



OUR TOBACCO OUR ECONOMY

## REQUEST FOR QUOTATIONS

**Procurement Number: TC/IPDC/ MAINTENANCE OF ONE OFFICE CHAIR AND 4 OFFICE DESKS / 2025-2026-368**

To: \_\_\_\_\_

**Date: 22<sup>nd</sup> April, 2025.**

- 1) The Procuring Entity named above invites you to submit your quotation for **Maintenance of one office chair and four office desks**, Partial Quotations may be rejected. 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 for Provision of **Maintenance of one office chair and four office desks**,
- 2) Quotation prices should be quoted in: Malawi Kwacha
- 3) Quotations must be valid for 30 days from the date for receipt given below.
- 4) 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.
- 5) Quotations must be received, in sealed envelopes, not later than **1<sup>st</sup> May, 2025**
- 6) Quotations must be returned to: The Procurement Unit, **Tobacco Commission Head Office, P.O. Box 40045, Kanengo. Lilongwe.**

- (2) The attached Schedule of Requirements at Section C, details the products / services to be purchased. You are requested to quote your delivered price for **Maintenance of one office chair and four office desks**, by completing and returning Sections B and C.

Quotations that are responsive, qualified and detailed 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.

Quotations that are responsive, qualified and technically compliant will be ranked according to price.

Signed: .....  ..... Name: Rasheeda Gama  
Title/Position: **PROCUREMENT OFFICER**



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### 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 Trading Licence,
  - iii. A copy of Valid Annual Tax Clearance Certificate,
  - iv. A Copy of Valid PPDA Certificate
  - v. A Copy of MSE Certificate
  - vi. A COPPY of Valid NCIC Certificate
  - vii. Attach 2 Previous Contracts
- 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 (Attach detailed specification if necessary)	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Office Chair	1		
2	Office Desk	4		
			<b>Total</b>	

The above attachments Table 1 are appended to clarify the Description of Services:

*[List any attachments providing additional specification of the services required]*

#### Authorised by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

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