



# Mzuzu University

## Request for Quotations (for Goods)

Procurement Reference Number: MU/IPDC/100/2025

To:

Date:15/7/2025

The Procuring and Disposing Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Procuring and Disposing Entity 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 except where modified by this Request for Quotations.

### SECTION A: QUOTATION REQUIREMENTS—

#### 1. SUPPLY AND DELIVERY OF ELECTRICAL MATERIALS FOR DUNDUZU HOTEL

Lot	Description	Unit of Measure	Quantity
1.	10 AMP HAGAR MCB	EACH	28
2.	20A G&T HAGAR MCB	EACH	20
3.	32 A G & T HAGAR MCB	EACH	22
4.	100 AMP SNAIDER E PHASE ELCB	EACH	3
5.	INSULATION TAPE	UNIT	1
6.	1.5MM RED WIRE	ROLL	1
7.	1.5MM BLACK WIRE	ROLL	1
8.	2.5MM RED WIRE	ROLL	1
9.	2.5MM BLACK WIRE	ROLL	1
10.	2.5MM GREEN	ROLL	2
11.	4MM RED WIRE	ROLL	1
12.	4MM BLACK WIRE	ROLL	1
13.	1 GANG 2 WAY SWITCH	EACH	2

14.	SCREWED BULBS	EACH	40
15.	30A CERAMIC BLOCKS	EACH	4
16.	18WATTS LED SPHERICAL FITTINGS	EACH	22
17.	SPOT LIGHT LED	EACH	12
18.	NEUTRAL LINK	EACH	2
19.	18WATTS SQUARE FITTINGS	EACH	10
20.	GYSER SWITCH	EACH	3
21.	60 A 3 PHASE HAGAR ISOLATORS	EACH	3
22.	SURGE PROTECTORS	EACH	4
23.	ELECTRICAL INCINERATORS	EACH	1
24.	CHASING HAMMER	EACH	1
25.	CHASING COMBS	EACH	10
26.	CABLE EXTENSION	EACH	4
27.	2.5MM RED BLACK AND GREEN CABLES	ROLL	3
28.	G & T DOUBLE SOCKETS	EACH	8
29.	3 X 6 PVC	BOXES	10
30.	20MM PVC PIPES	EACH	6
31.	CONCRETE CUTTING DISC	EACH	2
32.	GRINDER	EACH	1
33.	WORK SUITS	EACH	2
34.	DRILLING MACHINE	EACH	1
35.	SELF TAPPING SCREWS	PKT	1

2. Quotation prices should be based on—
  - (a) for goods supplied from within Malawi; EXW – insured and delivered to  
or
  - (b) for goods supplied from outside of Malawi; CIP or DDP Mzuzu University
3. The delivery period required is 5 *days* from date of order
4. Quotations must be valid for 90 *days* from the deadline for submission.
5. The warranty/guarantee offered shall be: N/A.
6. Quotations and supporting documents as specified in Section C must be marked with the Procurement Reference Number given above, and indicate your acceptance of the terms and conditions.
7. Quotations must be received, in sealed envelopes, no later than: **22<sup>nd</sup> July, 2025**  
 Quotations must be returned to the **Chairperson of IPDC: Mzuzu University, P/Bag 201, Mzuzu 2**  
**Quotations must be deposited in a tender box at Mzuzu University Administration Block**

8. The attached Schedule of Requirements in Section D, details the items to be procured. You are requested to quote your delivered price for these items by completing and returning Sections C and D.
9. Payment to the supplier shall be made within thirty days [30] days from the date of receipt of invoice.
10. *[List any other requirements e.g. the provision of sample.]*
11. The detailed descriptions of the goods required are provided in table below. Bidders shall provide full descriptions of the products being offered in Section D - Price Schedule.

