



**BLANTYRE CITY COUNCIL**

**REQUEST FOR QUOTATIONS**

**PROCUREMENT OF LAPTOP COMPUTERS AND LAPTOP BAGS FOR THE DIRECTOR OF FINANCIAL SERVICES AND DEPUTY DIRECTOR OF FINANCIAL SERVICES  
PROCUREMENT REFERENCE NO.BCC/GOODS/01/09/21**

**PROCUREMENT TARGET: MEDIUM ENTERPRISES**

*DATE OF Publication: 16<sup>th</sup> September, 2024*

- 1. Blantyre City Council (BCC)** has budgeted funds for the Procurement of Laptop Computers and Laptop Bags for the Director of Financial Services and Deputy Director of Financial Services.
- In line with section 36 of Public Procurement and Disposal of Assets Act 2017 and Para.14 of Public Procurement and Disposal of Assets. (Participation by Micro, Small and Medium Enterprises) **MSME Order 2020**, the Council wishes to invite the Medium Enterprises to collect Request for Quotation Documents (RFQ) to submit their quotations to the Council for the supply and delivery of Laptop Computers and Laptop Bags for the Director of Financial Services and Deputy Director of Financial Services.
- The Request for Quotation Documents (RFQ) can be collected at Blantyre City Council Civic Centre Offices, Procurement and Disposal Unit (PDU) from 8:00am to 4:30pm on Monday, 16<sup>th</sup> September 2024 to Friday, 20<sup>th</sup> September 2024.
- Bidding for the procurement of Laptop Computers and Laptop Bags shall be conducted in accordance with Request for Quotation procedures contained in the Public Procurement and Disposal of Assets Law and Public Procurement Regulations, 2020 (Government Notice No.24).
- Quotations clearly marked “Supply and Delivery of Laptop Computers and Laptop Bags for the Director of Financial Services and Deputy Director of Financial Services” must be delivered to the Address at (7) below at or before Friday 20<sup>th</sup> September 2024 at **16.00 Hours** and late Quotations shall be rejected.
- 6. Address for submission of Quotations is:**

The Chairperson

Internal Procurement and Disposal Committee

Blantyre City Council

Private Bag 67

Blantyre