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THE COMMISSINER GENERAL OF PRISON
NATIONAL PRISON HEADQUARTERS
P.O. BOX 28 A LILONGWE

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: RFQ-PRIS-FM-2026-2027/44

To: ……

..…….

……

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 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: EXECTIVE OFFICE CHAIR**

2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to [***PRISON FARMS HEADQUARTERS, OLD BUILDING WHERE EASTERN REGION PRISON HEADQUARTERS LOCATED***] **or** for goods supplied from outside of Malawi; CIP to [*point of delivery*].
3) The delivery period required is **7days** from date of order.
4) Quotations must be valid for [**60** ***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.
8) Quotations must be returned to:

   The IPC Chairman, Prison Headquarters, Box 28, ZOMBA before 27 /11/2026
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) [*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:……For and on behalf of the Purchaser

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[Malawi Prisons Headquarters]

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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. A copy of our Trading Licence,

iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),

iv. MRA **VAT** Registration certificate

v. **PPDA (ODPP)** Registration certificate

vi. A list of recent Government contracts performed,

vii. [*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.

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[Malawi Prisons Headquarters]

Procurement Number: RFQ-PRIS-FM-2026-2027/44

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

Item No	Description of Goods (Attach detailed specification if necessary)	SPECIFICATIONS	MEASURES	Quantity	Delivered Unit Price *Kwacha*	Delivered Total *Kwacha*
1	Office Exective Chairs	-High backrest -Wider seating -Plush cushioning -Multi-point ergonomic adjustments designed for extended desk use	Each	2		
				17.5% V.A.T		
				Total		

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

Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____