



Malawi Revenue Authority

Private Bag 247

Blantyre

REQUEST FOR QUOTATIONS (FOR GOODS)

Proc. No: PROC/ADMINISTRATION/MWANZA FLOOD LIGHTS AND
SHELVES/02/2024

Date: 20th February 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

Floodlights and shelves 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: **N/A**.
- 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 deposited in the, **RFQ BOX AT MSONKHO HOUSE, FLOOR # 2 RECEPTION, LABELLED ADMINISTRATION/MWANZA FLOOD LIGHTS AND SHELVES** in sealed envelopes, no later than: **15:00Hours on Monday 26.02.2023**.
- 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**



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For and on behalf of the Purchaser



Malawi Revenue Authority

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 our Business registration Certificate
 - vi. A copy of our valid PPDA 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)

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.



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SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods	Unit of Measure	Qty	Delivered Unit Price Kwacha (taxes inclusive)	Delivered Total Price Kwacha (taxes inclusive)
1	Pole - 6inch (150mm) width by 7m height	Each	2		
2	Concrete slab 30cm by 50 cm	Each	7		
3	2.5mm 3 Core flexible cable 100m rolls	Each	10		
4	30A Circuit breakers	Each	5		
5	Scotch tape - red	Each	5		
6	Scotch tape - Green	Each	5		
7	Scotch tape - Black	Each	5		
8	Raw bolt	Each	20		
9	Cable clips (boxes of 50)	Each	2		
10	2.5mm block connectors	Each	10		
11	Conduit (PVC pipes)25mm	Each	40		
12	Coupling	Each	40		
13	Round box	Each	15		
14	4ft fluorescent fittings	Each	15		
15	4ft LED fluorescent tubes	Each	20		
16	200W IP60 flood lights	Each	30		
17	Hose grip 50-70mm	Each	30		
18	Cable tie (pack of 50) 350mm x 4.8mm	Each	2		
19	Cable tie (pack of 50) 200mm x 3.6mm	Each	2		
Total Bid Price					

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____