



Malawi Revenue Authority

Private Bag 247

Blantyre

REQUEST FOR QUOTATIONS (FOR GOODS)

Proc. No: PROC/CA/ASSORTED PROMOTIONAL MATERIALS/06/2024

Date: 28th June 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

SUPPLY AND DELIVERY OF ASSORTED PROMOTIONAL MATERIALS FOR CA OFFICE

- 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 **60 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 deposited in the RFQ box placed at Msonkho House 2nd floor reception, Blantyre, no later than: **Friday 15:00Hours on 05.07.2024**.
- 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**

For and on behalf of the Purchase



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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. Copy of Business registration Certificate
 - vi. Copy of 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:

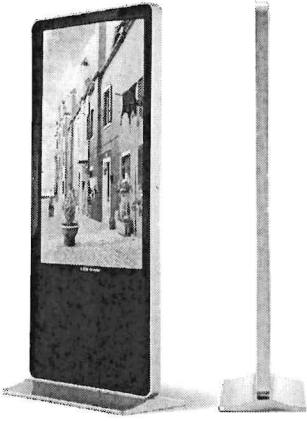
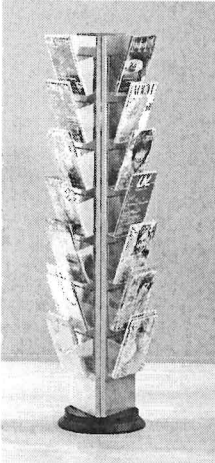
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If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.



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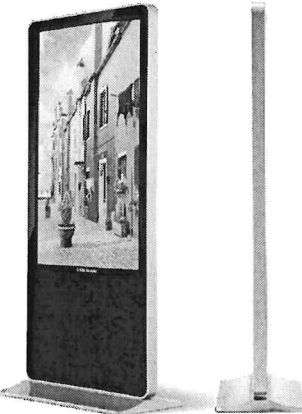
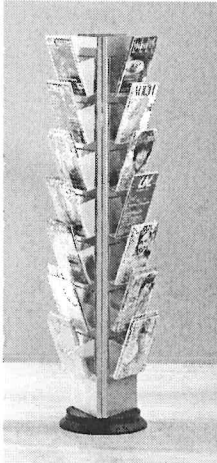
SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods	Unit of Measure	Qty	Delivered Unit Price Kwacha (taxes inclusive)	Delivered Total Price Kwacha (taxes inclusive)
1	Roll-up banners- vinyl material Size: 850mm by 2000mm	Each	6		
2	Tear- drop Banners- Polyester material Size: 4.5m height	Each	6		
3	Back drop banners- Size: 3m x 3m	Each	2		
	LED Information display banners- 55in display screen (1920 x 1080 resolution) 		4		
4	Brochure stand 	Each	6		
5	Gazebo- 3m by 3m	Each	4		



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6	Visitors books	Each	25		
				<i>Total Bid Price</i>	

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____