*Your quotation is to be returned by completing and returning this Form and Section C and D 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 the Local 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: [*tick against the document(s) you have attached*]
  - (a) Section D of the Request for Quotations completed and signed; ☐
  - (b) A copy of our Business Registration Certificate and Trading Licence; ☐
  - (c) A copy of our Annual Tax Clearance Certificate (for the last Financial Year); ☐
  - (d) A list of recent Government contracts performed; ☐
  - (e) [*Insert any other documentation required by the Procuring and Disposing Entity*].
6. We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements]
7. We have examined and have no reservations to the Request for Quotations Document, including Addenda No: ..... of Addenda).
8. Our price shall be fixed for the duration of the validity period
9. We declare that our firm, Directors and Beneficial Owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company: \_\_\_\_\_

Registered Address:

\_\_\_\_\_

*If any additional documentation is attached to your quotation, a signature and authorisation at Section C and Section D 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 Kwacha	Delivered Total Price Kwacha
1.	10 AMP HAGAR MCB	EACH	28		
2.	20A G&T HAGAR MCB	EACH	20		
3.	32 A G & T HAGAR MCB	EACH	22		
4.	100 AMP SNAIDER E PHASE ELCB	EACH	3		
5.	INSULATION TAPE	UNIT	1		
6.	1.5MM RED WIRE	ROLL	1		
7.	1.5MM BLACK WIRE	ROLL	1		
8.	2.5MM RED WIRE	ROLL	1		
9.	2.5MM BLACK WIRE	ROLL	1		
10.	2.5MM GREEN	ROLL	2		
11.	4MM RED WIRE	ROLL	1		
12.	4MM BLACK WIRE	ROLL	1		
13.	1 GANG 2 WAY SWITCH	EACH	2		
14.	SCREWED BULBS	EACH	40		
15.	30A CERAMIC BLOCKS	EACH	4		
16.	18WATTS LED SPHERICAL FITTINGS	EACH	22		
17.	SPOT LIGHT LED	EACH	12		
18.	NEUTRAL LINK	EACH	2		
19.	18WATTS SQUARE FITTINGS	EACH	10		
20.	GYSER SWITCH	EACH	3		
21.	60 A 3 PHASE HAGAR ISOLATORS	EACH	3		
22.	SURGE PROTECTORS	EACH	4		
23.	ELECTRICAL INCINERATORS	EACH	1		
24.	CHASING HAMMER	EACH	1		
25.	CHASING COMBS	EACH	10		
26.	CABLE EXTENSION	EACH	4		
27.	2.5MM RED BLACK AND GREEN CABLES	ROLL	3		
28.	G & T DOUBLE SOCKETS	EACH	8		
29.	3 X 6 PVC	BOXES	10		
30.	20MM PVC PIPES	EACH	6		

31.	CONCRETE CUTTING DISC	EACH	2		
32.	GRINDER	EACH	1		
33.	WORK SUITS	EACH	2		
34.	DRILLING MACHINE	EACH	1		
35.	SELF TAPPING SCREWS	PKT	1		
				<i>Sub-Total</i>	
				<i>VAT 16.5%</i>	
				<i>PPDA Levy (1%)</i>	
				<i>Total Bid Price</i>	

*Notes: The Procurement Levy is calculated based on Sub-total before taxes.*

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

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

Technical Compliance Sheet: *List any attachments providing additional specification of the goods required]*

<b>No</b>	<b>DESCRIPTION OF GOODS</b>	<b>TECHNICAL SPECIFICATIONS</b>	<b>BIDDER'S SPECIFICATIONS</b>	<b>COMPLIANCE YES/ NO</b>
1				
2				
3				

## SECTION D: BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date:.....

Procurement Reference No.: .....

### ***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 joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of 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.*

Page ..... of ..... pages

To: Mzuzu University

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [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

<b>Identity of Beneficial Owner</b>	<b>Directly or indirectly holding 5% or more of the shares (Yes / No)</b>	<b>Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)</b>	<b>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)</b>
[include full name (last, middle, first), nationality, country of residence]			

**OR**

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- 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;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or

- 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**

(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]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"
- 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;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- 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: .....

Name of the person duly authorized to sign the Bid on behalf of the Bidder:  
.....

Title of the person signing the Bid: .....

Signature of the person named above: \_\_\_\_\_

Date signed ..... day of .....<sub>4</sub>

## SECTION E: EVALUATION OF QUOTATIONS:

1. Quotations will be evaluated to determine their compliance to technical specifications.
2. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Compliant quotations shall meet the following conditions listed in the technical compliance sheet:
3. Award of contract will be made to the lowest evaluated quotation [*by item or by total*] through the issue of a Local Purchase Order.

Signed: E. Shaba      Name Eugene Shaba

Title/Position: Procurement and Disposal of Assets Manager

For and on behalf of the Procuring and Disposal Entity.

### AUTHORISED BY:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

Date Stamp and to be signed by one with power of attorney