



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: ... MPS/DEVT/RFQ/26/27/1.....

To:
.....
.....

Date: 17/06/2026

The Procuring Entity named above invites you to submit your quotation for the Goods/Services described Here in. 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 were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

1) Description of Supply and Delivery: BUILDING MATERIALS FOR NKHATABAY PRISON

2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to **NKHATABAY PRISON**] or for goods supplied from outside of Malawi; CIP to **[PRISONS**

3) The delivery period required is **7** days from date of order.

4) Quotations must be valid for **30 Days** from the date for receipt given below.

5) The warranty/guarantee offered shall be: **12** months.

6) 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.

7) Quotations must be received, in sealed envelopes, no later than: **10AM ON 22/06/2026**

8) Quotations must be returned to:

THE IPC CHAIRMAN, PRISON HEADQUARTERS, P.O.BOX 28, ZOMBA

9) The attached Schedule of Requirements at Section C, details the Services to be purchased. You are Requested to quote your delivered price in lots for the goods by completing and returning Sections B and C.

10) [List any other requirements e.g. the provision of samples]

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.

Signed: Name.....

Title/Position: PROCUREMENT OFFICER

Name of Procuring Entity: Prison Headquarters

Procurement Number: MPS/DEVT/RFQ/26/27/1

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: **7 days** from date of Purchase Order.
- 3) The validity period of this Quotation is: **30 Days** from the date for receipt of Quotations.
- 4) Warranty period (where applicable): 12 months.
- 5) We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of our **Business Registration Certificate, PPDA**
 - iii. A copy of our valid **MRA Certificate of Registration for VAT,**
 - iv. A copy of our valid **MRA Withholding Tax Exemption Certificate,**
 - v. A copy of our valid **Tax Clear Certificate**
 - v. A list of recent Government contracts performed,
 - vi. [Insert any other documentation required by the Procuring Entity].
- 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:

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.

Name of Procuring Entity: **Prison Headquarters**

Procurement Number: **MPS/DEVT/RFQ/26/27/1**

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

DELIVERY POINT: [NKHATABAY PRISON]

No Item	DESCRIPTION GOODS	UNIT OF MEASURE	QTY	DELIVERED UNIT PRICE KWACHA	DELIVERED TOTAL PRICE KWACHA
	CARPENTRY & PAINTING MATERIALS				
1	High gloss cream	Tin	20		
2	Turpentine	Tin	10		
3	Undercoat	Tin	6		
4	Highgloss grey	Tin	8		
5	Highgloss black bitumastic	Tin	4		
6	Cement	Bag	100		
7	Blundering timber 2" x 3" x 18"	Each	200		
8	2" x 6" x 18"	Each	90		
9	2" x 3" x 18"	Each	90		
10	2" x 4" x 18"	Each	30		
11	Wall plate wire	Kg	20		
12	1" x 8" x 18"	Each	15		
13	U- nails	Kg	45		
14	4" nails	Kg	45		
15	Y-16 bars steel	Each	3		
16	5" nails	Kg	45		
17	Additional expanded metal sheets	Sheet	40		
18	Welding rods	Box	4		
19	26 gg corrugated iron sheets coated in green paint	No	30		
20	Solignum	5 litres Tin	3		

21	Ridge cap	No	30		
22	4" paint brush	Each	5		
23	2" paint brush	Each	5		
24	5" paint brush	Each	5		
25	3" paint brush	Each	5		
26	Roller brush with trays	Set	8		
27	Bricks	Each	20000		
28	Riversand	Tonne	40		
29	Steel doors standard with fanlight & Y16 burglar bars	Each	4		
	ELECTRICAL MATERIALS				
1	PVC Conduit 20mm	Each	40		
2	Coupling,nipples,saddles 20mm	Each	100		
3	SPC 3Core 2.5 square mm flex cable	Metre	200		
4	Double outlet sockets 3x6	Each	20		
5	PVC boxes 3x6	Each	20		
6	PVC Boxes 3x3	Each	20		
7	Round boxes	Each	30		
8	Round boxes cover	Each	30		
9	Ceiling rolls G&T	Each	20		
10	Wood screws 1 ¹ / ₄	Box	2		
11	One-way switch G&T	Each	2		
	PLUMBING MATERIALS				
1	Squart pans	Each	4		
2	Pan connector 110mm	Each	4		
3	Plain bend 110mm	Each	4		
4	Flexible connectors	Each	6		

5	Gate valve 1/2"	Each	6		
6	Ips pipes 1/2"	Each	10		
7	PVC pipes 110mm	Each	10		
8	Stop cork 1/2"	Each	5		
9	Bib tap 1/2"	Each	10		
10	Pillar taps 1/2"	Each	10		
11	PVC Pipes 40mm	Each	5		
12	PVC Pipes 50mm	Each	5		
13	Solvent cement	Bottle	2		
14	Thread tape	Rolls	10		
15	Hacksaw balde	Each	10		
16	High level cistern	Each	6		
				SUB TOTAL	
				VAT 17.5%	
				PPDA 1% LEVY	
				GRAND TOTAL	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and behalf of:

Company: _____

The following attachments are appended to clarify the Description of Goods/Service:
[List any attachments providing additional specification of the goods required]

