



# Malawi Revenue Authority

Private Bag 247

Blantyre

## REQUEST FOR QUOTATIONS (FOR GOODS)

Proc. No: PROC/ELECTRIC APPLIANCE/13/03/2025

Date: 13<sup>th</sup> March 2025

To: Eligible Bidder

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:

#### 1) Description of Supply and Delivery

#### ELECTRIC APPLIANCE FOR KARONGA FAST

- 2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to Main Warehouse Ginnery Corner or for goods supplied from outside of Malawi;
- 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: **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 in sealed envelopes, clearly labelled **PROC/ELECTRIC APPLIANCE13/03/2025** must be deposited in the RFQ box placed at Msonkho House second floor reception no later than: **15:00Hours on Tuesday 18/03/2025**.
- 8) Quotations must be returned to:

**Head of Supply Chain Management**

**Malawi Revenue Authority**

**Private Bag 247**

**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.

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: .....

For: **Head of Supply Chain Management**

For and on behalf of the Purchaser

Name: **Oscar Matewere**



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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) 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. We attach the following documents:
  - iii. Section B and C of the Request for Quotations completed and signed;
  - iv. A copy of our Company Registration
  - v. A copy of our valid Annual Tax Clearance Certificate
  - vi. Copy of Business registration Certificate
  - vii. Valid PPDA Certificate
  - viii. Valid MSME Certificate
  - ix. Attach brochures with brands
- 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: .....

.....



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*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)

Item No	Description of Goods	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Cooker <ul style="list-style-type: none"><li>➤ Four (4) plated Cooker</li><li>➤ Static Oven</li></ul>	Each	1		
2	Refrigerator <ul style="list-style-type: none"><li>➤ Bottom mount fridge freezer 210lt</li><li>➤ 4 Star freezer</li></ul>	Each	1		
3	Office Refrigerator <ul style="list-style-type: none"><li>➤ 90LT 19000</li></ul>	Each	1		
4	Water dispensers <ul style="list-style-type: none"><li>➤ 3L Capacity</li></ul>	Each	2		
5	Microwave	Each	1		
<i>Sub Total</i>					
<i>V.A.T 16.5%</i>					
<i>PPDA Levy 1%</i>					
<i>Grand Total</i>					

#### Authorised By:

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

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

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

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

(DD/MM/YY)

Authorised for and on behalf of:

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