



OFFICE OF THE DIRECTOR OF PUBLIC OFFICERS' DECLARATIONS

Episcopal Conference of Malawi Catholic Secretariat Office Complex, Area
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REF: RFQ/ODPOD/STATIONERY/3/2023-2024

27th September, 2023

REQUESTS FOR QUOTATION SUPPLYING OF STATIONERY -UNDER A FRAMEWORK AGREEMENT

The Procuring Entity named above invites you to submit your sealed 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.

1. STATIONERY

- 1) Quotation prices should be based on:
For goods supplied from within Malawi; **DDP to Office of the Director of Public Officers' Declarations**
- 2) The delivery period required is.
- 3) Quotations must be valid for **30 days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be:
- 5) 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.
- 6) Quotations must be received, in sealed envelopes, not later than **4:00 hours on Wednesday October 4th, 2023**
- 7) Sealed Quotations must be returned to: **The Chairperson, Internal Procurement and Disposal of Asset Committee, Private Bag B 340, Lilongwe 3. Attention Diana Banda**

- 8) 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.

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- 9) The following criteria will be used for selection of the successful bidders:

(a) **Compliance to Specifications**

(b) **Delivery Period**

(c) **Price**

Quotations that are responsive, qualified and technically compliant will be ranked according to **price (in Malawi Kwacha)**.

Name: Diana Banda

Signature.....

Title/Position: Assistant Procurement Officer

For and on behalf of the Purchaser

PROCUREMENT NUMBER: RFQ/ODPOD/STATIONERY/3/2023-2024

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 is **Malawi Kwacha**
- 2) Delivery period offered: days/weeks from date of Purchase order
- 3) The validity period of this Quotation is: days from the date for receipt of Quotations.
- 4) Warranty period should be 1 Year.
- 5) We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of our Trading License,
- 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)

Authorized for and on behalf of:

Company: _____

If any additional documentation is attached to your quotation, a signature and authorization 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 authorized in Section B and Section C, the quotation may be rejected.

SECTION C: SCHEDULE OF REQUIREMENTS (SPECIFICATIONS)

Description of Goods or Related Service	Quantity	Unit of Measure
Staple Wire Removers	1	Box
Staple wire Heavy Duty 23/13 mm	1	Each
Envelopes A 4 Khaki	1	Box
Envelopes A3 Khaki	1	Box
Envelops A5 Khaki	1	Box
Envelopes 9' by 4' Khaki	1	Box
Executive Pens -	1	Box
Paper Clips (Medium)	1	Each
Paper clips (large)	1	Each
Large Lever Arch Files	1	Each
Scissors (medium)	1	Each
Stapling Machine (medium)	1	Each
Stapling Machine Heavy Duty	1	Each
Paper Board Blue A4	1	Ream
Pink Paper Board A4	1	Ream
Photocopying Paper A4	1	Ream
A4 Hard Covers	1	Each
File dividers	1	Each
Blue paper	1	Ream
Green paper		

	1	Ream
Writing pads A5 (Short hand pad)	1	Each
Card board (Hard paper)	1	Each
Sticker (post it pads)	1	Each
Buff Tape	1	Roll
Masking Tape	1	Roll
Glue Stick	1	Each
Office paste (T-pex)	1	Bottle
Pamphlet/ document Boxes A3	1	Each
Markers Different colours	1	Box
Cotton Strings	1	ROLL
Punching Machine Heavy Duty	1	Each
Punching Machine - Medium	1	Each
Mail Tray	1	Each
Regular Pens (Bic Black & Blue)	1	Box
Organiser	1	Each
Flat folder	1	Each
Spiral binders 13 mm	1	Ream
Spiral binders 16 mm	1	Ream
Date Stamps (Self Inking)	1	Each
Ink for Date Stamps – black	1	Bottle
Door Sign Post	1	Each
Document wallet	1	Each
Blank Disk	1	Each
Highlighters Assorted Colours	1	Packet

Spiral Binders 8 mm	1	Ream
Staple Wire R 17	1	Box
Transparent Papers A4	1	Ream
Toner HP CF 350 A Black	1	Each
Toner HP CF 351 A CYAN	1	Each
Tonner HP CF 352 A Yellow	1	Each
Tonner HP CF 353 A Magenta	1	Each
Tonner HP 80 A	1	Each
Tonner HP 83 A	1	Each
Tonner HP 81 A	1	Each
Tonner HP 26 A	1	Each
Tonner HP 410 A Black	1	Each
Tonner HP 410 A Yellow	1	Each
Tonner HP 410 A Magenta	1	Each
Tonner HP 410 A Cyan	1	Each
Tonner CANON C-EXV 32	1	Each
Tonner HP 415 A BLACK	1	Each
Tonner HP 415 A Yellow	1	Each
Tonner HP 415 A Magenta	1	Each
Tonner HP 415 A Cyan	1	Each
Tonner HP 17 A	1	Each
Tonner HP 106	1	Each
USB FLASH DISK 16GB	1	Each
Tonner HP 207 A Black	1	Each

Tonner HP 207 A Cyan	1	Each
Tonner HP 207 Magenta	1	Each
Tonner HP 207 Yellow	1	Each

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The following attachments are appended to clarify the Description of Goods:
[List any attachments providing additional specification of the goods required]

Authorised by:

Signature: _____

Name

Position: _____

Date

(DD/MM/YY)

Authorized for and on behalf of:

Company _____