

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: 277-NPC/COMMS/EU/CALENDARS&DAIRIES/2025-26

To:

Date: 10th November 2025

National Planning Commission invites you to submit your quotation for the supply of goods and services herein. 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

Procurement of the printing services for 2026 MW2063 branded Calendars and Dairies as listed below:

ITEM	DESCRIPTION	QUANTITY
1	A2 one month per view Calendar with top binding strip	400
2	A2 twelve months per view Calendar	2000
3	A5 one month per view Desk Calendars	400
4	A5 Branded Diaries	200
5	A5 Branded Notebooks	200

- 2) Quotation prices should be based in:
Malawi Kwacha
- 3) The delivery period required is Twelve (14) Days from the date of order.
- 4) Quotations must be valid for **Sixty (60) days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: N/A
- 6) Provide three (3) references of similar contracts executed in the past 3 years.
- 7) Documents showing legal capacity of the firm.
- 8) Quotations and supporting documents specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
- 9) Quotations must be received, in sealed envelopes no later than: 15:00hrs on 25th November 2025.

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: 277-NPC/COMMS/EU/CALENDARS&DAIRIES/2025-26

109 Quotations must be returned to:

**The Chairperson,
Internal Procurement and Disposal of Assets Committee, National Planning
Commission, Chief Mbelwa House,
2nd Floor, City Centre, P/Bag B316,
Lilongwe 3, Malawi.**

- 11)** The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for providing the goods including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: 277-NPC/COMMS/EU/CALENDARS&DAIRIES/2025-26

SECTION B: EVALUATION OF QUOTATIONS

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 the issue of a Local Purchase Order.

Signed: _____ Name: **MEMORY NOWA**

Title/Position: **ACTING PROCUREMENT OFFICER**

For and on behalf of the Procuring and Disposing Entity

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: 277-NPC/COMMS/EU/CALENDARS&DAIRIES/2025-26

SECTION C: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha**
- 2) Services will commence withindays/weeks/months from date of Purchase Order.**
- 3) Services to be completed bydays/weeks/months from date of commencement**
- 4) Validity period of this quotation isdays from the deadline of submission**
- 5) We enclose the following documents:**
 - (i) Section C of the Request for Quotations completed and signed.
 - (ii) A copy of our Trading License
 - (iii) A copy of our Annual Tax Clearance Certificate (for the last financial year)
 - (iv) A list of recent Government contracts performed (past 3 years).
 - (v) Compliance with the terms of reference
 - (vi) A copy of current PPDA registration
- 6) We confirm that our quotation is subject to 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.**

Authorized By:

Signature: _____

Name: _____

Position: _____

Date: _____
(DD/MM/YY)

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: 277-NPC/COMMS/EU/CALENDARS&DAIRIES/2025-26

Authorized for and on behalf of:

Company: _____

Registered Address:

.....

If any additional documentation is attached to your quotation, a signature and authorization 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 authorized in Section B and Section C, the quotation may be rejected.

SECTION D: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

No.	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1.	A2 one month per View Calendar with top binding strip	EA	400		
2.	A2 Twelve Month per view Calendar		2000		
3.	A5 One Month per view Calendar		400		
4.	A5 Branded Diaries		200		
5.	A5 Branded Notebooks		200		
6.	Others (Specify)	EA			
Subtotal					
1% PPDA					
16.5% VAT					
Grand Total					

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: 277-NPC/COMMS/EU/CALENDARS&DAIRIES/2025-26

The following attachments are appended to clarify the Description of Services:
[List each attachment e.g. detailed schedule of services, or terms of reference]

Authorized By:

Signature: _____ Name: _____
Position: _____ Date: _____
(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: 277-NPC/COMMS/EU/CALENDARS&DAIRIES/2025-26

SCHEDULE OF REQUIREMENTS

#	Specification of Item	Qty	Suppliers Compliance
1	Designing and printing A2 One Month per view Calendar with top Binding Strip	Mandatory	
2	Designing and printing A2 twelve months per view calendar	Mandatory	
3	Designing and printing A5 one month per view desk calendar	Mandatory	
4	Designing and printing A5 Branded Diaries	Mandatory	
5	Designing and Printing A5 Branded Notebooks	Mandatory	