

Tel. No; (265) 01 754073
Communications should be
addressed to:
The Secretary for Mining



In reply please quote No.
480/MOM/ICT/IPDC/RFQ/25-26/10
Ministry of Mining
P.o. Box 251
LILONGWE.

Procurement Number: 480/MOM/ICT/IPDC/RFQ/25-26/10

To: Messr's

.....

.....**Date: 19TH May, 2025**

Procuring Entity named above invites you to submit your quotation for the goods described herein. Bidders may quote for one lot or more lots. The Purchaser reserves the right to award a contract for selected Lots 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) Supply and Delivery of ICT Equipment:

Lot No.	DESCRIPTION	UNIT OF MEASURE	QUANTITY
1	Laptops	Each	4
2	Desktop Computer	Each	1

- 2) Quotation prices should be based on: Malawi Kwacha for goods supplied from within Malawi; EXW – insured and delivered to: Ministry of Mining or for goods supplied from outside of Malawi; CIP to [*point of delivery*].
- 3) The delivery period required is one week **(1) week** from date of **IFMIS Local Purchase Order**.
- 4) Quotations must be valid for **Ninety (90) 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: **23rd May, 2025 Not later than 10:00am**
- 8) Quotations must be returned to:

*The Chairperson, Internal Procurement Committee, Ministry of Mining,
Matamando House, City centre 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.
- 10) Technical Specifications are provided in Annex 1
- 11) **The following criteria will be used for selection of the successful bidders:**
 - (a) Delivery Period
 - (b) Price
 - (c) Bid validity
 - (d) Section B and C of the Request for Quotations completed and signed;
 - (e) Availability of copy of valid Trading Licence,
 - (f) Availability of copy for valid Annual Tax Clearance Certificate.
 - (g) A list of recent Government contracts performed,
 - (h) Availability of Brochures It is a **MUST** to include technical literature or brochures (technical catalogues) on all items in a lot. Failure to do so will make your bid to be considered non responsive and will be rejected
 - (i) Copy of valid PPDA Registration Certificate
 - (j) Experience and Technical Capacity
 - The Bidder shall have a minimum of one year (1) experience in supplying/ Trading in a similar type of goods under this procurement.
 - The Bidder shall provide details of two (2) contracts completed with values of 20% of the total bid per Lot for similar goods during the past two years ending on the bid submission deadline.

Quotations that are responsive, qualified and technically compliant will be ranked according to **price (in Malawi Kwacha)**. Award of contract will be made **through the issue of a Local Purchase Order (LPO)**.

Signed:Name: **Agnes Chiwaya**

Title/Position: **Procurement Officer**

For and on behalf of the Purchaser

Procurement Number: 480/MOM/ICT/IPDC/RFQ/25-26/10

Your quotation is to be returned on this Form by completing and returning Sections B and C including the specifications 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. Valid Business License;
 - iii. Valid PPDA Registration Certificate; and
 - iv. Valid MRA 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)

Authorized 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)

Lot No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Laptops	Each	5		
Subtotal					
	VAT				
Grand Total					
2	Desktop	Each	1		
Subtotal					
	VAT				
Grand Total					

The following attachment is appended to clarify the Description of Goods:

[Attachment (1) for additional specification of the goods required]

Authorised By:

Signature: _____ Name: _____

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

Authorized for and on behalf of:

Company: _____

Annex (1)

Technical Specifications and Compliance Sheet

Procurement Reference Number: 480/MOM/ICT/IPDC/RFQ/25-26/10

Column b states the minimum technical specification of the item(s) required by the Procuring Entity.

The Bidder is to complete column c with the technical specification of the item(s) offered and to state whether the offered items “comply” or do “not comply” giving details of the areas of non-compliance.

Attach Bronchures, any bid without the attachment of Bronchure will be rejected.

Lot No	Technical Specification of items required including applicable standards	M	Compliance specification offered
A	B		C
1	Laptop <ul style="list-style-type: none">• Processor: Intel ® Core TM i9, 4.7 GHz• 15th Generation• Storage: 1TB SSD• RAM: 32GB• FHD: 1920/1080 Multi touch• Touch screen: 360• 13 inches• Touch Screen: Yes.• Intel Iris Xe Graphics• Operating System: preloaded Genuine/licenced Windows 11 Professional and Microsoft Office Packages• Sound: Built- in/integrated Stereo audio/speaker, 1 x headset jack• Webcam: Built in HD webcam• Bluetooth: Yes• Wireless internet Connectivity: Yes• USB ports: 1x3• At least 4• HDMI Port: Yes• VGA Port: Yes		

Lot No	Technical Specification of items required including applicable standards	M	Compliance specification of offered
	<ul style="list-style-type: none"> • Battery life before next recharge: At least 9 hours • Type-C Charger • Warranty and Support: 1 Year • 1year Warranty 		

Lot No	Technical Specification of items required including applicable standards	M	Compliance specification of offered
<i>A</i>	<i>B</i>		<i>C</i>
2	Desktop Computer <ul style="list-style-type: none"> • Exterior chassis materials: Machined metal • Intel ® Core TM i9, 4.7 GHZ • 13th Generation • Storage: 1TB SSD • RAM: 16 GB • All in one Desktop • Genuine/Licensed Windows ® 11 Professional 64-bit, preloaded • Combo Audio Jack • 2 USB 3.0 Ports • 4 USB 2.0 Ports • 1 HDMI Ports • 1 RJ45 Network port at rear, Gigabit LAN 10/100/1000 • In-built wireless connectivity adapters • High-Definition Audio Internal Chassis Speaker • 27 inches Flat LCD Screen High Definition • USB Keyboard 		

Lot No	Technical Specification of items required including applicable standards	M	Compliance specification of offered
	<ul style="list-style-type: none"> • USB Mouse • Small Cables • Around 230 volts power supply voltage • Warrant and support: 1 year 		

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine or verify whether this meets the minimum specification required in column b. **Bidders must complete column c or the bid will be rejected. Bidders are required to include technical literature to support the details provided in column c.**

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture. The beneficial ownership information to be submitted in this Form shall be current as at the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions-

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

Date: [insert date]

Procurement Reference No.: [insert procurement reference number]

Page [insert page number] of [insert total number of pages] pages.

To: [insert complete name of Procuring and Disposing Entity]

In response to the invitation for bid dated [insert date of invitation for bid] we hereby submit beneficial ownership information: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the Board of the Directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence, telephone number(s), email address, postal and physical addresses]			

OR

(ii) We declare that there is no Beneficial Owner who has not been disclosed meeting one or more of the following conditions-

1. directly or indirectly holding 5% or more of the shares
2. directly or indirectly holding 5% or more of the voting rights
3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
5. has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

7. directly or indirectly holding 5% or more of the shares
8. directly or indirectly holding 5% or more of the voting rights
9. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]”
10. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
11. has a significant stake in a company and on whose behalf activity of a company is conducted; or
12. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: _____

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to “Bidder” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

² Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.