



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: ... MPS/DEVT/RFQ/26/27/6.....

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

Date: 02/07/2026

The Procuring Entity named above invites you to submit your quotation for the Goods/Services described Here in. 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: ELECTRICAL MATERIALS FOR LILONGWE PRISON KITCHEN

2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to **LILONGWE PRISON**] or for goods supplied from outside of Malawi; CIP to **[PRISONS**

3) The delivery period required is **7** 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: **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 received, in sealed envelopes, no later than: **10AM ON 07/07/2026**

8) Quotations must be returned to:

THE IPC CHAIRMAN, PRISON HEADQUARTERS, P.O.BOX 28, ZOMBA

9) The attached Schedule of Requirements at Section C, details the Services to be purchased. *You are Requested to quote your delivered price in lots for the goods by completing and returning Sections B and C.*

10) *[List any other requirements e.g. the provision of samples]*

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.....

Title/Position: PROCUREMENT OFFICER

Name of Procuring Entity: Prison Headquarters

Procurement Number: MPS/DEVT/RFQ/26/27/6

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: **7 days** from date of Purchase Order.
- 3) The validity period of this Quotation is: **30 Days** from the date for receipt of Quotations.
- 4) Warranty period (where applicable): 12 months.
- 5) We attach the following documents:
 - i. *Section C of the Request for Quotations completed and signed;*
 - ii. *A copy of our **Business Registration Certificate, PPDA***
 - iii. *A copy of our valid **MRA Certificate of Registration for VAT,***
 - iv. *A copy of our valid **MRA Withholding Tax Exemption Certificate,***
 - v. *A copy of our valid **Tax Clear Certificate***
 - v. *A list of recent Government contracts performed,*
 - vi. *[Insert any other documentation required by the Procuring Entity].*
- 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.

Name of Procuring Entity: **Prison Headquarters**

Procurement Number: **MPS/DEVT/RFQ/26/27/6**

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

DELIVERY POINT: [LILONGWE PRISON]

No Item	DESCRIPTION GOODS	UNIT OF MEASURE	QTY	DELIVERED UNIT PRICE KWACHA	DELIVERED TOTAL PRICE KWACHA
1	220 Litres Electrical Pot Complete	Each	1		
2	Feeder Pillar Complete	Each	1		
3	300A MCCB Isolator	Each	1		
4	300 A ELCB	Each	1		
5	250A MCCB Isolators	Each	2		
6	25mm 4 Core Armoured	Metres	55		
7	2.5mm Red Wire	Each	1		
8	2.5mm Black Wire	Each	1		
9	2.5mm Green Wire	Each	1		
10	1.5mm Red Wire	Each	2		
11	1.5mm Green Wire	Each	2		
12	1.5mm Black Wire	Each	2		
13	6mm Single Core Cable Red	Roll	1		
14	6mm Single Core Cable Green	Roll	1		
15	6mm Single Core Cable Black	Roll	1		
16	6mm Single Core Cable Yellow	Roll	1		

17	6mm Single Core Cable Blue	Roll	1		
18	1.5mm Single Core Cable Asbestos PVC	Roll	1		
19	2.5mm Single Core Cable Asbestos PVC	Roll	2		
20	Earthing Rod Heavy Duty	Each	1		
21	Double Socket Outlet	Each	6		
22	Button Lamp Holders	Each	6		
23	1 Gang 2 Way Switches	Each	4		
24	2 Gang 2 Way Switches	Each	4		
25	LED Flood Lights 200watts	Each	4		
26	PVC Conduits (25mm)	Each	25		
27	PVC Conduits (20mm)	Each	10		
28	Couplings	Each	160		
29	Neutral Link Bars	Each	10		
30	60 Litres Of HTC Oil For Cooking	Each	7		
31	25mm Flexible Pipe	Metres	10		
32	Insulation Tapes	Each	10		
33	Connector Blocks (Ceramic Brand)	Each	10		
34	Round Boxes	Each	10		
35	2.5mm Cable Lugs	Each	34		
36	3kw Oil Elements 220V	Each	42		
37	Cable Lugs 6mm X 4mm	Each	168		
38	4mm/6mm Square Silicon /Asbestos Cable	Metre	70		

39	3 Phase Distribution Board Complete	Each	3		
40	Thermo Start 50 ⁰ c To 300 ⁰ c	Each	7		
41	40 AMP Mcb Triple Pole	Each	7		
42	D32/25 Contactor 220v	Each	14		
43	Pilot Lamps 220V	Each	14		
44	5 AMPS Mcb Single Pole	Each	7		
45	Turgo Switch	Each	7		
46	Push On Lugs	Each	28		
47	Silicon Wire 4mm/6mm Black	Metre	70		
48	Panel Wire PVC	Metre	70		
49	Cable Sleeves 6mm	Each	70		
50	Bottle Of Compound /Shellac	Each	5		
51	Din Rail	Metre	4		
52	Cable Ties	Each	7		
				SUB TOTAL	
				VAT 17.5%	
				PPDA 1% LEVY	
				GRAND TOTAL	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and behalf of:

Company: _____

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

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