



# Public Procurement and Disposal of Assets Authority

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Lilongwe  
MALAWI

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## REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: PPDA/PRO/06/2025

To: .....  
.....  
.....

Date: 23/06/2025

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 of Supply and Delivery


##### SUPPLY AND DELIVERY OF A LAPTOP

- 2) The quotation prices should be based on:  
for goods supplied from within Malawi; EXW – insured and delivered to  
or for goods supplied from outside of Malawi; CIP to [point of delivery].
- 3) The delivery period required is **5 days** 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: **14:00 on 27<sup>th</sup> June 2025**
- 8) Quotations must be returned to: The **IPDC Chairperson, Public Procurement and Disposal of Assets Authority, Private Bag 383, Lilongwe 3**
- 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) The bidder shall submit with its bid the following additional documents:
  - **Company Registration Certificate**
  - **PPDA Certificate**
  - **Copy of Tax Clearance**

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- **Evidence of Registration with Malawi Revenue Authority**
- **Evidence of Previous works of similar nature performed (Copies of LPOs contracts or payment vouchers**
- **Reference Letter from at least three current clients**
- **Copy of Certificate from Ministry of Trade if it is MSME-(Small Category)**

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: **CHIMWEMWE WIRIMA**

Title/Position: **CHIEF PROCUREMENT OFFICER**

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 (Evidence of Previous works of similar nature performed (Copies of LPOs contracts or payment vouchers)**
  - v. **Copy of Certificate from Ministry of Trade if it is MSME (Medium Category)**
  - vi. **Manufacturers Authorization**
  - vii. **Brochure of the Laptop**
- 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: \_\_\_\_\_

Authorised for and on behalf of: \_\_\_\_\_ (DD/MM/YY)

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)**

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Laptop  <b>LAPTOP SPECIFICATIONS</b>  .14 inch G11 Mobile Workstation intel® Core™ Ultra 7 processor.  · Windows 11 Pro.  · 14" diagonal WUXGA display with NVIDIA RTX™ A500 Laptop GPU.  · 32 GB DDR5 RAM)  · 512 GB SSD Hard drive.  · Spill-resistant backlit keyboard/ 5 MP camera / Fingerprint Sensor.	1	Each		
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:

**Procurement Number: PPDA/PRO/06/2025**

Company: \_\_\_\_\_