

Tel. No. 01525156
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Email:



Zomba Central Hospital,
P.O Box 21, Zomba.
MALAWI

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: ZCH/RFQ/LAPTOPS/04/24

Date: 30th April, 2024

To

The Procuring Entity named above invites you to submit your quotation for 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:

- 1) **Description of Goods:** Supply and Delivery of **Laptop computers for ZCH**
- 2) Quotation prices should be based on: **Malawi Kwacha**
For goods supplied from within Malawi: **DDP/ DAP (Delivered at Place - Insured and delivered at Zomba Central Hospital**
- 3) The Delivery period required is **5 days** from date of order.
- 4) Quotations must be valid for [**30 of days**] from the date for receipt given below.
- 5) The warranty/guarantee offered shall be:
- 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: **10:00pm Local on 8th May, 2024.**
- 8) Quotations must be returned to:
The Chairperson, Internal Procurement and Disposal of Assets Committee [IPDC], Zomba Central Hospital, P.O Box 21, Zomba.
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) [*List any other requirements e.g. the provision of samples*] (NA)
- 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 item or by total through the issue of a Local Purchase Order.

Signed:

Name **Luke Chikwiri**

Title/Position: **Procurement and Disposal Officer. 0888860689)**

For and on behalf of the Purchaser

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Zomba Central Hospital

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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) Service 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 our Trading Licence,
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent three similar Government contracts performed for the past three years.
 - v. Attach Coloured Identity Photo
- 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

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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)

LAPTOP COMPUTERS FOR ZCH

Item No	Description of Goods	Detailed specification required	QTY	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Laptop computers	<p>LAPTOP SPECIFICATIONS</p> <ul style="list-style-type: none"> • Processor: Intel core i7-10510U (10th Gen) or higher, 2.4 GHz base frequency, up to 4.8 GHz with Intel Turbo boost technology, 4 cores, 8 threads 12 MB cache • Memory: 16 GB DDR5 RAM (dual channel) 1 TB or large SSD (solid state drive) for storage. • Display: 15 – inch FHD (1920x1080) or 4K (3840x2160) touch display, supports stylus and gesture recognition. • Graphics: NVIDIA Geforce RTX 4050 or Equivalent • Connectivity and ports: Wi-Fi 6E (802.11AX), Bluetooth 5.2, USB-A 9X2), USB-C (x1), HDMI (x1), SD card slot (x1) support USB-C Charging and display port • Battery and power: up to 12 hours battery life 65W or higher power adapter. 	05		

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Position: _____ Date: _____

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Company: _____