



Malawi Revenue Authority
Private Bag 247
Blantyre

REQUEST FOR QUOTATIONS (FOR GOODS)

Proc. No: PROC/ITA & CUSTOMS /ASSORTED FURNITURE/09/2024

Date: 04th September 2024

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

Assorted furniture as per SECTION C

- 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; CIP to
- 3) The delivery period required is **14 days** from date of order.
- 4) Quotations must be valid for **45 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 in sealed envelope clearly marked **PROC/ITA & CUSTOMS/ASSORTED FURNITURE/09/2024 must be deposited in the RFQ Box placed at Msonkho House 1st floor reception, Blantyre no later than: 15:00Hours, Monday 10.09.2024.**
- 8) Quotations must be returned to:

Head of Supply Chain Management

Malawi Revenue Authority

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- 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:

Name: **Miriam Jere**

Title/Position: **Head of Supply Chain Management**

For and on behalf of the Purchaser



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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 valid Annual Tax Clearance Certificate
 - v. A copy of Business registration Certificate
 - vi. A copy of a valid PPDA Certificate
 - vii. Sample pictures
 - viii. Copy of Republic of Malawi National ID (Citizen Identification) for companies owned by indigenous black Malawians. A preference of 20% will be applied to business owned by indigenous black Malawians.
- 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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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)

Item No	Description of Goods	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha (taxes inclusive)</i>	Delivered Total Price <i>Kwacha (taxes inclusive)</i>
1	Wooden Hanger 	Each	1		
2	Metallic Filing Cabinets 4 Drawer Metal filing cabinet Size:22x15x15 inches	Each	6		
4	Managers Desk and Credenza	Each	2		
5	Managers Chair (Swivel, High Back)	Each	2		
6	Managers Visitors Chair- (Leather)	Each	4		
7	Swivel Chairs	Each	3		
8	Hostel Chairs	Each	145		




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	 An illustration showing a collection of chairs: one large office-style chair with armrests and a high back, and several smaller, simpler chairs with four legs and a curved back.				
9	Dining Chair  A single dining chair with a dark, curved backrest and four light-colored legs.	Each	50		
10	Office desks Wooden Rectangular Modern Office Table, Size:5x2.5/3x5.59(feet)  A modern, light-colored wooden office desk with a rectangular top and a cabinet with three drawers on the right side.	Each	12		
11	Classroom single desk	Each	100		



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<i>Total Bid Price</i>					

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____