

**MALAWI POSTS CORPORATION
P. O. Box 602 BLANTYRE**

REQUEST FOR QUOTATIONS

Procurement Number: MPC/STATIONARY/HQ STORES/11/25

To:
.....
.....

Date: 3rd November, 2025

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 were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

- 1) Description of Supply and Delivery of Stationary**
- 2) Quotation prices should be based on:**
for goods supplied from within Malawi; EXW – insured and delivered to: **MPC Head Office Stores**
- 3) The delivery period required is 5 days** from date of order.
- 4) Quotations must be valid for 30 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 received, in sealed envelopes, no later than: 2:00 PM on 7th November October, 2025**
- 8) Quotations must be returned to: The Chairperson, MPC IPDC, P O Box 602 Blantyre or Email: timothy.makwani@malawipost.post. For more information call Procurement Manager on 0999351362**
- 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: T. makwani

Title: Procurement Officer

For and on behalf of the Malawi Post Corporation

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. **Valid copy of our Trading Licence,**
 - iii. **Valid copy Tax Clearance Certificate (TCC),**
 - iv. **Valid Copy of PPDA Registration 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:

.....

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)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	A4 Reams Photocopying paper (Rotatrim)	Each	100		
2	Boxes of Thermal Rolls (50 Pieces per carton)	Box	10		
3	Lever Arch Files		100		
4	Stapler Machine medium		1		
5	Boxes of Stapler wire small No 26/6		50		
6	Boxes of Stapler wire Big Heavy Duty		20		
7	Boxes of Ball pens (BIC)	Box	04		
8	Computer Binders Small (For Payslip)		100		
9	Computer Binders Large (For PaySlip)		100		
10	Stick Note Pads		50		
11	Tonner HP 230A Set Black, Yellow, Cyan & Magenta	Set	1		
				Sub Total	
				16.5 % VAT	
				Grand Total	

The following attachments are appended to clarify the Description of Goods:

[List any attachments providing additional specification of the goods required]

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

BANK DETAILS

ACCONT DETAILS:

ACCOUNT NAME:

BRANCH NAME:

BANK NAME:

CONTACT PERSON NUMBER: