

All Communications should be addressed to:

**The Administrator General**  
P/Bag 218  
Lilongwe

*In reply please quote*  
No.....



**Administrator General**  
P/Bag 218  
Lilongwe 3

**PROCUREMENT NUMBER: RFQ/ADMIN/AG/008/2025-26FY**

**Date 3<sup>rd</sup> February June, 2026.**

TO: Bidders

.....  
.....  
.....

The Procuring Entity named above 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 Goods: Supply and Delivery of Branded Golf Shirts and T-shirts**
- 2) Incoterms 2020 applied; EXW – insured and delivered to Department of Administrator General, P/Bag 218, Lilongwe**
- 3) The delivery period required is 7 days from date of order.**
- 4) Bider Requirements**
- 5) Copy of Tax Registration certificate**
- 6) Copy of PPDA Registration Certificate**
- 7) Copy of Valid Business Registration Certificate**
- 8) Quotations must be valid for **30 days** from the date for receipt given below.**
- 9) The warranty/guarantee offered shall be:**1year****
- 10) 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.**
- 11) Quotations must be received, in sealed envelopes clearly marked "Supply of Golf shirts", no later than: **12:00noonLocal Time on, Monday, 9<sup>th</sup> February, 2026.****
- 12) Submit a sample of the golf shirts together with the quotation for evaluation purposes only. The sample shall be returned to the bidder after tender evaluations**

Quotations must be returned to:

The Chairperson,

Internal Procurement and Disposal Committee  
Department of Administrator General  
Private Bag 218  
Lilongwe

**13)** 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.

**14)** 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 item or by total through the issue of a Local Purchase Order.

**15)** Quotations must be delivered in sealed envelopes clearly marked "**Golf Shirts**" at the Department of Administrator General's Office, Pagat House no later than **12:00noonLocal Time on Monday 9<sup>th</sup> June, 2026**.

Compiled by: Kenny Nyirenda  
Email: [kennyirenda@gmail.com](mailto:kennyirenda@gmail.com)  
Cell: 088889534469  
Title/Position: **SUPPLIES ASSISTANT**  
For and on behalf of the Purchaser

Signature: .....

**PROCUREMENT NUMBER: RFQ/ADMIN/AG/008/2025-26FY**

*Your quotation is to be returned on this Form by completing and returning Sections B and C including the specifications 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. Copy of Tax Registration certificate
  - iii. Copy of PPDA Registration Certificate
  - iv. Copy of Valid Business Registration 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.

**8) Authorised By:**

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

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

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

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

(DD/MM/YY)

Authorized 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)**

**PROCUREMENT NUMBER: RFQ/ADMIN/AG/008/2024-25FY**

item	Description	qty	Unit	Unit price	amount
1	Branded Golf Shirts	12	No.		
2	Branded-T-Shirts	22	No.		
3	<b>Add VAT17.5%</b>			<b>Subtotal</b>	
e	<b>Total to bid form</b>				

**Authorised By:**

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

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

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

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

Authorized for and on behalf of:

(DD/MM/YY)

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



## SPECIFICATIONS FOR BRANDED GOLF SHIRTS

REQUIREMENTS		COMPLIANCE (YES/NO)
(a)	(b)	(c)
<b>FABRIC</b>	93% polyester, 7% spandex cool fit jersey.	
<b>COLLAR</b>	Contrast colour neck tape	
<b>SLEEVES</b>	Short	
<b>BUTTONS</b>	Tone-on-tone buttons	
<b>POCKET</b>	No Pocket	
<b>LOGO</b>	Embroidered logo and message as below	
<b>LOGO</b> Government insignia/		
message	“The Administrator General’s Department”	
<b>SIZE RANGE</b>	S - 4XL	
<b>COLOUR</b>	Various colours	

### Authorised By:

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

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

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

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

Authorized for and on behalf of:

(DD/MM/YY)

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