



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: AERA/IPCD/G/26-27/006

To:

07th September, 2026

AERA 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–Amina House, C

No	Description	Unit of Measure	Quantity Required
1.	PPE Materials	Each	42

- 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to **AERA**.
or for goods supplied from outside of Malawi; CIP to **AERA**.
- 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: **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: **14th September, 2026, 16:00hrs**.
- 8) Quotations must be returned to:
The Chairperson, Internal Procurement and Disposal Committee
AERA, Amina House, Off John Chilembwe Road, Private Bag 368, Lilongwe 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.

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: **Jozefe Sangwani Nyirenda**

Title/Position: **AssistantProcurement Officer.**

For and on behalf of the Purchase



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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. **A copy of our Trading Licence,**
 - iii. **A copy of our Annual Tax Clearance Certificate (for the last Financial Year),**
 - iv. **Copy of Current PPDA Certificate**
 - v. **Copy of MSME Registration Certificate**
 - vi. **A list of recent Government contracts performed,**
- 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:

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

Item No	Description of Item (Attach detailed specification if necessary)	Detailed specification	Sample requirements	UoM	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1.	Safety Boots	Attached below	Supplier to bring samples when submitting quotation. To be returned if not successful	Pairs	16		
2.	Safety Goggles	Attached below	Supplier to bring samples when submitting quotation. To be returned if not successful	Each	10		
3.	Fischer Jackets	100% cotton High quality of Embroidery	Supplier to bring samples when submitting quotation. To be returned if not successful	Each	16		
						Sub-Total	
						17.5% Vat	
						Total	



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Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

THE FOLLOWING ATTACHMENTS ARE APPENDED TO CLARIFY THE DESCRIPTION OF GOODS:

Specification	Requirement
Safety Standard	EN ISO 20345:2022 or (latest edition)
Protection Class	S3 or S3L
Toe Protection	Composite or steel toe cap with 200 J impact resistance
Midsole Protection	Puncture-resistant midsole (metal-free preferred)
Upper Material	Full- grain leather, water-resistant
Outsole	Dual-density PU/PU or PU/Rubber
Slip Resistance	SR or (SRC under previous standard)
Water Resistance	Water-resistant Upper (WR)
Sole Properties	Oil, fuel and chemical resistant (FO)
Anti-static	Anti-static footwear (A)
Heel	Energy absorbing heel (E)
Ankle Support	High-cut ankle boot

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MEN FOOT-WEAR
WOMEN FOOT-WEAR

Z. GOGGLES



10 goggles will be required for the inspection team



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FISHER-JACKETS/ REFLECTOR VESTS

10 Fishers jackets

List and sizes of safety boots to be procured

No	Item	Number
1	Safety Boots Size 9	3
2	Safety Boots Size g	4
3	Safety Boots size 7	2
4	Safety Boots Size 6	4
5	Safety Boots Size 5	2
6	Safety Boots Size 4	1
	Total	16