



P.O. Box 779

Lilongwe

NATIONAL ECONOMIC EMPOWERMENT FUND LTD

REQUEST FOR QUOTATIONS (GOODS)

Procurement Number: NEEF/ICT EQUIPMENT/06471/2025-2026

To:

Date: 19th February, 2026

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: GOODS

- 1) Description of Supply and Installation of ICT Equipment (CCTV and IP Phones) in Blantyre**
- 2) Quotation prices should be based on: EXW**
- 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, or email procurement@neef.mw, no later than: **12:00 hrs on 27th February, 2026****
- 8) Quotations must be returned to:**

The Chairperson

Internal Procurement & Disposal Committee

National Economic Empowerment Fund (NEEF)

CITY CENTRE, MERCANTILE HOUSE OPPOSITE GOLDEN PEAKOCK

P.O. Box 779

Lilongwe

MALAWI

Email; procurement@neef.mw

9) 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.

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: Bernard Msowoya

Title/Position: **Procurement & Assets Disposal Officer**

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 Business Registration Certificate,**
 - iii. **A copy of valid PPDA Registration Certificate**
 - iv. **A copy of valid MRA Tax Clearance**
 - v. **Withholding Tax Exemption Certificate (indicate if not available)**
 - vi. **Attach three copies of contract similar in nature**
- 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>
	Supply and Installation of ICT Equipment in Blantyre				
1	IP Phones (GrandStream GRP2670-Flagship Executive IP Phone or Equivalent)	Each	7		
	IP Phones (Grandstream GXP2170-IP Phone)	Each	3		
	IP Phones (Grandstream GXP2135 Standard IP Phone)	Each	38		
2	CCTV (Hikvision CCTV Kit with 21 PoE Cameras (11 indoor, 10 outdoor) with 2 TB NVR)	Each	1		
	Accessories (30A Electrical Extension)	Each	5		
	Flex cable	Metre	20		
	Sub total				
	V.A.T 17.5 %				
				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: _____

Appendix A – Detailed Specifications

IT Network Equipment

Item No.	Technical Specification	Mandatory	Compliance of specification offered
A	B	C	D
1	IP PHONES		
	GrandStream GRP2670-Flagship Executive IP Phone or Equivalent	<i>M</i>	
	Grandstream GXP2170-IP Phone	<i>M</i>	
	Grandstream GXP2135 Standard IP Phone	<i>M</i>	
2	Hikvision CCTV Kit with 21 PoE Cameras (11 indoor, 10 outdoor) with 2 TB NVR	<i>M</i>	
	30A Electrical Extension	<i>M</i>	
	Flex Cable(20M)	<i>M</i>	
3	Site Visit on 24th February , 2026 (Blantyre, Macra Building)	<i>M</i>	