



## REQUEST FOR QUOTATIONS (GOODS)

Procurement Number: PPPC/DIGMAP/PPDA/10-2024

To -----

Date: 25<sup>th</sup> October 2024

The Procuring and Disposing Entity named above invites you to submit your quotation for the supply and delivery of 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 Supply and Delivery**
  - **Malawi National e-Procurement System Launch Branded Materials** as described in Section C
- 2) Quotation prices should be based on:
  - for goods supplied from within Malawi; EXW – insured and delivered to **Public Procurement and Disposal of Assets Authority (PPDA), Lilongwe.**
  - or for goods supplied from outside of Malawi; DDP to **Public Procurement and Disposal of Assets Authority (PPDA), Lilongwe.**
- 3) The delivery period required is within **4 (Four) weeks** from date of order.
- 4) Quotations must be valid for **sixty (60) days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: N/A
- 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: **14:00 hours Local Time on 31<sup>st</sup> October 2024**
- 8) Quotations must be returned to:
  - The Chairman
  - Internal Procurement and Disposal Committee
  - The Public Private Partnership Commission
  - P.O. Box 937
  - BLANTYRE
- 9) 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.
- 10) 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.
- 11) The personnel of the Purchaser and the Service Providers should adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract. In pursuance of this principle, they should abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:
  - (i) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
  - (ii) “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;



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(iii) “Collusive practices” means a scheme or arrangement between two or more suppliers with or without the knowledge of the Borrower, designed to establish prices at artificial, noncompetitive levels;

(iv) Adherence to World Bank Anti-Corruption guidelines (Attachment to Section A)

**12)** The Purchaser will reject a proposal for award if it determines that the Service Provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question

A handwritten signature in blue ink, consisting of several overlapping loops and a horizontal stroke.

**Signed:** \_\_\_\_\_

For and on behalf of the Purchaser

Title/Position: Senior Projects Procurement Specialist

# Attachment to Section A – Fraud and Corruption

(Attachment to Section A shall not be modified)

## 1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

## 2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders, consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
  - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v. "obstructive practice" is:
    - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.
- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti-Corruption Guidelines, and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>1</sup> (ii) to be a nominated<sup>2</sup> sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders, consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect<sup>3</sup> all accounts, records and other documents relating to the submission of bids and contract performance, and to have them audited by auditors appointed by the Bank.

*Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.*

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<sup>1</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>3</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

**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 Annual Tax Clearance Certificate (for the **2023-2024**) **Financial Year**),
  - iv. A list of any **2 (Two) recent Government contracts performed in branding / communication materials.**
  - v. Must be registered with PPDA. Evidence required: **Valid PPDA 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.

**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.*

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

**Supply and Delivery of Branded Materials for the launch of Malawi National e-Procurement System**

<b>Item No.</b>	<b>Description of Goods</b> (Attach detailed specification if necessary)	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Delivered Unit Price Kwacha</b>	<b>Delivered Total Price Kwacha</b>
1	Branded Back Drop Banner 6x9	Each	1		
2	Branded High quality Golf Shirts	Each	200		
3	Branded high quality Shirts	Each	200		
4	Branded high quality T-Shirts	Each	300		
5	Branded Caps	Each	100		
6	Branded Roll-Up Banners	Each	6		
				<b>VAT 16.5%</b>	
				<b>Total</b>	

**Authorised By:**

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

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

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

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

(DD/MM/YY)

Authorised for and on behalf of:

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

## Appendix A –Detailed Specifications

### 1.Branded Back Drop Banner 6m width x 8m length - Quantity: 1

Item No.	Technical Specification		Mandatory (M)	Compliance of specifications offered
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
	<b>Branded Back Drop Banner</b>			
1	Logos	<ul style="list-style-type: none"> <li>• MANePS should have the prominence, placed centrally as part of the main message.</li> <li>• PPDA logo should be placed on the top left of the banner while PPPC, MW Government and world Bank logos should be placed on the bottom.</li> </ul>	<b>M</b>	
2	Size	6m wide x 8m long	<b>M</b>	
3	Text	<ul style="list-style-type: none"> <li>• The Banner should include important information such as theme guest of honour, venue, Date and time.</li> <li>• It should also include graphics demonstrating digitalisation</li> </ul>	<b>M</b>	
4	Sample	<ul style="list-style-type: none"> <li>• Bidder to provide sample before mass production</li> </ul>	<b>M</b>	
5	Quality	<ul style="list-style-type: none"> <li>• Delivery of Branded Back Drop banners that are not compatible with the sample shall be rejected</li> </ul>	<b>M</b>	

