

PUBLIC PROCUREMENT AND DISPOSAL OF ASSETS AUTHORITY

Procurement Number: **PPDA/ 07/PROMOTIONAL MATERIALS**

Date: 14/07/ 2025

To

The Procuring Entity named above invites you to submit your quotation for Supply and Branding of Promotional Materials as 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 , BRANDING AND DELIVERY OF PROMOTIONAL MATERIALS

2) Quotation prices should be based on:

for goods supplied from outside of Malawi; DDP - Insured and delivered to **PPDA Offices**.

3) The delivery period required is within 2 days/week**/months from date of order.**

4) Quotations must be valid for **30days from the date for receipt given below.**

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.

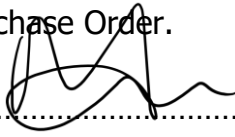
6) Quotations must be received, in sealed envelopes, no later than: **14:00 hrs on **18/07/2025****

7) Quotations must be returned to: **IPDC Chairman, Public Procurement and Disposal of Assets Authority, Private Bag 383, Lilongwe 3**

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) Warranty period : N/A

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: **MAGGIE MWAUPIGHU**

Title/Position: **PROCUREMENT OFFICER**

For and on behalf of the Purchaser

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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) 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 our Trading Licence,
 - iii) A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv) A list of recent Government contracts performed,
 - v) MSME Certificate in Medium category.
- 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.

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

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
	LOT 1				
1	Branded shirts	Each	75		
	Branded golf shirts	Each	200		
	Branded t-shirts	Each	300		
	Branded Caps	Each	300		
	To bring samples	Each			
2	LOT 2				
	Pull up banner	Each	2		
	Flag banners	Each	1		
	Backdrop banner with stand 3meters X 2.2meters	Each	1		
	Street banners plus mounting fees(Lilongwe, Mzuzu, Blantyre)	Each	5		
	Flyer with QR code links A5	Each	1000		
	Brochures 3fold	Each	2500		
	Quotations should include all items of each Lot				
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:

