



## **REQUEST FOR QUOTATIONS (FOR GOODS)**

**PROC # MRA/EXTERNAL HARD DRIVE/04/11/2024**

To: **Eligible Bidder**

Date: **04<sup>th</sup> November, 2024**

Malawi Revenue Authority 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:**

1) Description of Supply and Delivery

**Supply and delivery of 1 Terabyte external hard drives**

- 2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to Main Warehouse Ginnery Corner or for goods supplied from outside of Malawi; CIP to MRA Main warehouse, Ginnery Corner
- 3) The delivery period required is **7 days** from date of order.
- 4) Quotations must be valid for **60 days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be **12 months**.
- 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, in sealed envelopes, must be deposited in the **RFQ box on First floor reception, MRA Msonkho House, Blantyre** at or before **15.00hrs local time on Monday, 11<sup>th</sup> November, 2024**.
- 8) Quotations must be returned to:

**IPDC Chairperson**  
**Malawi Revenue Authority**  
**Private Bag 247**  
**Blantyre**

- 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.
- 10) Quotations that are responsive, qualified and technically compliant will be ranked according to price and a domestic preference of 20 percent will be applied for black indigenous Malawians. 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: **Miriam Jere**

Title/Position: **Head Supply Chain Management**

For and on behalf of the Purchaser

# Malawi Revenue Authority

*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 our current Tax Clearance Certificate
  - iii. Copy of Business Registration Certificate
  - iv. Valid PPDA Certificate
  - v. 2 copies of LPOs or contracts in the supply and delivery of ICT equipment
- 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.***

# Malawi Revenue Authority

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

Item	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha (Taxes inclusive)	Delivered Total Price Kwacha (Taxes inclusive)
1	External hard drive - 1 Terabyte	Each	2		
				<b><i>Sub-Total</i></b>	
				<b><i>VAT</i></b>	
				<b><i>PPDA Levy (1%)</i></b>	
				<b><i>Total Lump Sum Price</i></b>	

### Authorised By:

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

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

Position: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

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

## Malawi Revenue Authority

### TECHNICAL SPECIFICATIONS AND COMPLIANCE SHEET FOR EQUIPMENT

1. External Hard Drive					
(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance Requirements	to
Specific Use	Business Type	M			
Digital Storage Capacity	2 TB	M			
Hard disk interface	USB 3.1	M			
Connectivity Technology	USB or USB type C	M			
Special feature	Portable	M			
Hard Disk description	Solid State Drive	M			
Compatible devices	Computers, smartphones	M			
Warranty & After Sales support	12 Months	M			

The detailed technical evaluation will examine the technical specification of the items offered in column (d) and determine or verify whether this meets the minimum specification required in column (b). Bidders must complete column (d) or the quotation will be rejected. Column (c) indicates whether the item is a “Mandatory” requirement by use of the letter “M”. Any item without an “M” in column (c) is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation. Bidder must indicate ‘Comply’, or ‘Do not Comply’ in column (e) giving details of the areas of non-compliance. **Note that Bidders are required to attach technical literature to support the details provided in column (d).**