

Telephone: Lilongwe 789 388  
Telex: 450 73  
Fax: 788 083

All communications should be addressed to:  
The Secretary for Local Government



*In reply please quote Ref. No. .*  
**MINISTRY OF LOCAL GOVERNMENT, UNITY  
AND CULTURE,  
P O BOX 30312  
CAPITAL CITY,  
LILONGWE 3.**

## REQUEST FOR QUOTATIONS

**Procurement Number: MLG/ICT/24/09**

**Date: 23/07/2024**

**To**

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 REQUIREMENTS:**

- 1) Description **Supply and Delivery of ICT Equipment for Archives**
- 2) Quotation prices should be quoted in: **Malawi Kwacha**
- 3) The delivery period required is **4 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: **NA.**
- 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: **10:00 am hours on 30/07/2024**
- 8) Quotations must be deposited in Tender Box at: **Ministry of local government, unity and culture (Reception).**
- 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.
- 10) 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: Francis Mthikira

Title/Position: **Procurement Officer**

For and on behalf of the Purchaser

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. A copy of our Trading Licence,
  - iii. A copy of our Tax Registration Certificate
  - iv. A list of recent Government contracts performed,
  - v. ODPP 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.	Laptop <ul style="list-style-type: none"> <li>➤ HP or equivalent,</li> <li>➤ 14 inches UHD Display ,360 turn</li> <li>➤ Touch screen, HD Webcam</li> <li>➤ Core i7,13<sup>th</sup> Generation ,8 GB RAM</li> <li>➤ Intel Iris Xe Graphics G7 or Equivalent</li> <li>➤ 512GB SSD (NVME)</li> <li>➤ Chiclet keyboard with back light</li> <li>➤ 2 x USB Ports 3.0 plus 1 HDMI port</li> <li>➤ Wi-Fi 802.11ac , Bluetooth 4.1</li> <li>➤ Windows 11 pro, Microsoft SSD (NVME)</li> <li>➤ Chiclet keyboard with back light</li> <li>➤ 2 x USB Ports 3.0 plus 1 HDMI port</li> <li>➤ Wi-Fi 802.11ac</li> <li>➤ Bluetooth 4.1</li> <li>➤ Windows 11 pro, Microsoft office 2021 professional plus Antivirus with 12 months warranty</li> <li>➤ 6 Hours</li> </ul>	Each	2		
				<b>Sub-total</b>	
				<b>16.5% Vat</b>	
				<b>Total</b>	

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: \_\_\_\_\_

