



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: ...MPS/RFQ/TAIL/26/27/5

To:
.....
.....

Date: 11/10/2026

The Procuring Entity named above invites you to submit your quotation for the Goods/Services described Here in. 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: Tailoring Materials/Accessories

2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to **Prison Headquarters**] or for goods supplied from outside of Malawi; CIP to **[PRISONS]**

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, no later than: **2 PM ON 16/10/2026**

8) Quotations must be returned to:

THE IPC CHAIRMAN, PRISON HEADQUARTERS, P.O.BOX 28, ZOMBA

9) The attached Schedule of Requirements at Section C, details the Services to be purchased. *You are Requested to quote your delivered price in lots for the goods by completing and returning Sections B and C.*

10) *[List any other requirements e.g. the provision of samples]*

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.....

Title/Position: PROCUREMENT OFFICER

Name of Procuring Entity: Prison Headquarters

Procurement Number: MPS/RFQ/TAIL/26/27/5

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: 7 **days** from date of Purchase Order.

3) The validity period of this Quotation is: 30 **Days** from the date for receipt of Quotations.

4) Warranty period (where applicable): 12 months.

5) We attach the following documents:

- i. *Section C of the Request for Quotations completed and signed;*
- ii. *A copy of our **Business Registration Certificate**,*
- iii. *PPDA Certificate*
- iv. *A copy of our valid **MRA Certificate of Registration for VAT**,*
- v. *A copy of our valid **MRA Withholding Tax Exemption Certificate**,*
- vi. *A copy of our valid **Tax Clear Certificate***
- vii. *A list of recent Government contracts performed,*
- vi. *[Insert any other documentation required by the Procuring Entity].*

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.

Name of Procuring Entity: **Prison Headquarters**

Procurement Number: **MPS/RFQ/TAIL/26/27/5**

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

DELIVERY POINT: [PRISON HEADQUARTERS]

No Item	DESCRIPTION GOODS	UNIT OF MEASURE	QTY	DELIVERED UNIT PRICE KWACHA	DELIVERED TOTAL PRICE KWACHA
1	Small zipper (Army green)	Each	5000		
2	Medium Zipper (Army green)	Each	5000		
3	Medium Stiff	Roll	30		
4	Multi-Purpose Oil Sewing Machine	litre	20		
5	Large Cutting Machine Knife (Suppliers May Request Sample)	Each	2		
6	2.5mm, 3 Core, Flexible Cable	Metre	100		
7	Sewing Machine Needles Round Shaped Number 14	Packet	50		
8	Sewing Machine Needles Round Shaped Number 17	Packet	50		
9	Sewing Machine Needles Round Shaped Number 18	Packet	50		
10	Sewing Machine Needles Round Shaped (Bar tack) Number 22	Packet	50		
11	Bending needles for Hemming Machine Number 16	Packet	50		
12	Button Whole Machine Needles Number 14	Packet	50		
13	Round Overlocking Machine Needles (No 14)	Packet	50		
14	Big Hand Sewing Needle	Box	50		
15	Transparent Plastic Wrappers where stitched uniform will be put	Bag of 1000	20		
16	Medium Traffic Bronze Button	Packet of 500	2000		
17	Large Traffic Bronze Button	Packet of 500	2000		
18	Tailor Tape Measure of 150 cm	Centimetre	100		
19	Tailor Medium Scissors	Each	20		
20	Tailor Large Scissors	Each	20		
21	Elastic 2"	Rolls Of 100 Metre	100		
22	Puffs (the Name Tape/Tag will be used to insert name on the upper pocket of a shirt for an officer who has put on uniform)	Metre	2000		
23	Size Collar Stickers (of different sizes) White Colour	Metre	2500		
24	Big Cone of Sewing Threads Dark Army Green Colour	Each	3000		

25	Small Sticker of National Flag (Malawian Flag) -The small sticker of National flag will be put on the shoulder of each stitched staff uniform Supplier may request samples	Each	8000		
26	Big French Curved Ruler	Set	5		
27	Electrical Bobbin	Set	20		
28	Electrical Bobbin Cases	Set	20		
29	Steam Pressing Iron	Each	5		
30	Razor Blade	Box	5		
31	Tailors' chalk	Box	10		
				SUB TOTAL	
				VAT 17.5%	
				PPDA 1% LEVY	
				GRAND TOTAL	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and behalf of:

Company: _____

The following attachments are appended to clarify the Description of Goods/Service:
[List any attachments providing additional specification of the goods required]