

Telephone: 265 999782020

Fax :

e-mail:

Communications should be addressed to:

*The Principal, National College of
Information Technology*



MINISTRY OF INFOMATION,
DEPARTMENT OF E - GOVRNMENT
NATIONAL COLLEGE OF INFORMATION TECHNOLOGY
P.O. BOX 30319
CHICHIRI
BLANTYRE 3

REQUEST FOR QUOTATIONS (FOR SUPPLY OF GOODS)

Procurement Number: NACIT/BT/H/(16)

To:

Date:

The Procuring Entity named above invites you to submit your quotation for the service described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected services 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) Description of Supply and Delivery**
- 2) Quotation prices should be based on:**
For service supplied from within Malawi; EXW – insured and delivered to ***NACIT Blantyre***
for service supplied from outside of Malawi; CIP to N/A
- 3) The delivery period required is *2 weeks* 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: *one year*.**
- 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: *2PM on 11 February 2026***
- 8) Quotations must be returned to:**

THE CHAIRPERSON

INTERNAL PROCUREMENT COMMITTEE

NATIONAL COLLEGE OF INFORMATION AND TECHNOLOGY

P.O.BOX 30319

CHICHIRI, BLANTYRE 3

- 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.**
- 10) [List any other requirements e.g. the provision of samples]**

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 Purchaser

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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 (valid documents):
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of our Trading Licence,
 - iii. A copy of our Tax Clearance Certificate,
 - iv. A copy of our PPDA certificate,
 - v. [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.

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SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods (Attach detailed specification if necessary)		Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Supply and Delivery of Epson DS-530 Colour Duplex Scanner		2		
	Total				

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

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of Company:

Company: _____