



Regulating Pesticides in Malawi

**PESTICIDES
CONTROL
BOARD**

REFERENCE NUMBER: 122

BUDGETLINE: ADMINISTRATION

REQUEST FOR QUOTATION

TONER & EXECUTIVE PENS

JULY 2025
REF NO:..PCB /ADM/25/07/2025



SECTION A -REQUEST FOR QUOTATION

The Procuring and Disposing Entity named above invites you to submit your quotation for the supply and delivery of 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 Quotation

section A; Quotation Requirements

1.Description of Supply & Delivery

VEHICLE ACCESSORIES

2. Quotation prices should be based on services supplied within Malawi to PCB off Thyolo road, Bvumbwe Research Station premises, Thyolo.
3. The delivery period should be 3 days from the date of order.
4. Quotation should be valid for thirty (30) days from date of receipt.
5. The warranty / guarantee should be:
6. Quotation and supporting documents as specified in Section B must be marked with a Procurement Number given above and indicate your acceptance of the terms and conditions.
7. Quotations must be received in sealed envelopes or by email on PDF format file no later than 15:00 hrs local Time, **31th July, 2025.**
8. Quotation should be addressed to

The Chairman

Pesticides Control Board

P. O BOX 51300

Limbe

Or email: r.dama@pesticidesboardmw.com

9. The attached schedule of requirements is on section Detailing items to be purchased. You are requested to quote your delivery prices for items by completing and returning section B and C
10. Quotation that are responsive and qualified and technically compliant will be ranked according to prices. Awarding of the contract will be made to the lowest priced quotation by totalling through issue of order (LPO).
11. The personnel of the purchaser and the Supplier should adhere to highest ethical standards both during the selection and throughout the execution of the contract. In pursuance of this principle, they should abstain at all times from fraudulent practices and corruption.
12. The Purchaser will reject a proposal for award if it determines that the service provider recommended for award has directly or through an agent, engaged in fraudulent, collusive, coercive and corrupt practices for contract in question.



Signed ...

.....Title/Position Procurement Officer

For and on behalf of the Purchaser

SECTION B: QUOTATION SUBMISSION FORM

1. Currency of quotation: Malawi Kwacha
2. Delivery period ...3.....days/weeks/Months from the date of purchase/Cheque

3. The valid period for this quotation is days from the date of receipt quotation
4. Warranty/Guarantee (Where applicable of the Quality of service
5. We attach the following documents
 - (i). Section C of the request for quotation completed and signed
 - (ii). Copy of business/Trading Licence
 - (iii). A copy of annual Tax clearing certificate for the year 2025-2026 financial year)
 - (iv). A list of any two (2) recent government contracts performed.
 - (v). Must be registered with PPDA, Evidence required; Valid PPDA registration certificate.
6. We can confirm that our Quotation is based on the terms and conditions slated in your request for quotation referenced above and that any resulting contract will be subject to the Government of Malawi general conditions of contract for Local Purchase order.
7. We confirm that the prices quoted are fixed and for the duration validity period and will not be subject to revision and variation.

Authorised by:

SignatureName

Position.....Date

Authorised for and on behalf of

Company.....

Address

If any documentation is attached to your quotation, signature and authorisation at section B AND section C is still required as confirmation that the terms and conditions of this RFQ prevails over any attachments. If the quotation is not authorized in section B and section C the quotation may be rejected.

SECTION C: SCHEDULE OF REQUIREMENT (TO BE FILLED BY BIDDER)

LOT NO	DESCRIPTION OF GOODS	UNIT	DEL UNIT PRICE	DEL TOTAL PRICE
1	Printer Toner 230 A Set (Magenta,blue,cya n and Red)	3		
2	Executive pens(each)	10		
Sub Total				
Vat 16.5%				

Total		
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