**.
 8. Our price shall be fixed for the duration of the validity period
 9. We declare that our firm, Directors and Beneficial Owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY: *[to be completed by someone who has the power of attorney for the bidder]*

Signature _____ Name _____

Position _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company _____

Registered Address:

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and Section D 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
1	Laptop	Each	1		
<i>Sub-Total</i>					
<i>VAT 17.5%</i>					
<i>PPDA Levy (1%)</i>					
<i>Total Bid Price</i>					

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

Technical Compliance Sheet: *List any attachments providing additional specification of the goods required]*

No	DESCRIPTION OF GOODS	TECHNICAL SPECIFICATIONS	BIDDER'S SPECIFICATIONS	COMPLIANCE YES/ NO
1	Laptop, Factory New when supplied.	As per attached Specifications		

MINIMUM LAPTOP SPECIFICATIONS

1. Laptop Computer HP/DELL

Description	Minimum Technical Specification of items required including applicable standards	Specifications Offered	Compliance
PROCESSOR	Intel® Core™ ultra 9 (Base:1.8 GHz, Turbo Boost: up to 4 GHz)		
RAM / MEMORY	32 GB		
HARD DISK / STORAGE	2 TB SSD		
SOFTWARE	1. Genuine Windows 11 2. Microsoft office 2021 3. Anti-Virus (a must for provision of key for each software)		
EXTERNAL I/O PORTS	1 HDMI; 1 VGA; 1 headphone/microphone combo; 1 RJ-45; 2 USB 3.1 Gen 1 (Data transfer only)		
GRAPHICS	Intel® UHD Graphics 620		
DISPLAY	14" TFT WXGA active matrix, 1024 x 768 resolution, Touch Screen		
WIRELESS TECHNOLOGY	Wi-Fi® and Bluetooth®		
AUDIO	Dual speakers. Full multimedia, inbuilt integrated sound speakers and integrated microphone		
PERSONALIZATION	Webcam with integrated dual array Digital Microphone		

MINIMUM LAPTOP SPECIFICATIONS

NETWORK INTERFACE	Integrated 10/100/1000 GbE LAN		
BATTERY LIFE	Around 6-8 hours battery life, Li-Ion Polymer battery		
EXPANSION SLOTS	1 multi-format 5D media card reader		
ANTI-VIRUS SOFTWARE	Latest antivirus software with key		
POINTING DEVICE	Precision Touchpad Support		
CARRY CASE	Dual compartment nylon carrying case		
COLOUR	Silver		
WEIGHT	Below 6 pounds (2.5kgs)		
POWER	Universal Ac adapter 100/220V		
MANUALS LANGUAGE	English		
WARRANTY	1 year limited hardware warranty		

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) We hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner (include full name (last, middle, first), nationality, country of residence])	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]”
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder.....

Name of the person duly authorized to sign the Bid on behalf of the Bidder.....

Title of the person signing the Bid:

Signature of the person named above: _____

Date signed day month....., year.....

SECTION E: EVALUATION OF QUOTATIONS:

1. Quotations will be evaluated to determine their compliance to technical specifications.
2. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Compliant quotations shall meet the following conditions listed in the technical compliance sheet:
3. Award of contract will be made to the lowest evaluated quotation [*by item or by total*] through the issue of a Local Purchase Order.

Signed: Name.....

Title/Position:

For and on behalf of the Procuring and Disposal Entity.

AUTHORISED BY:

Signature: _____

Name: _____

Position: _____

Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Date Stamp and to be signed by one with power of attorney.