**Refer to the sample artwork for Branded Back Drop Banners below:**



Malawi  
National  
Electronic  
Procurement  
System  
Transparent | Effective | Secure

# Official Launch

Guest of Honour:



THE WORLD BANK



**3.Branded Golf-Shirts – quantity: 200 (100 Golf Shirts White color, Green logo and 100 Golf Shirts Green color with White logo)**

Item No.	Technical Specification		Mandatory (M)	Compliance of specifications offered
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
	<b>Branded Golf-Shirts</b>			
1	Material	<ul style="list-style-type: none"> <li>High quality cotton or polyester-cotton blend to ensure durability and comfort</li> <li>Soft knit collar</li> </ul>	<b>M</b>	
2	Color	White or Green (PPDA official colors) with contrasting color details for logos.	<b>M</b>	
3	Sizes	Small (S), quantity=20	<b>M</b>	
		Medium (M), quantity=66	<b>M</b>	
		Large (L), quantity=32	<b>M</b>	
		Extra Large (XL), quantity=50	<b>M</b>	
		Extra Extra Large (XXL), quantity=18	<b>M</b>	
		Extra Extra Extra Large (XXXL), Quantity=14	<b>M</b>	
4	Sample	Bidder to provide sample before mass production	<b>M</b>	
5	Quality	Delivery of Golf shirts that are not compatible with the sample shall be rejected	<b>M</b>	

**Refer to the sample artwork for Branded Golf-Shirts below:**



**4.Branded Shirts – quantity 200 (100 Shirts White color, Green logo and 100 Shirts Black color, Green logo),**

<b>Item No.</b>	<b>Technical Specification</b>		<b>Mandatory (M)</b>	<b>Compliance of specifications offered</b>
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
	<b>Branded Shirts – Button Shirts</b>			
1	Material	<ul style="list-style-type: none"> <li>• Cotton or cotton polyester blend with a smooth professional finish.</li> <li>• Ligh weight and breathable</li> <li>• Standard professional collar with an option for short or long sleeves</li> </ul>	<b>M</b>	
2	Color	White or Green (PPDA official colors) with contrasting color details for logos.	<b>M</b>	
3	Sizes	Small (S), quantity=20	<b>M</b>	
		Medium (M), quantity=66	<b>M</b>	
		Large (L), quantity=32	<b>M</b>	
		Extra Large (XL), quantity=50	<b>M</b>	
		Extra Extra Large (XXL), quantity=18	<b>M</b>	
		Extra Extra Extra Large (XXXL), Quantity=14	<b>M</b>	
4	Sample	Bidder to provide sample before mass production	<b>M</b>	
5	Quality	Delivery of Golf shirts that are not compatible with the sample shall be rejected	<b>M</b>	

**Refer to the sample artwork for Branded Shirts – Button Shirts below**



**5.Branded T-Shirts – quantity 300 (100 T-Shirts Black color, Green logo, 100 T-Shirts ,Green color, White logo and 100 T-Shirts White color, Green logo)**

Item No.	Technical Specification		Mandatory (M)	Compliance of specifications offered
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
	<b>Branded T-Shirts</b>			
1	Material	High quality cotton or polyester-cotton blend to ensure durability and comfort.	<b>M</b>	
2	Colour	White or Green (PPDA official colors) with contrasting color details for logos.	<b>M</b>	
3	Sizes	Small (S), quantity=30	<b>M</b>	
		Medium (M), quantity=80	<b>M</b>	
		Large (L), quantity=71	<b>M</b>	
		Extra Large (XL), quantity=80	<b>M</b>	
		Extra Extra Large (XXL), quantity=25	<b>M</b>	
		Extra Extra Extra Large (XXXL), Quantity=14	<b>M</b>	
4	Sample	Bidder to provide sample before mass production	<b>M</b>	
5	Quality	Delivery of T-shirts that are not compatible with the sample shall be rejected	<b>M</b>	

