



Procurement Number: RFQ027/25

To:
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Date: 17th June 2025

The Procuring Entity named above invites you to submit your quotation for carrying out the whole of the services as described herein. 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 Services and Location

Outsourcing of printing Services.

- 2) Services are to commence by: 10 days** from the date of order.
- 3) Services are to be completed by: 48 months** from the date of order.
- 4) Quotations must be valid for 60 days** from the date for receipt given below.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.**
- 6) Quotations must be received, in sealed envelopes no later than: Friday, 27th June 2025 at 15:00 hours local time.**

- 1) Quotations must be returned to:** The IPDC Chairperson
Presidential Way,
Public Service Pension Fund House, First Floor
P.O. Box 30063,
Lilongwe.

Attention: Sam Chimang'anga

- 7) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.**
- 8) 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 the issue of a Local Purchase Order.**

Signed:

Date: 17th June 2025

Name: **SAM CHIMANG'ANGA**



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Title/Position: Procurement & Administration Specialist

Email: procurement@edf.mw

Phone: +265884994886

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.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Services will commence withindays/weeks/months from date of Purchase Order.
- 3) Services to be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 5) We enclose 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) A list of recent Government contracts performed
 - (v) PPDA Certificate
 - (vi) [Insert any other documentation required by the Procuring Entity]
- 6) We confirm that our quotation is subject to 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: _____



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Registered Address:

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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.



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SECTION C: SCHEDULE OF RATES AND PRICES (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	<i>Bidders are permitted to provide a cost breakdown including estimates where costs cannot be outlined with certainty.</i>				
TOTAL					

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

1. Terms of Reference (TOR)

Authorised By:



Procurement Number: RFQ027/25

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____



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TERMS OF REFERENCE

1.0 Introduction

Export Development Fund Limited (EDF) requires the services of a contractor to provide a multifunction printing device that includes a printer, scanner, photocopier, and facsimile machine. This device should be energy-efficient and capable of high-volume printing and photocopying in both color and black and white. The services will be arranged through a lease agreement to support EDF's operations and fulfill its mandate effectively.

2.0 Objectives of the Assignment

To lease a multi-function, energy-efficient, high-volume color and black and white network printer/photocopying machine from a reputable supplier to meet and respond to the needs of EDF for printing, copying, and scanning. Service will be provided based on the terms and conditions stipulated in this TOR.

3.0 Scope of the services

EDF expects the successful Service provider to supply, deliver, install/configure, and support a brand-new multifunction Printer (MFP) unit with model years not earlier than 2023.

At the minimum, the Service provider will be required to undertake the following:

- i. The Service Provider must complete the installation of all the required units within two (2) weeks upon receipt of the Notice to Proceed (NTP).



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- ii. In case of a service breakdown, the Service Provider shall, at its expense, send a qualified technician to repair the equipment within (2) hours from receipt of notification from EDF.
- iii. In the event of faulty equipment or when the equipment needs repair, the Service Provider must pull out and provide a replacement or service unit within the next business day from receipt of an official request through telephone and/or email. The replacement unit or the service unit must have the same specifications or higher than the original unit.
- iv. The Service Provider shall conduct meter readings for all the copiers at the end of every month.
- v. The Service Provider shall submit to EDF the meter readings for all the copiers after five (5) working days, subject to EDF verification. The said meter readings shall support the billing statements. Billing shall be based on the total usage of all the multifunction printers. However, no billing shall commence unless the installation and training with user acceptance are completed. Alternatively, the system provided will allow EDF to generate reports from the printer to be used for payment purposes and any other internal use.
- vi. The Service Provider shall provide the name and contacts of a person who shall act as point of contact for official communication about the services. The Service Provider shall ensure that a focal person is always available during official working hours.



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- vii. The Service Provider shall be responsible for regular periodic maintenance of the equipment both in terms of service as well as supply and replacement of consumables and spare parts, when required.
- viii. The Service Provider shall deliver the consumables, such as toner, drum, developer, roller, etc., at no cost within 24 hours upon official request by EDF, through telephone or email at no additional cost. All consumables shall be branded parts and brand new (not refills).
- ix. The Service Provider shall ensure continuity of service by keeping stocks for consumables such as toner during contract execution and shall replenish them continually. Bidders must indicate their stock management policy for such consumables as part of their methodology in this Request for Quotation (RfQ)
- x. The Service Provider shall conduct training for the end-users on how to operate the equipment.
- xi. The Service Provider shall provide qualified personnel who will train the ICT team on how to operate the print management software and conduct basic onsite troubleshooting.
- xii. The Service Provider shall provide for each copier/printer a quick reference guide/training module to help with basic troubleshooting issues.
- xiii. Any offer for added features, material and/or service shall be at no additional cost to EDF.
- xiv. The additional requirements below shall be considered:



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- a) The Service Providers are required to submit certification that the units are BRAND NEW.
- b) The Service Provider must have Manufacture's Authorization on the proposed Brand.
- c) All units should be capable of serverless follow-me-print.
- d) All units can manage up to 60 local users.
- e) Insurance: The Service Provider shall propose an insurance fee which shall be under the service provider's responsibility. The insurance fee shall be optional. EDF may opt to cover the item under its insurance policy, in which case the service provider's insurance shall not apply.
- f) The Service Provider must conduct regular preventive maintenance and shall outline how it is conducted in the methodology under this RFQ

4.0 METHODOLOGY

In their proposals, bidders will be required to detail the methodology and scope to be undertaken. The bidder must outline how the outsourcing service will be implemented. Clarity of the methodology shall result in a greater score.

5.0 FINANCIAL PROPOSAL

Bidders shall be required to submit a financial proposal which must:

- outline in detail all the charges for the services provided
- outline routine and one-off payments for the services



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- clearly indicate when the routine payments are payable i.e. daily, weekly, monthly, e.t.c.
- Clearly indicate milestones for triggering payments and records that will necessitate payments.

6.0 TECHNICAL SPECIFICATIONS COMPLIANCE SHEET

Column B states the minimum technical specification of the item(s) required by the Procuring Entity.

The Bidder is to complete column C with the technical specification of the item(s) offered and to state whether the offered items “comply” or do “not comply” giving details of the areas of non-compliance.

HEAVY-DUTY MFP PRINTER

CATEGORY	SPECIFICATION	COMPLIANCE
A	B	C
Quantity	1	
Printing Technology	Laser	
Print Type	Color	
AIO Functions	Print, copy, scan, digital send digitally.	
Print Speed	30 ppm Time to first page: 7.8 seconds	
Print Resolution	600 x 600 dpi	
Copy Speed	40 cpm	
Copy Features	Reduce/Enlarge: 25 to 200%	



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Scan Resolution	600 dpi	
Scan Speed	40 cpm Scanning directly to email or a folder on the cloud (Google Drive or SharePoint)	
Scan Size max	ADF: 11 x 17 in (297 x 420 mm)	
Durability Ratings	Monthly page volume: 5,000 to 10,000 pages	
Paper	A3, A4, A5 Paper trays: three plus ADF (A4 and A3 required) Paper capacity: 520 sheets (3660 max sheets)	
Duplex Print Options	Automatic (standard)	
Media Types	Paper (plain, light, bond, recycled, mid-weight, heavy, extra heavy, mid-weight glossy, heavy glossy, extra heavy glossy, cardstock, card glossy), colour transparency, labels, letterhead, envelope, pre-printed, user-defined	
Connectivity	1 Hi-Speed Device USB 2.0. 2 Host USB (1 walk-up and 1 external accessible) 1 Gigabit Ethernet 10/100/1000T network Wi-Fi 1 Hardware Integration Pocket 1 Fax	
Operating System	Windows 10, Windows 11, MacOS, & Linux	
Memory	Minimum 2 GB	



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Storage	Minimum 500 GB	
Mandatory Sustainability Requirement:	Environmental features: Eco-Mode, instant warm-up fuser, Energy Star The product meets or exceeds the latest ENERGY STAR® criteria for energy performance available at www.energystar.gov	
Print Management Software	The printer must have a Print Management Software	
Security	<ul style="list-style-type: none"> • Supports user authentication and authorizations - Follow-me” or pull printing. • The printer should support the user access control list. (i.e. limiting some users to BW print only). • Supports data encryption 	
Accounting & Reporting	<ul style="list-style-type: none"> • The printer should support user printing quota limits. • The printer should support usage reports for billing purposes. 	

The detailed technical evaluation will examine the technical specification of the items offered in column c together with additional documentation and determine or verify whether this meets the minimum specification required in column b. Bidders must complete column c, or the bid will be rejected. **Bidders are required to include technical literature to support the details provided in column c. Such literature as manufacturers specifications, brochures, photos, and any other documents that best describe the items quoted.**

7.0 AWARD CRITERIA

The award criteria for this Call for Quotations will be based on the following:



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Only bids whose specifications on printer(s) meet the technical specifications above will proceed to the next stage of technical evaluation and will be evaluated using the methodology below.

8. Evaluation Methodology

The methodology for the evaluation of proposals will be Least Cost Based

2. Technical Evaluation Criteria

The technical criteria and maximum number of points to be given under each are:

	Criteria	Maximum Points
(a)	Methodology of implementing the service	35
(c)	Relevant experience in the subject matter	35
(b)	Relevant qualifications for Key Staff for the assignment (Curriculum Vitae for key staff)	30
	Total Points	100

The proposals proceeding to the financial evaluation shall be:

All proposals reaching the minimum technical score of: **80%**

Successful Proposals on technical evaluation will be ranked. The lowest priced proposal will be recommended for contract award, subject to satisfactory negotiations.