



OUR TOBACCO OUR ECONOMY

REQUEST FOR QUOTATIONS

Procurement Number: 233TC/IPDC/ REQUEST TO INSTALL THE DOOR ACCESS IN ALL DIVISIONS ESPECIALLY IN CASHIER OFFICES / 2024-2025

To: _____

Date: 28th NOVEMBER, 2024.

- 1) The Procuring Entity named above invites you to submit your quotation for **Installation of the door access in all divisions especially in cashier offices**, Partial Quotations may be rejected. 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 for Provision of printing services for the printing of
- 2) Quotation prices should be quoted in: Malawi Kwacha
- 3) Quotations must be valid for 30 days from the date for receipt given below.
- 4) 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.
- 5) Quotations must be received, in sealed envelopes, not later than **6th December, 2024**
- 6) Quotations must be returned to: The Procurement Unit, **Tobacco Commission Head Office, P.O. Box 40045, Kanengo. Lilongwe.**

- (2) The attached Schedule of Requirements at Section C, details the products / services to be purchased. You are requested to quote your delivered price for **installation of the door access in all divisions especially in cashier offices** by completing and returning Sections B and C.

Quotations that are responsive, qualified and technically compliant will be ranked according to price.

Signed: Name: Never Lekera
Title/Position: **OFFICE SERVICES OFFICER**



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Quotations that are responsive, qualified and detailed technically compliant will be ranked according to price. 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: Never Lekera.

Title/Position: **OFFICE SERVICES OFFICER**

For and on behalf of the Purchaser

Quotations that are responsive, qualified and detailed technically compliant will be ranked according to price. 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: Never Lekera



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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 C of the Request for Quotations completed and signed;
 - ii. A copy of our Trading Licence,
 - iii. A copy of our Valid Annual Tax Clearance Certificate,
 - iv. A Copy of Valid PPDA Certificate
 - v. A Copy of MSE Certificate
- 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:



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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.

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

Item No	Description of Goods (Attach detailed specification if necessary)	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
	Installation of the door access in all division especially in cashier offices			
	FEATURES			
1	Buit in card reader for Mifare1 card			
2	Communication via TCP/TP and Wi-Fi			
3	RS-485 Wiegand interface			
4	Alarm input and output interface			
5	ISUP5.O,ISAPI			
6	3000 Cards			
7	3000 Finger print			
	DIVISIONS			
	Lilongwe Division Access Doors	2		
	Kasungu Division Access Doors	2		
	Limbe Division Access Doors	2		

