



Malawi Revenue Authority
Private Bag 247
Blantyre

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: MRA/AVR REPAIRS SONGWE AND MWANZA/25/04/2025

To: Eligible Bidder

Date: 28th April, 2025

The Procuring Entity named above invites you to submit your quotation for carrying out the whole services as 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 Supply and Delivery
AVR Repairs for cargo scanners at Songwe and Mwanza
- 2) Services are to commence by **14 days** from date of order.
- 3) Services are to be completed by **30 days** from the date of order.
- 4) Quotations must be valid for **30 days** 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 your acceptance of the terms and conditions.
- 6) Quotations must be deposited in the **RFQ box placed at Msonkho House 1st floor reception, Blantyre** no later than: **Friday, 15:00hrs 2nd May, 2025**
- 7) Quotations must be returned to:

IPDC Chairperson
Malawi Revenue Authority
Private Bag 247
Blantyre

- 8) The attached Schedule of Rates and at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, details 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 works 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 shall be deemed to be included in the prices quoted.

Signed: 

Name: **Oscar Matewere**

Title/Position: **For Head of Supply Chain Management** For and on behalf of the Purchaser

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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) Services will commence within: days/weeks/months from date of Purchase Order.
- 3) Services to be completed by: days from the date of Purchase Order.
- 4) Validity period of the quotation is: days 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. Copy of Company Registration Certificate
 - iii. Copy of valid Tax Clearance Certificate
 - iv. Copy of PPDA certificate
 - v. List of terms and condition that apply
 - vi. A copy of LPO or Contract of similar nature
- 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: _____

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.

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

Item No	Description of Service	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha (Tax Inclusive)</i>	Delivered Total Price <i>Kwacha (Tax Inclusive)</i>
1	Repair of Automatic Voltage Regulator for Songwe and Mwamza.	Each	2		
	NOTE: <ul style="list-style-type: none">Mandatory AVR inspection will be on 29th April 2025 at MRA Warehouse, Blantyre.				
				Sub-Total	
				VAT 16.5%	
				PPDA LEVY 1%	
				Total Bid Price	

Note

The next page states the minimum technical specification of the item(s) required by the Procuring Entity.

The Bidder is to complete column d with the technical specification of the item(s) offered and to state whether the offered items “comply” or do “not comply” giving details of the areas of non-compliance.

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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NUCTECH AVR REPAIR WORKS-SONGWE AND MWANZA SCANNERS				
(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
1. System Specifications	Model: Nuctech Automatic Voltage Regulator	M		
	Input Voltage: 480V, 3-phase	M		
	Output/Stabilization Voltage: 380V \pm 10% VAC, 3-phase 5-wire	M		
	Frequency: 50Hz \pm 1Hz	M		
	Configuration: Three-phase with neutral and ground (5-wire system)	M		
2. Component Replacement Requirements:		M		
a) Inductors	Quantity: 6 coil inductors	M		
	Type: Compatible with Nuctech AVR system	M		
	Must be rated for 480V input voltage	M		
	Must support frequency of 50Hz \pm 1Hz	M		
	Must be designed for continuous operation	M		
b) Carbon Brushes:	Type: Industrial-grade carbon brushes	M		
	Quantity: 18 units for replacement	M		

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(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
	Must be compatible with existing coil inductor system	M		
	Must provide proper contact pressure for stable voltage regulation	M		
	Material: High-grade carbon suitable for continuous electrical contact	M		
	Must include proper spring tension mechanism	M		
3. Performance Requirements:	Voltage Stabilization: Must maintain 380V \pm 10% under varying input conditions	M		
	Response Time: Quick response to voltage fluctuations	M		
	Frequency Stability: Maintain 50Hz \pm 1Hz	M		
	Smooth voltage regulation without hunting or oscillation	M		
	No excessive heat generation during operation	M		
4. Repair Scope:				
a) Preliminary Work:	Conduct detailed inspection of existing system	M		

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(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
	Document current performance parameters	M		
	Test all auxiliary systems and controls	M		
b) Installation Work:	Remove damaged inductors and install new ones	M		
	Replace all specified motor brushes	M		
	Perform necessary chain adjustments	M		
	Check and tighten all electrical connections	M		
	Clean all components thoroughly	M		
c) Testing and Commissioning:	Conduct no-load testing	M		
	Perform full-load testing	M		
	Verify voltage stabilization across specified range	M		
	Check temperature rise during operation	M		
	Confirm proper phase balance	M		
	Verify protection systems operation	M		
5. Quality Control Requirements:	All replacement parts must be new and unused	M		
	Components must meet or exceed original equipment specifications	M		
	Detailed testing records must be maintained	M		
	Minimum 1-year warranty on parts and workmanship	M		

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NUCTECH AVR REPAIR WORKS-SONGWE AND MWANZA SCANNERS				
(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
6. Documentation Requirements:	Detailed repair report	M		
	Test results and measurements	M		
	Component specifications and datasheets	M		
	Warranty certificates	M		
	Maintenance recommendations	M		
7. Safety Requirements:	Compliance with relevant electrical safety standards	M		
	Proper lockout/tagout procedures	M		
	Use of appropriate Personal Protective Equipment (PPE)	M		
	Proper grounding verification	M		
	Safety testing before returning to service	M		