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Department of Disaster
Management Affairs
Private Bag 336
Lilongwe 3
Malawi

REQUEST FOR QUOTATION

Proc. No: RFQ 090/IPDC/DoDMA/2024-25/G/046

Date: 19th February, 2025

To: All Eligible Bidders

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: Supply and Delivery of

NO	DESCRIPTION	Unit of Measure	QTY
1	Asset Tags	Each	

- 1) Quotation should be based on:
 - (a) EXW – insured and delivered to the purchaser for goods/services supplied from within Malawi and
 - (b) Delivered Duty Paid (DDP) to purchaser goods supplied from outside of Malawi.
- 2) The delivery period required is **Five (7) days** from date of confirmed order.
- 3) Quotations must be valid for **30 days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be: **NA**
- 5) 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.
- 6) Quotations must be received, in sealed envelopes, no later than: **10: 00 Hours on 24th February, 2025.**

- 7) Quotations must be deposited in the tender box located at the Reception area second Floor in Department of Economic Planning Building at Department of Disaster Management Affairs, Procurement Unit, P/Bag 336, Capital Hill.
- 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) The following documents should be attached
 - A copy of Business Registration Certificate;
 - A copy of A Tax Clearance Certificate valid up to 31st March,2024
 - Copy of a Valid PPDA Registration Certificate;
 - Copy of Evidence of 2 similar contracts performed (Payment voucher and delivery note), please take note that LPO and Contract are not evidence of delivery of service.
 - Copy of VAT Registration Certificate if applicable
 - Section B and C of the Request for Quotations completed and signed
- 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 total through the issue of a Local Purchase Order.

Signed: Name: **Ellen Maliano**

Title/Position: **Principal Procurement Officer**

For and on behalf of the Purchaser

Proc. No: RFQ 090/IPDC/DoDMA/2024-25/G/046

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:
 - A copy of Business Registration Certificate;
 - A copy of A Tax Clearance Certificate valid up to 31st March,2024
 - Copy of a Valid PPDA Registration Certificate;
 - Copy of Evidence of 2 similar contracts performed. (Payment voucher and delivery note) please take note that LPO and Contract are not evidence of delivery.
 - Copy of VAT Registration Certificate if applicable
 - Section B and C of the Request for Quotations completed and signed
- 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	Qty	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Asset Tags	Each	5,000		
				Sub Total	
				16.5% VAT	
				1% PPDA	
				Grand Total	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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

[**Attachment (1 for additional specification of the goods required)**]

1. Technical Specifications and Compliance Sheet

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Column b states the minimum technical specification of the item(s) required by the Procuring Entity.

The Bidder is to complete column c with the technical specification of the item(s) offered and to state whether the offered items “comply” or do “not comply” giving details of the areas of non-compliance.

1. Minimum Technical Specifications for Chlorine

item	Technical Specification of items required including applicable standards	Mandatory	Compliance to specification
a	b	c	d
1	As per attached specifications	M	

SPECIFICATION FOR ASSET TAGS

Technical Specifications:

1. **Material:** Durable polyester or equivalent material suitable for long-term adhesion and environmental resilience.

2. **Dimensions:**

- Width: 13 mm
- Length: 39 mm
- Thickness: 0.5 mm

3. **Customizable Features:**

- Pre-printed **Malawi Government Emblem**
- Pre-printed **DoDMA**, serial number and barcode for asset tracking

4. **Adhesion:**

- **Activation Method:** Acetone-activated adhesive for robust bonding.
- **Durability:** Resistant to tampering, peeling, and environmental factors such as heat, moisture, and solvents.

5. **Surface Suitability:**

- Designed for application on smooth surfaces of laptops, desktops, and peripheral devices.
- Compatible with common computer casing and other materials (e.g., plastic, metal).

6. **Colour Options:**

- Standard white or silver background with black printing for high visibility.

7. **Operating Environment:**

- Chemical resistance: Withstands cleaning agents and moderate exposure to industrial chemicals.

Sample Asset Tag

