



**REQUEST FOR QUOTATIONS (FOR GOODS)**

**Procurement Number: ... MPS/DEVT/RFQ/26/27/5.....**

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

**Date: 02/07/2026**

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 were modified by this Request for Quotations.

**SECTION A: QUOTATION REQUIREMENTS:**

**1) Description of Supply and Delivery: BUILDING MATERIALS FOR LILONGWE PRISON WORKSHOP**

**2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to LILONGWE PRISON] 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: 10AM ON 07/07/2026**

**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/DEVT/RFQ/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, PPDA***
  - iii. *A copy of our valid **MRA Certificate of Registration for VAT,***
  - iv. *A copy of our valid **MRA Withholding Tax Exemption Certificate,***
  - v. *A copy of our valid **Tax Clear Certificate***
  - v. *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/DEVT/RFQ/26/27/5**

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

**DELIVERY POINT: [LILONGWE PRISON]**

<b>No Item</b>	<b>DESCRIPTION GOODS</b>	<b>UNIT OF MEASURE</b>	<b>QTY</b>	<b>DELIVERED UNIT PRICE KWACHA</b>	<b>DELIVERED TOTAL PRICE KWACHA</b>
<b>A</b>	<b>BRICK WORK</b>				
1	HALLOW BLOCKS	EACH	4000		
2	CEMENT : 42.5N	EACH	200		
3	BRICKFORCE WIRE	ROLL	50		
4	A-98 MESH WIRE	ROLL	03		
5	D.P.M 50m	ROLL	02		
6	RIVERSAND	TONNE	150		
7	QUARRY STONE	TONNE	60		
8	BIOCRODEN	1 LITRE BOTTLE	03		
9	BINDING WIRE	KG	20		
10	GALVANIZED POLES 100mm	EACH	06		
11	GALVANIZED POLES 75mm	EACH	12		
	<b>CARPENTRY MATERIALS</b>				
1	I.B.R IRON SHEETS 14ft	EACH	70		
2	I.B.R RIDGES 1.5m	EACH	25		
3	I.B.R IRON SHEETS 11ft	each	46		

4	I.B.R IRON SHEETS 10 ft	each	36		
5	I.B.R IRON SHEETS 6ft	each	21		
6	1" X 6" X 18" TIMBER	EACH	20		
7	2" X 4" X 18" TIMBER	EACH	30		
8	WIRE NAILS 6"	EACH	20		
9	WIRE NAILS 4"	EACH	20		
10	STEEL DDOR FRAME (STANDARD)	EACH	09		
11	WWOD DOOR (STANDARD)	EACH	10		
12	STEEL DOOR FRAME (DOUBLE)	EACH	01		
13	MORTICE LOCK 3 LEVERS	EACH	09		
14	TOWER BOLT HEAVY	EACH	04		
15	PAD LOCKS HEAVY	EACH	02		
16	STEEL WINDOW FRAME (12 GLASS)	EACH	02		
17	STEEL WINDOW FRAME (2 GLASS)	EACH	03		
18	STEEL WINDOW FRAME (8 GLASS)	EACH	09		
19	CLEAR GLASSES 17 <sup>1</sup> / <sub>4</sub> " X 11 <sup>1</sup> / <sub>4</sub> "	EACH	96		
20	OBSURE GLASSES 17 <sup>1</sup> / <sub>4</sub> " X 11 <sup>1</sup> / <sub>4</sub> "	EACH	06		
21	PUTTY	KG	65		
22	FLASH BAND	EACH	10		
				<b>SUB TOTAL</b>	
				<b>VAT 17.5%</b>	

<b>PPDA 1% LEVY</b>	
<b>GRAND TOTAL</b>	

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]*