



P.O. Box 779

Lilongwe

## **NATIONAL ECONOMIC EMPOWERMENT FUND LTD**

### **REQUEST FOR QUOTATIONS (GOODS)**

**Procurement Number: NEEF/ICT EQUIPMENT/06470/2025-2026**

To:

Date: 19<sup>th</sup> 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 (Door access Control & Switches) 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](mailto:procurement@neef.mw), no later than: **12:00 hrs on 27<sup>th</sup> 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](mailto: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>
	<b>Supply and Installation of ICT Equipment (Door access control and switches) in Blantyre</b>				
<b>1</b>	<b>Door Access control</b>				
	ZKTeco ZK-SPEEDFACE-V4L-PRO (With complete Set - Exit Silver Door Closer, Access Control Z-Bracket for Magnetic lock, Manual Call Button, Access Control Magnetic Lock, Access Control Point - Green Resettable, complete accessories for each door including network connection with backup power)	Each	8		
	ZKTeco - Desktop Take on Reader for fingerprints	Each	2		
	ZKBioSecurity Software with License for 70 devices	Each	1		
<b>2</b>	<b>Switches</b>				
	C1300-16P-2G, Cisco C1300 Switch, 16x PoE+ 120W/2x SFP	Each	2		
	C9300-48P-E, Cisco Catalyst 9300 Switch, 48x1G PoE+/Modular uplinks/Network Essentials	Each	2		
	C9300-24P-E, Cisco Catalyst 9300 Switch, 24x1G PoE+/Modular uplink/Network Essentials	Each	2		
	<b>Sub total</b>				
	<b>V.A.T 17.5 %</b>				
				<b>Total</b>	

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**

### **Network Equipment and Accessories**

<b>Item No.</b>	<b>Technical Specification</b>	<b>Mandatory</b>	<b>Compliance of specification offered</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Door Access control</b>	<i>M</i>	
	ZKTeco ZK-SPEEDFACE-V4L-PRO (With complete Set - Exit Silver Door Closer, Access Control Z-Bracket for Magnetic lock, Manual Call Button, Access Control Magnetic Lock, Access Control Point - Green Resettable, complete accessories for each door including network connection with backup power)	<i>M</i>	
	ZKTeco - Desktop Take on Reader for fingerprints	<i>M</i>	
	ZKBioSecurity Software with License for 70 devices	<i>M</i>	
	<b>Switches</b>	<i>M</i>	
	C1300-16P-2G, Cisco C1300 Switch, 16x PoE+ 120W/2x SFP	<i>M</i>	
	C9300-48P-E, Cisco Catalyst 9300 Switch, 48x1G PoE+/Modular uplinks/Network Essentials	<i>M</i>	
	C9300-24P-E, Cisco Catalyst 9300 Switch, 24x1G PoE+/Modular uplink/Network Essentials	<i>M</i>	
	Site Visit on <b>24<sup>th</sup> February</b> (Blantyre, Macra Building)	<i>M</i>	

