

MACRA

Procurement Number: MACRA/IPDC/USF-SMART PHONES/2025/5/1.



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9th May 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 where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

SUPPLY AND DELIVERY OF RURAL DIGITAL PROGRAM SMARTPHONES

Lot #	ITEM DESCRIPTION	QUANTITY	BENEFICIARY
1	Smart Phones	230	Rural Digital Program

Specifications are attached and bidders are required to meet all of the specs, failing to meet the set specs with result in bid rejection.

To be delivered at MACRA Offices, Green Heritage House, 2 Khonje in Area 13, Lilongwe

Quotation prices should be based on:

Goods supplied from within Malawi; EXW – insured and delivered to [place of delivery] **or** for goods supplied from outside of Malawi; CIP to [point of delivery].

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- 1) The delivery period is **Fourteen (14) days** from date of order.
- 2) Quotations must be valid for **30 days** from the date for receipt given below.
- 3) The warranty/guarantee offered shall be: ...**12....** months.
- 4) **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.**
- 5) Quotations must be received, in sealed envelopes, no later than:
Thursday 15th May 2025 at 10:00 hours.
- 6) Opening shall commence at MACRA Offices at the same time, bidders and or their representatives are welcome to attend.
- 7) Quotations must be deposited in a tender box placed at the reception of MACRA offices and should be addressed to:

**The Chairman – Internal Procurement and Disposal Committee
(IPDC)**

**Malawi Communications Regulatory Authority (MACRA)
1st Floor Green Heritage House Area 13
2 Khonje Close
P.O. Box 30214
Capital City
207213
Lilongwe 3
MALAWI**

- 8) 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.
- 9). 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 through the issue of a Local Purchase Order.



Signed:

Name: **Happy Ngoma**

Title/Position: **Procurement Manager**

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FOR: DIRECTOR GENERAL

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. *PPDA Certificate*
 - iv. *Copy Tax clearance certificate issued by MRA.*
 - v. *SME Certificate issued by Ministry of Trade*
 - vi. *Copy of product brochures for each item of the item offered.*
 - vii. *Duly completed Beneficial Ownership Form*
 - viii. *Manufacturers Authorisation Letter*
- 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: _____

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(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.

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

Lot #	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Qty	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Smart Phones	Each	230		
			Plus 16.5% Vat		
				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: _____

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DETAILED TECHNICAL SPECIFICATIONS

No	Detailed Specification	Mandatory	Supplier Compliance Sheet
Battery Life (Key Requirement))	Capacity: 6,000mAh or higher (for long-lasting use in fieldwork)	M	
	Charging: Fast charging (18W or more) via USB-C	M	
	Power Efficiency: AI power management with battery optimization	M	
Display	Size: 6.5-inch to 6.8-inch IPS LCD or AMOLED (for better outdoor visibility)	M	
	Resolution: 1080 x 2400 pixels (FHD+)	M	
	Brightness: 500 nits or higher (for outdoor use)	M	
Performance	Processor: MediaTek Helio G99 / Qualcomm Snapdragon 695 (power-efficient, mid-range chipset)	M	
	RAM: 6GB - 8GB (smooth multitasking)	M	
	Storage: 128GB - 256GB (expandable via microSD)		
Connectivity & Sensors	Network: 4G LTE (supports all Malawian mobile carriers)		
	SIM: Dual SIM (important for connectivity in different regions)	M	
	WiFi & Bluetooth: WiFi 5 (ac) & Bluetooth 5.0 or higher	M	
	GPS: A-GPS, GLONASS, GALILEO (essential for location tracking in surveys)	M	
	USB Port: USB Type-C (for fast data transfer and charging)	M	
	NFC: Optional but beneficial for digital payments or quick data transfer	M	
Camera (for Data Collection)	Rear Camera: 50MP primary + 8MP ultrawide/macro (good for capturing documents, barcodes, or field conditions)	M	
		M	

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Software & OS	Operating System: Android 13 or 14 (latest security updates)	M	
	Customization: Should support mobile survey apps like ODK Collect, Kobo Tool box, or similar	M	
	Security: Biometric (Fingerprint + Face Unlock)	M	
Build & Durability	Material: Plastic or Aluminum frame with Gorilla Glass protection	M	
	Water & Dust Resistance: IP53 or higher (for durability in dusty/rainy environments)	M	
	Case & Screen Protector: Must be included or available for purchase	M	
Warranty	At least 12 months manufacturer's warranty (upon registration)	M	

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BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture. The beneficial ownership information to be submitted in this Form shall be current as at the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions-

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons.*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

Date: **[insert date]**

Procurement Reference No.: **[insert procurement reference number]**

Page **[insert page number]** of **[insert total number of pages]** pages.

To: **[insert complete name of Procuring and Disposing Entity]**

In response to the invitation for bid dated **[insert date of invitation for bid]** we hereby submit beneficial ownership information: **[select one option as applicable and delete the options that are not applicable]**

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

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Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the Board of the Directors or an equivalent governing body of the Bidder (Yes / No)
[include full name (last, middle, first), nationality, country of residence, telephone number(s), email address, postal and physical addresses]			

OR

(ii) We declare that there is no Beneficial Owner who has not been disclosed meeting one or more of the following conditions-

1. directly or indirectly holding 5% or more of the shares
2. directly or indirectly holding 5% or more of the voting rights
3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
5. has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

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(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

7. directly or indirectly holding 5% or more of the shares
8. directly or indirectly holding 5% or more of the voting rights
9. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"
10. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
11. has a significant stake in a company and on whose behalf activity of a company is conducted; or
12. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: _____

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

² Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.