REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: AERA/IPCD/G/26-27/011

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, along chilembwe road

No	Description	Unit of Measure	Quantity Required
1.	**Assorted Stationery**	**Each**	**Assorted**

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: 1**4th September, 2026, 16:00hrs.**

8) Quotations must be returned to:

The Chairperson, Internal Procurement and Disposal Committee

AERA, Amina House, 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	Unit of Measure	Qty	Unit Price Kwacha	Total Price Kwacha
1	Reams of paper	each	20		
2	Toner 89A	each	2		
3	Toner 17A	each	2		
4	Toner 19 A	each	2		
5	Toner 85A	each	2		
6	Toner 953 or 953 XL (N9H 83A Black, N9H 75A Magenta, N9H 71A Cyan, Yellow N9H 79A)	Set	1		
7	Toner W2220A- Black, W2221A-Cyan, W2222A-Yellow, W2223-Magenta	set	1		
8	Flat files plain	each	50		
9	Paper clips box of ten	each	1		
10	A4 Envelopes	Carton	2		
11	Rubber band	box	2		
12	Clear seal Tape (Medium)	each	4		
13	Ream of Binding papers	each	4		
14	Ream of Binding Transparency papers	each	2		
15	Ream of lamination papers	each	1		
16	Ream of cream white papers for License	each	4		
17	Markers	box	1		
				Sub Total	
				VAT 17.5%	
				Total	

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Authorised By:

Signature: ______________________________ Name: ______________________________

Position: ______________________________ Date: ______________________________

(DD/MM/YY)

Authorised for and on behalf of:

Company: ____