

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: PPDA/ICT/05/2025



Public Procurement and Disposal of Assets Authority

Jireh bible House
Area 3
Lilongwe
MALAWI

Private Bag 383, Lilongwe3
Phone: (265) 0887083262/3/4
Email: dq@ppda.mw
Website: www.ppda.mw

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: PPDA/ICT/05/2025

To:

.....

.....

Date: 16th May 2025

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services described herein. 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 Services and Location

SUPPLY, DELIVERY AND INSTALLATION OF MICROSOFT 365 BUSINESS STANDARD EDITION

- 2) Services are to commence by: within **5 days** from the date of order.
- 3) Services are to be completed by: **5 days** from the date of order.
- 4) Quotations must be valid for **30 Days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 6) Quotations must be received, in sealed envelopes no later than: **10:00 am on 23rd May 2025**.
- 7) Quotations must be returned to:

The IPDC CHAIRPERSON
PPDA, JIREH BIBLE HOUSE
P/Bag 383,
Lilongwe

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- 8) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 9) 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 the issue of a Local Purchase Order.

Signed:  Name **CHIMWEMWE WIRIMA**

Title/Position: **CHIEF PROCUREMENT OFFICER**

For and on behalf of the Purchaser

PPDA

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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 and certification as stated within this RFQ.

Section B: Quotation Submission Sheet

- 1) Currency of Quotation: Malawi Kwacha
- 2) Services will commence withindays/weeks/months from date of Purchase Order.
- 3) Services to be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 5) We enclose the following documents:
 - (i) Section C of the Request for Quotations completed and signed;
 - (ii) A copy of our Trading Licence
 - (iii) PPDA Certificate
 - (iv) A copy of our Annual Tax Clearance Certificate (for the last financial year)
 - (v) A list of recent Government contracts performed
 - (vi) Manufacturers Authorisation Letter
 - (vii) Copy of MSME Certificate (Medium category)
- 6) We confirm that our quotation is subject to 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: _____

Registered Address:

.....

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PPDA

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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.

Section C: Schedule of Rates and Prices (to be priced by Bidder)

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	Microsoft 365 business standard edition	Each	91		
TOTAL					

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

[List each attachment e.g. detailed schedule of services, or terms of reference]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____