



NORTHERN REGION EDUCATION DIVISION

(NED)

REQUEST FOR QUOTATION

(RFQ)

Procurement reference number: NED/G/SPORTS/2025-26FY/004

To: _____

_____ Date: 15th July 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) PROCUREMENT OF SPORTS EQUIPMENT

- 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 21th 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**.....

Title/Position:

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 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.	2	Tracksuits green colour (size xxl)		
2	2 sets	Flat cones for marking grounds		
			SUBTOTAL	
			VAT 16.5	
			TOTAL	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____