

Tel. No.
Fax No.
Email:



Mchinji District Council
P/Bag 1, Mchinji
Malawi

Request for Quotations (for Goods)

Procurement Reference Number: MCDC-IPDC-DHO-CCC-EAPHC-2627-04

To:

.....

..... Date: 15th July, 2026.

The Procuring and Disposing Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Procuring and Disposing Entity 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 except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS— Furniture and Office Equipment

- 1. Description of Goods:** Supply and delivery of a laptop for Administration under Directorate of Health for the month of July.
- 2.** Quotation prices should be based on: Malawi Kwacha
For goods supplied from within Malawi: DDP- Insured and delivered to Mchinji District Council
- 3.** The Delivery period required is Two weeks from date of order.
- 4.** Quotations must be valid for [30 of days] from the date for receipt given below
- 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.
- 7.** Quotations must be received, in sealed envelopes, no later than: 2:00pm Local on 21st July , 2026.
- 8.** Quotations must be returned to:
The Chairperson, Internal Procurement and Disposal of Assets Committee [IPDC],
Mchinji District Council. Private Bag 1, Mchinji.
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.
- 9)** *Payment to the supplier shall be made within 30 days from the date of receipt of invoice.*

Your quotation is to be returned by completing and returning this Form and Section C and D including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

1. Currency of Quotation: *Malawi Kwacha*
2. Service 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.

We attach the following documents:

Section C of the Request for Quotations completed and signed;

A copy of our Trading Licence,

A copy of our Annual Tax Clearance Certificate (for the last Financial Year),

A list of recent Government contracts performed,

A copy of PPDA Certificate,

A copy of MSME Certificate,

A copy of withholding Tax Certificate (Optional)

5. 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.
6. 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.
7. We declare that our firm, Directors and Beneficial Owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of (Company name):

Company: _____

Registered Address:

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and Section D 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.

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

Item No	Description of Goods [Supply and delivery of a laptop for Administration under Directorate of Health for the month of July.]	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Laptop	each	2		
<i>Sub-Total</i>					
<i>VAT 17.5%</i>					
<i>PPDA Levy (1%)</i>					
<i>Total Bid Price</i>					

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

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

[List any attachments providing additional specification of the goods required]

.....

.....

Technical Compliance Sheet: *List any attachments providing additional specification of the goods required]*

No	DESCRIPTION OF GOODS	TECHNICAL SPECIFICATIONS	BIDDER'S SPECIFICATIONS	COMPLIANCE YES/ NO
1	Laptop	14 inch 8GB Ram, SSD 500GB,processor i3,360 touch screen		

SECTION D: BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date:

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

Procurement Reference No.: **MCDC-IPDC-DHO-CCC-EAPHC-2627-04** Page
 ofpages

To:

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Bidder (Yes / No)

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or

- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]"
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder.....¹
Name of the person duly authorized to sign the Bid on behalf of the Bidder.....²

Title of the person signing the Bid:

Signature of the person named above:

Date signed day of,

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

² Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

SECTION E: EVALUATION OF QUOTATIONS:

1. Quotations will be evaluated to determine their compliance to technical specifications.
2. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Compliant quotations shall meet the following conditions listed in the technical compliance sheet:
3. Award of contract will be made to the lowest evaluated quotation [by item or by total] through the issue of a Local Purchase Order.

Signed: Name: Haleema Binali
Title/Position: Procurement Officer

For and on behalf of the Procuring and Disposal Entity.

AUTHORISED BY:

Signature:

Name:

Position:

Date:

Authorised for and on behalf of: (DD/MM/YY)

Company:

Date Stamp and to be signed by one with power of attorney