



**Malawi Revenue Authority
Private Bag 247
Blantyre**

REQUEST FOR QUOTATIONS (FOR WORKS)

**PROCUREMENT REFERENCE NUMBER: MRA/INSTALLATION OF
TILES/ITA/19/12/25**

To: Eligible Bidder

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Date: 19th December 2025

The Procuring and Disposing Entity named above invites you to submit your quotation for carrying out the Works as described herein. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

- 1) Description of Works and Location
Installation of Tiles at ITA-Chichiri, Blantyre
- 2) Works are to commence within: **7 Days** from the date of order.
- 3) Works to be completed within: **2 weeks** from the date of order.
- 4) Quotations must be valid for **30 Days** from the deadline for submission.
- 5) Quotations and supporting documents as specified in Section C must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 6) Quotations in sealed envelopes, must be deposited in the **RFQ Box Placed at Msonkho House 1st Floor reception in Blantyre**, no later than **10:00hrs** on **Thursday, 24th December 2025**.
- 7) Quotations must be returned to:

**The Chairperson
Internal Procurement and Disposal Committee
Malawi Revenue Authority
Private Bag 247
Blantyre**

- 8) The attached Activity Schedule at Section C details the works to be performed. You are requested to quote by completing Sections C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of performing

the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.

- 9)** Payment to the contractor shall be made within **45** days from the date of receipt of invoice.

Your quotation is to be returned by completing and returning this Form and *Sections D or E including any other information and certification as stated within this RFQ.*

Signed:

Name: **Miriam Jere**

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

For and on behalf of the Procuring and Disposing Entity

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation:
- 2) Works will commence within [days/weeks/months] from date of Purchase Order.
- 3) Works will be completed within [days/weeks/months] from date of Purchase Order.
- 4) Validity period of this quotation is [days/weeks/months] from the date for receipt of Quotations.
- 5) We attach the following documents:
 - (a) Section C of the Request for Quotations completed and signed;
 - (b) A copy of our Trading Licence;
 - (c) A copy of our Annual Tax Clearance Certificate;
 - (d) A copy of NCIC Certificate
 - (e) At least two (2) copies of LPOs or Contracts of similar work
- 6) We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements].
- 7) We have examined and have no reservations to the Request for Quotations Document, including Addenda No: *(Insert Number and date)* of Addenda).
- 8) Our price shall be fixed for the duration of the validity period.
- 9) We declare that our firm, Directors and officials do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

Authorised By: [to be completed by someone who has the power of attorney for the bidder]

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company: _____

Registered Address:

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If any additional documentation is attached to your quotation, a signature and authorisation at Section C and D 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 C and D, the quotation may be rejected.

SECTION C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)**For Lump Sum Contracts**

Item No.	Description of Activity	Price in Kwacha
1	Installation of Tiles at ITA-Chichiri, Blantyre (Boardroom, Principal Secretary's and Managers' Office)	
	<i>Sub-Total</i>	
	<i>VAT 16.5%</i>	
	<i>NCIC (1%)</i>	
	<i>PPDA Levy (1%)</i>	
	<i>Total Lump Sum Price</i>	

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

Note: BOQ's Should be requested via email* scm@mra.mw

The following attachments are appended to clarify the Description of Activity:

BOQ**Authorised By:**

Signature: _____ Name: _____

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Position: _____ Date: _____

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(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

SECTION D: 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 joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of 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:

Procurement Reference No.:

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To:

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [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]			

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- 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;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- 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]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"
- 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;

- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- 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.

SECTION E: EVALUATION OF QUOTATION

- 1) Quotations that are responsive, qualified and technically compliant will be ranked according to price.
- 2) Award of contract will be made to the lowest evaluated quotation by the issue of a Local Purchase Order.