



NATIONAL COMMISSION FOR SCIENCE AND TECHNOLOGY

Lingadzi House
P/Bag B303
Lilongwe 3

Procurement Number: NCST/RFQ/2025-26/LABEL PRINTER/001

To: ...

Date: 18th 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:

1) Description of Supply and Delivery

*Supply and delivery of **HAND HELD LABEL PRINTER** to the National Commission for Science and Technology (NCST) located 1st floor Lingadzi House, Private Bag B303 City Centre Lilongwe 3.*

2) Quotation prices should be based on:

*For goods supplied from within Malawi; EXW – insured and delivered to **National Commission for Science and Technology** or for goods supplied from outside of Malawi; CIP to **National Commission for Science and Technology***

3) The delivery period required is 1 week 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 DEPOSITED IN THE TENDER BOX in sealed envelopes, no later than: 10:00 hrs on 1 24th February, 2026. Clearly marked 'HAND HELD LABEL PRINTER.


8) Quotations must be returned to:

Attention: Mr. R. Mnenula (Procurement Officer)

The Chairman, Internal Procurement Committee, National Commission for Science and Technology located 1st floor Lingadzi House, City Centre, Robert Mugabe Crescent, Private Bag B303, Lilongwe 3, For Clarification Tel: 01771550. 0888 473 573

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.

- 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: Mr. I. Chingota

Title/Position: IPDC Chairperson

Date: 18th February 2026.....

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 our Trading Licence,**
 - iii. **A copy of our Annual Tax Clearance Certificate**
 - iv. **A copy of 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)

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	Hand Held Label Printer similar to the attachment	Each	1		
				SUB TOTAL	
				VAT	
				GRAND 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: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____




P-TOUCH EDGE 550W





Handheld Industrial Label Printer with Wi-Fi® and Auto-Cutter (up to 24mm labels)

SKU: PT-E550W

With the EDGE PT-E550W, you get the simple, powerful jobsite management tool that helps you tackle industrial labeling projects with top efficiency. Create and print labels up to 24mm – from apps using Wi-Fi® connectivity, from your PC. Import an existing database or serialize a list of labels and print with a series of automatic half-cuts, making it refreshingly easy to peel and apply. Finally, this project-ready printer features a full QWERTY keyboard, large LCD screen, barcode and industrial application keys, plus P-touch Editor software to design custom labels with ease.

[Get support](#) [See available P-touch EDGE models](#)

 This product has been discontinued

https://www.brother-usa.com/products/pte560btvp?srltid=AfmBOopUHFypkPbDSIlloZ3CXDZGYXSmm--KuxGtDohdiPVHWA_-ur5y2X