

**MALAWI POSTS CORPORATION**

**PO BOX 602 BLANTYRE**

**REQUEST FOR QUOTATIONS**

**Procurement Number: MPC/STATIONERY/HQRTS/07/26**

To: .....

.....

.....

Date:07<sup>th</sup> July, 2026

The Procuring Entity named above 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) Description of Supply and Delivery of Stationery for headquarters stores**

2) Quotation prices should be based on:

for goods supplied from within Malawi; EXW – insured and delivered to: **MPC Head Office Stores**

3) The delivery period required is **5 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: **N/A**

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: **2:00 PM on 13<sup>th</sup> July, 2026**

8) Quotations must be returned to: **The Chairperson, MPC IPDC, P O Box 602 Blantyre**

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: I.Chiwaula

Title: Procurement Officer

For and on behalf of the Malawi Posts Corporation

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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:
  - i. **Section C of the Request for Quotations completed and signed;**
  - ii. **Valid copy of our Trading Licence,**
  - iii. **Valid copy Tax Clearance Certificate (TCC),**
  - iv. **Valid Copy of PPDA Registration Certificate**
- 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)**

<b>Item No</b>	<b>Description of Goods</b> (Attach detailed specification if necessary)	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Delivered Unit Price</b> <i>Kwacha</i>	<b>Delivered Total Price</b> <i>Kwacha</i>
1	A4 Photocopying paper Reams	Each	300		
2	BIC Pens <b>Black</b>	Box	08		
3	BIC Pens <b>Red</b>	Box	01		
4	Uniball Executive Pens, black	Box of 12	2		
5	A4 Envelopes	Each	2500		
6	A5 Envelopes	Each	2500		
7	Wages Envelopes	Each	2500		
8	Packets of stick Note Pads	Each	50		
9	Hardcovers	Each	50		
10	Flat Files	Each	200		
11	Lever Arch Files	Each	200		
12	Stapler Wires	Each	100		
13	Note Pads	Each	50		
14	Markers	Box	05		
				<b>Sub Total</b>	
				<b>17.5 % VAT</b>	
				<b>Grand Total</b>	

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)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

**BANK DETAILS**

ACCOUNT NUMBER:

ACCOUNT NAME:

BRANCH NAME:

BANKNAME: