



MINISTRY OF TRANSPORT AND PUBLIC WORKS

SOUTHERN AFRICA TRADE AND CONNECTIVITY PROJECT (P164847)

REQUEST FOR QUOTATIONS FOR GOODS

Procurement Number: MW-MTPW-IPDC-COMS1-25-GO-RFQ

To:
.....
.....

Date: 1st December, 2025.

The Ministry of Transport and Public Works has allocated funding under the Southern Africa Trade and Connectivity Project for Supply and Delivery of SATCP branded materials , and intends to apply part of the proceeds for Supply and Delivery of the Procurement of SATCP branded materials, as specified below.

The Ministry of Transport (MoTPW) now invites shortlisted firms to prepare quotations providing full details of the products as provided in the specifications. The prices quoted should include all costs and taxes applicable to the purchase of the items.

The quotations should be prepared on headed paper or your firm's official quotation indicating the *full details and tax registration numbers* of the firm that is making the quotation.

SECTION A: QUOTATION REQUIREMENTS:

- 1) Description of Supply and Delivery is Supply and Delivery of Procurement of Supply and delivery of SATCP branded materials as per attached specifications
- 2) Quotation prices should be based on:
for goods supplied from within Malawi; for goods supplied from outside of Malawi; DDP to Ministry of Transport and Public works.
- 3) The delivery period required is **28-42 days** from date of issue of LPO.
- 4) Quotations must be valid for **60 days** from the date of the purchase order.
- 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. Quotations must be received, in sealed envelopes, no later than: **10:00 hrs** on **5th December , 2025**
Quotations must be returned to:
The IPDC Chairperson



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SATCP

Ministry of Transport and Public Works

P.O Box 322

Lilongwe

- 1) 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.
- 2) Bidders **must** attach brochures of the items they are bidding for. Quotations that are responsive, qualified and technically compliant will be ranked according to price.
- 3) Bidders must also complete and submit Appendix 1: Letter of Acceptance of the World Bank Anti-Corruption Guidelines and Sanctions Framework which shall also be incorporated in any resulting contract, confirming application of, and compliance with, the Bank's Anti-Corruption Guidelines, including without limitation the Bank's right to sanction and the Bank's inspection and audit rights;
- 4) Award of contract will be made to the lowest priced and responsive quotation through the issue of a Local Purchase Order.

Signed: ... Name...Andy Sungitsa.....

Title/Position:...P/S.....

For and on behalf of the Purchaser

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. A list of recent contracts performed,
 - v. Appendix 1: Letter of Acceptance of the World Bank Anti-Corruption Guidelines and Sanctions Framework
 - vi. *[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.

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price MK Tax inclusive	Delivered Total Price MK Tax inclusive
1	SATCP designed Wall calendars	ea.	250		
2	SATCP designed Desk Calendars	ea.	150		
3	SATCP designed executive Diaries	ea.	50		
4	SATCP designed executive Umbrellas	ea.	50		
5	SATCP designed Coffee mugs	ea.	150		
6	SATCP designed shirts	ea.	150		
7	SATCP designed tear drop banner	ea	3		
8	SATCP Flash disk	ea	200		
9	SATCP designed Back drop banners	ea.	1		
10	SATCP designed Umbrellas	ea.	150		
11	SATCP normal diaries	ea.	150		
Total					

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

You may collect samples fro SATCP offices

