

MALAWI POSTS CORPORATION

PO BOX 602 BLANTYRE

REQUEST FOR QUOTATIONS

Procurement Number: MPC/TONNERS/HQRTS/07/26

To:

.....

.....

Date: 07th 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 Tonners 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 13th July, 2026**

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

2) 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)

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Thermal Rolls 80x83 50Rolls per Carton	Box	10		
2	02 Part A4- Continuous Carton	Box	04		
3	Tonner HP 26A	Each	04		
4	Tonner HP 78A	Each	10		
5	Tonner HP 83A	Each	03		
6	Tonner HP 12A	Each	10		
7	Tonner HP 230A Set (CBMY)	Set	01		
8	Tonner HP 207A Set (CBMY)	Set	01		
9	Tonner HP 131A Set (CBMY)	Set	01		
10	Tonner HP 219 A Set (CBMY)	Set	03		
				Sub Total	
				17.5 % VAT	
				Grand Total	

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:

BANK NAME: