



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: ...MPS/ORT/ACCE/RFQ/24/25/67

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

Date: 16/11/2024

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: SEWING MACHINE 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 [PRISON]

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 23/11/24

8) Quotations must be returned to:

THE IPC CHAIRMAN, PRISON HEADQUARTERS, P/BAG A 28,

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]N/A

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.

Name: Timothy Epulani

Position/Title: Procurement Officer

Signed: .....

**Name of Procuring Entity: Prison Headquarters**

**Procurement Number: MPS/ORT/ACCE/RFQ/24/25/67**

*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/ORT/ACCE/RFQ/24/25/67

**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	Pieces of face plate		17		
2	Pieces of open base plate complete		22		
3	Pcs of feed dog 2 line		28		
4	Pcs slide plate		29		
5	Pcs of needle plate		29		
6	Pcs of bobbin winder		12		
7	Pcs of pressure foot		28		
8	Pcs of needle clamp		28		
9	Pcs of spool pin		17		
10	Pcs of bobbin		33		
11	Pcs of bobbin case		33		
12	Pcs of shuttle hook		15		
13	Pcs of handle complete		4		
14	Pcs of shuttle drive complete		11		
15	Pcs of thread take up		11		
16	Pcs of stitch regulator		9		
17	Pcs outside plate		33		
18	Pcs of #18 needle		33		
19	Pcs of inside plate rev		9		
20	Pcs of Oscillating shaft		10		
21	Pcs of needle bar		4		
22	Pcs of feed lifting		14		
23	Pcs of pressure bar		14		
24	Pcs of crank connecting rod		28		
25	Pcs of feed lock shaft		4		
26	Pcs of pressure bar spring		28		
27	Pcs of sliding block		28		
28	Needle bar connector		29		
29	Pcs of feed lifting block		33		
30	Pcs of pit man frank complete		14		
31	Pcs of screw driver		30		
32	Pcs of dial tension		30		
33	Assorted spanners	Set	22		

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]*