



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: ...MPS/DEVT/RFQ/25/26/22.....

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

Date: 4/12/2025

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

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: **2 PM ON 8/12/2025**

8) Quotations must be returned to:

THE IPC CHAIRMAN, PRISON HEADQUARTERS, P/ BAG 28, LILONGWE

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/25/26/22

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/25/26/22**

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

DELIVERY POINT: [PRISON HEADQUARTERS]

No Item	DESCRIPTION GOODS	UNIT OF MEASURE	QTY	DELIVERED UNIT PRICE KWACHA	DELIVERED TOTAL PRICE KWACHA
1	Distribution Fuse Box Moulden (DB)	Each	02		
2	PVC Conduits (20mm ²)	Bundle	02		
3	Couplings (20mm ²)	Packet	03		
4	Nipples (20mm ²)	Packet	03		
5	Saddles (20mm ²)	Packet	02		
6	Round Boxes	Unit	100		
7	3 x 3 Boxes	Each	10		
8	3 x 6 Boxes	Each	20		
9	Wire Nails	Kg	03		
10	Chasing Combs	Each	10		
11	Hacksaw Blade	Each	02		
12	Red Cable (4mm ²)	Roll	01		
13	Black Cable (4mm ²)	Roll	01		
14	Green Cable (4mm ²)	Roll	01		
15	Red Cable (2.5mm ²)	Roll	01		
16	Black Cable (2.5mm ²)	Roll	01		
17	Green Cable (2.5mm ²)	Roll	01		
18	Red Cable (1.5mm ²)	Roll	01		
19	Black Cable (1.5mm ²)	Roll	01		
20	Green Cable (1.5mm ²)	Roll	01		
21	63 Amps Main Switch	Each	02		
22	30 Amps MCB	Each	04		
23	10 Amps MCB	Each	04		
24	Double Sockets Round PIN	Each	08		
25	Double Sockets Flat PIN	Each	08		
26	1 Gang 2 Way Switches	Each	08		
27	2 Gang 2 Way Switches	Each	03		
28	Solvent Cement	Bottle	01		
29	Cable Ties	Packet	01		
30	Insulation Tape	Each	04		
				SUB TOTAL	

VAT 17.5%	
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]