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**THE DIGITAL MALAWI PROGRAM PHASE I: DIGITAL FOUNDATIONS PROJECT**

**CREDIT NUMBER: 60500MW**

**PROJECT NUMBER: P160533**

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**ADVERTISEMENT**

**REF. No.: PPPC/DIGMAP/28-9-2023-2**

**Request for Quotations**

**SUPPLY AND DELIVERY OF STATIONERY TO NXTGEN LABS LIMITED IN LILONGWE.**

**28<sup>th</sup> September, 2023**

To:

**Date: 28<sup>th</sup> September, 2023**

The Procuring and Disposing Entity named above invites you to submit your quotation for the supply and delivery of 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:**

**1) Description of Supply and Delivery: Stationery as described in Section C**

Quotation prices should be based on: for goods supplied from within Malawi; **DAP** – insured and delivered to **NxtGen Labs Limited, Queens Road/M12, The spot Building, Plot 47/231/II Area 47, Lilongwe** or for goods supplied from outside of Malawi; **DDP to Lilongwe-Area 47.**

- 2)** The delivery period required is within **Two weeks** from date of order.
- 3)** Quotations must be valid for **sixty (60)** days from the date for receipt given below.
- 4)** The warranty/guarantee offered shall be: **N/A.**
- 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 hours Local Time on **5<sup>th</sup> October, 2023.**
- 7)** Quotations must be returned to:

The Chairman

Internal Procurement and Disposal Committee

The Public Private Partnership Commission

P.O. Box 937

BLANTYRE

**Tel: +265 1 823 655**

**Website: [www.pppc.mw](http://www.pppc.mw)**

- 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)** 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.
- 11)** The personnel of the Purchaser and the Service Providers should adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract. In pursuance of this principle, they should abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:
  - (i) “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;

- (ii) “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- (iii) “Collusive practices” means a scheme or arrangement between two or more suppliers with or without the knowledge of the Borrower, designed to establish prices at artificial, noncompetitive levels;
- (iv) Adherence to World Bank Anti-Corruption guidelines (Attachment to Section A)

12) The Purchaser will reject a proposal for award if it determines that the Service Provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question

Signed: \_\_\_\_\_ Title/Position: Senior Projects Procurement Specialist.

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 and certification as stated within this RFQ.*

## **Attachment to Section A – Fraud and Corruption**

**(Attachment to Section A shall not be modified)**

### **1. Purpose**

- 1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

### **2. Requirements**

- 2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders, consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

#### **2.2 To this end, the Bank:**

- a. Defines, for the purposes of this provision, the terms set forth below as follows:
  - i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v. "obstructive practice" is:
    - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.
- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent,

collusive, coercive, or obstructive practices in competing for the contract in question;

- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring misprocurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti- Corruption Guidelines, and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>1</sup> (ii) to be a nominated<sup>2</sup> sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders, consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect<sup>3</sup> all accounts, records and other documents relating to the submission of bids and contract performance, and to have them audited by auditors appointed by the Bank.

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<sup>1</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

<sup>3</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

**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 **2022-2023 Financial Year**),
  - iv. A list of any **Two (2) recent Government contracts performed**,
  - v. Must be registered with PPDA. Evidence required: Valid PPDA registration Certificate.
- 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)**

<b>Item No</b>	<b>Description of Goods</b> (Attach detailed specification if necessary)	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Delivered Unit Price</b> <i>Kwacha</i>	<b>Delivered Total Price</b> <i>Kwacha</i>
1	<b>Tonner</b> - 207A -Black,Cyan,Magenta,yellow	1	Set		
2	<b>Photocopying/Printing Papers</b> - A4 -White	15	Ream		
3	<b>Billboard Papers(for Certificates)</b> -A4 - White	10	Ream		
4	<b>Lever Arch File</b> -Black Colour	10	Each		
5	<b>Stapler Machine</b> -Small size	3	Each		
6	<b>Stick Pads</b> -Yellow and Blue Colour	10	Each		
7	<b>Ball Pens</b> -Black colour	2	Box		
<b>Sub Total</b>					
VAT 16.5%					
<b>Grand Total</b>					

**Authorised By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

### Appendix A – Detailed Specifications

#### Tonner – Quantity 1

Item No.	Technical Specification	Mandatory	Compliance of specification offered
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<b>Tonner</b>		
<i>i</i>	-207 A -Black,Cyan,Magenta,yellow	<i>M</i>	

#### Photocopying/Printing Papers – Quantity 15

Item No.	Technical Specification	Mandatory	Compliance of specification offered
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	Photocopying/Printing Papers		
<i>i</i>	- A4 -White	<i>M</i>	



**Billboard Papers – Quantity 10**

<b>Item No.</b>	<b>Technical Specification</b>	<b>Mandatory</b>	<b>Compliance of specification offered</b>
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<b>Billboard Papers(for Certificates)</b>		
<i>i</i>	- A4 -White	<i>M</i>	

**Lever Arch file – Quantity 10**

<b>Item No.</b>	<b>Technical Specification</b>	<b>Mandatory</b>	<b>Compliance of specification offered</b>
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	Lever Arch File		
<i>i</i>	- Black colour	<i>M</i>	

**Stapler Machine – Quantity 3**

<b>Item No.</b>	<b>Technical Specification</b>	<b>Mandatory</b>	<b>Compliance of specification offered</b>
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<b>Stapler Machine</b>		
<i>i</i>	-Small Size	<i>M</i>	

**Stick Pads – Quantity 10**

<b>Item No.</b>	<b>Technical Specification</b>	<b>Mandatory</b>	<b>Compliance of specification offered</b>
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	Stick Pads		
<i>i</i>	- Yellow and Blue Colour	<i>M</i>	

**Ball Pens – Quantity 2**

<b>Item No.</b>	<b>Technical Specification</b>	<b>Mandatory</b>	<b>Compliance of specification offered</b>
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<b>Ball Pens</b>		
<i>i</i>	-Black in colour	<i>M</i>	