



## **NORTHERN REGION EDUCATION DIVISION**

**(NED)**

### **REQUEST FOR QUOTATION**

**(RFQ)**

**Procurement reference number: NED/S/SOLAR/2025-26FY/001**

To: \_\_\_\_\_

\_\_\_\_\_ Date: 26<sup>th</sup> June 2025

Northern Region Education Division (NED) 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) Installation of solar power to teaching area and teachers houses at Mphembe CDSS in Mzimba District.**
- 2) Quotation prices should be based on:**  
for goods supplied from within Malawi; EXW – insured and delivered to **NED**
- 3) The delivery period required is.....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 08<sup>TH</sup> July 2025 at 16:30hrs.**
- 8) Quotations must be returned to:**

**NORTHERN EDUCATION DIVISION, PROCUREMENT UNIT**  
**P.O.BOX 133 Mzuzu.**

- 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.

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: Magret Kulemeka**

**Title/Position: Assistant Procurement Officer.**

For and on behalf of the Purchase

*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. Recent PPDA and NICC certificates.
  - v. A list of recent Government contracts performed,

- 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: \_\_\_\_\_  
e: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company

Address:

.....  
.....

**SPECIFICATION OF GOODS**

Item No	Qty	Description	Unit Price	Total
1.	1	Installation of solar electricity to teaching area and teachers houses at Mphembe CDSS in Mzimba District		
			<b>SUBTOTAL</b>	
			<b>VAT 16.5</b>	
			<b>TOTAL</b>	

The following attachments are appended to clarify the Description of Goods:

**Authorised By:**

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

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf  
of: \_\_\_\_\_

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

**ITEMS REQUIRED OFFICE AND TWO ROOMED CLASSROOM BLOCK.**

No	Items	Qty	Unit	Product Description
1	Solar Panel	2	Each	Solar Panels 300 Watts
2	Solar Batteries	2	Each	Solar Batteries 200AH/12Volts
3	Power Inverter	1	Each	Hybrid Inverter 3KVA/24 Volts
4	Solar Panel Stand	1	Each	Solar Panel Stand
5	DC Cables	30	Each	DG Cables 6mmRed and Black
6	Surge Protector	3	Each	Surge Protector
7	Saddles, Nipples and CouplingS	4	Boxes of 50 Each	Saddles, Nipples and Couplings
8	Nails and Distribution board	4 Kg 1	Kg Each	Nails and Distribution Board
9	Bundle of Pipes	25	Each	Bundle of Pipes
10	Round Boxes and Covers	5	Boxes	3x3 and 3x6 Round Boxes and Covers
11	MCB	6	Each	10A, 20A and32A
12	Main	1	Each	Main Switch

	Switch			
13	Switch	6	Each	1 Gang, 2Gang and 3Gang
14	Bubble Holder	15	Set	Bubble Holder and Bulb
15	Sockets	2	Each	Double Sockets
16	Wall Glass	8	Each	Wall Glass
17	Trunking Pipes	2	Each	Trunking Pipes
18	Wire Rolls	2	Each	Wire Rolls; Black, Red and Green
19	Cables	2	Each	Red Cable 2.5mm Roll
20	Cables	2	Each	Black Cable 2.5mm Roll
21	Cables	2	Each	Green Cable 2.5mm ROLL
22	Cables	2	Each	Red Cable 1.5mm Roll
23	Cables	2	Each	Black Cable 1.5 Roll
24	Cables	2	Each	Green Cable 1.5 Roll

#### ITEMS REQUIRED PER THREE BEDROOMED HOUSE.

No	Items	Qty	Unit	Product Description
1	Solar Panel	2	Each	Solar Panels 300 Watts
2	Solar Batteries	2	Each	Solar Batteries 100AH/12Volts
3	Power Inverter	1	Each	Power Inverter 1000 Watts
4	Solar Panel Stand	1	Each	Solar Panel Stand
5	DC Cables	30	Each	DG Cables 6mmRed and Black
6	Surge Protector	3	Each	Surge Protector
7	Saddles, Nipples and Couplings	4	Boxes of 50 Each	Saddles, Nipples and Couplings
8	Nails and Distribution board	4 Kg 1	Kg Each	Nails and Distribution Board
9	Bundle of Pipes	25	Each	Bundle of Pipes
10	Round	5	Boxes	3x3 and 3x6 Round Boxes and

	Boxes and Covers			Covers
11	MCB	6	Each	10A, 20A and 32A
12	Main Switch	1	Each	Main Switch
13	Switch	6	Each	1 Gang, 2Gang and 3Gang
14	Bubble Holder	15	Set	Bubble Holder and Bulb
15	Sockets	2	Each	Double Sockets
16	Wall Glass	8	Each	Wall Glass
17	Trunking Pipes	2	Each	Trunking Pipes
18	Wire Rolls	2	Each	Wire Rolls; Black, Red and Green
19	Cables	2	Each	Red Cable 2.5mm Roll
20	Cables	2	Each	Black Cable 2.5mm Roll
21	Cables	2	Each	Green Cable 2.5mm ROLL
22	Cables	2	Each	Red Cable 1.5mm Roll
23	Cables	2	Each	Black Cable 1.5 Roll
24	Cables	2	Each	Green Cable 1.5 Roll