



**PLANT & VEHICLE HIRE AND ENGINEERING SERVICES  
PRIVATE BAG 32, LILONGWE.**

**REQUEST FOR QUOTATIONS (For Goods)**

**PROCUREMENT REF. NO: PVHES/2025/2026/05/19/1**      Date: **19/05/2025**

**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 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: Procurement of ICT Materials for Office.
- 2) For goods supplied from within Malawi; EXW – insured and delivered at **Lilongwe PVHES**  
**or** for goods supplied from outside of Malawi; CIP to **PVHES Lilongwe**
- 3) The delivery period required is **7 days/weeks/months** 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: **23/05/2025 at 2:00 pm**
- 8) Quotations must be returned to: Quotation Box at the Reception

**Attention: The Procurement Officer**

**The IPDC Chairman, PVHES**

**P/Bag 32, Lilongwe.**

- 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.

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

- 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.

Signed: .....

Name: C. ALUFAI

**Procurement & Supplies Assistant**

For and on behalf of the Purchaser

*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. A list of recent Government contracts performed,
  - v. *[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***

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

<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	Fridge guard Protector JL-VP 3000V	Each	01		
2	Computer mouse - wired	Each	03		
3	5 port universal electrical extension with surge protection	Each	03		
4	24- port D-link with AC power cord	Each	01		
5	Face Masks	Box	01		
				SUB TOTAL	
				16.5% VAT	
				GRAND 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: \_\_\_\_\_