**Refer to the sample artwork for Branded T-Shirts below:**



**5.Caps- quantity: 100 (100 Caps Black color, Green logo)**

Item No.	Technical Specification		Mandatory (M)	Compliance of specifications offered
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
	<b>Branded Caps</b>			
1	Material	<ul style="list-style-type: none"> <li>• 100% cotton or cotton polyester blend for durability and breathability</li> <li>• Adjustable strap at the back</li> </ul>	<b>M</b>	
2	Colour	<ul style="list-style-type: none"> <li>• White or Green (PPDA official colors)</li> </ul>	<b>M</b>	
3	Sizes	<ul style="list-style-type: none"> <li>• One size fit all with adjustable back</li> </ul>	<b>M</b>	
4	Logo	<ul style="list-style-type: none"> <li>• MANePS logo: Embroidered on the front centre of the Cap.</li> <li>• PPDA logo: Option to include this log on the left side panel.</li> </ul>	<b>M</b>	
5	Brim	<ul style="list-style-type: none"> <li>• Pre-curved</li> </ul>	<b>M</b>	
6	Quality	<ul style="list-style-type: none"> <li>• High quality embroidery to ensure durability and visibility of the logs</li> </ul>	<b>M</b>	
4	Sample	<ul style="list-style-type: none"> <li>• Bidder to provide sample before mass production</li> </ul>	<b>M</b>	
5	Quality	<ul style="list-style-type: none"> <li>• Delivery of T-shirts that are not compatible with the sample shall be rejected</li> </ul>	<b>M</b>	

**Refer to the sample artwork for Branded caps below:**





**6.Branded Roll-Up Banners – Quantity: 6**

Item No.	Technical Specification		Mandatory (M)	Compliance of specifications offered
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
	<b>Branded Roll-Up Banners</b>			
1	Logos	<ul style="list-style-type: none"> <li>PPPC, Government of Malawi and World Bank logos should be prominently displayed at the bottom of the banner with the PPDA logo at the top right side. MANePS logo should also be added to the banner</li> </ul>	<b>M</b>	
2	Print quality	Full-color digital print with UV-resistant inks to prevent fading when using outdoors	<b>M</b>	
3	Sample	Bidder to provide sample before mass production	<b>M</b>	
4	Quality	Delivery of Branded Roll-up banners that are not compatible with the sample shall be rejected	<b>M</b>	

**Refer to the sample artwork for Branded Roll-Up Banners below:**

# PPDA

Public Procurement &  
Disposal of Assets Authority

www.ppda.mw

## ELECTRONIC GOVERNMENT PROCUREMENT (E-GP) SYSTEM

### #1 What it is

- The process of using internet (integrated) information and communication technologies (ICT) to carry out all activities of public procurement by breaking down the physical barrier of space and time through use of electronic means.

### #2 What its characteristics are

- It is internet-based with online information portals for the publication of business opportunities, contract awards and other procurement related information.
- It has interactive e-tendering portals with download/upload facilities for bidding documents/bid.

### #3 What it does

- It improves the public system by changing from the manual and paper based system to an electronic public procurement system.
- The e-GP system improves access to PPDA services, enhances competition and transparency in public procurement and facilitates provision of e-services thereby enhancing service delivery.

### #4 Who the implementing Agency is

- The e-GP System is being implemented by Public Procurement and Disposal of Assets Authority (PPDA) under the Digital Platforms and Services component of the Digital Malawi Project funded by the World Bank.

VALUE FOR MONEY ALWAYS

**NOTE:**

Please note that the successful bidder will be require to submitt samples of all sizes indicated in the RFQ before contract signing