



All correspondence should be  
Addressed to:  
Director General  
Email: [dg@mmra.mw](mailto:dg@mmra.mw)  
Cell: +265 985 516 415

The Director General  
Mining and Minerals Regulatory  
Authority  
P.O Box 30582  
Lilongwe 3

**Procurement Number: MMRA/IPDC/25-26/21**

To: Messer's .....

.....

..... **Date: 28 August, 2025.**

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) Supply and Delivery of Laptops**

**2)** Quotation prices should be based on: Malawi Kwacha

For goods supplied from within Malawi; EXW – insured and delivered to:

**Mining and Minerals Regulatory Authority** or for goods supplied from outside of Malawi; CIP to [point of delivery].

**3)** The delivery period required is **Five (5) days** from date of order.

**4)** Quotations must be valid for **Thirty (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: **16:00 Hours on 3 September, 2025.**

**8)** Quotations must be returned to:

**The Chairperson,**

**Internal Procurement and Disposal of Assets Committee,**

**Mining and Minerals Regulatory Authority**

**P. O. Box 30582,**

**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 Band C.
- 10) Technical specifications are provided in Annex 1
- 11) The following criteria will be used for selection of the successful bidders:
- (a) Delivery Period
  - (b) Price
  - (c) Bid validity
  - (d) Section B and C of the Request for Quotations completed and signed.
  - (e) Availability of copy of Trading License.
  - (f) Availability of copy for Annual Tax Clearance Certificate (for the last Financial Year).
  - (g) A list of recent Government contracts performed.
  - (h) Availability of Brochures for all items.
  - (i) MSME'S certificate.

Quotations that are responsive, qualified, and technically compliant will be ranked according to **price (in Malawi Kwacha)**. Award of contract will be made **through the issue of IFMIS Local Purchase Order (LPO)**.

Signed: .....Name: **Nickson Arthur Chipanda (0999 144 803)**

Title/Position: **Assistant Procurement Officer**

For and on behalf of the Purchaser

**Procurement Number: MMRA/IPDC /25-26/21**

*Your quotation is to be returned on this Form by completing and returning Sections B and C including the specifications 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. Business License.
  - iii. PPDA Registration Certificate; and
  - iv. MRA Registration Certificate.
  - v. MSME'S certificate (Micro- category)
- 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)

Authorized 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.***

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

<b>Lot No</b>	<b>Description of Items</b> (Attach detailed specification if necessary)	<b>Unit of Measure</b>	<b>Quantity</b>	<b>Delivered Unit Price (Kwacha)</b>	<b>Delivered Total Price (Kwacha)</b>
1	Laptop Computers		5		
				<b>SUBTOTAL</b>	
				<b>VAT</b>	
	<b>GRAND TOTAL</b>				

The following attachment is appended to clarify the Description of Items: *[Attachment (1) for additional specification of the goods required]*

**Authorised By:**

Name:

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Signature: .....

Position: .....

Date:

\_\_\_\_\_  
(DD/MM/YY)

Authorized for and on behalf of:

Company: \_\_\_\_\_

## Annex (1)

### Technical Specifications and Compliance Sheet

#### Procurement Reference Number: MMRA/IPDC /25-26/21

Column b states the minimum technical specification of the item(s) required by the Procuring Entity.

The Bidder is to complete column c with the technical specification of the item(s) offered and to state whether the offered items "comply" or do "not comply" giving details of the areas of non-compliance.

Item No.	Technical Specification of items required including applicable standards	Compliance of specification offered
A	B	C
1	<p><b>Specifications for Laptop Computers</b></p> <p><b>CPU: Intel Core i7 (14th Gen or newer), Cores: 8; Threads: 16; Base frequency: 2.7 GHz; Max turbo frequency: 5.8 GHz; Cache: 36MB; TDP:45W-35W; Graphics base frequency:350MHz; Graphics max frequency: 1.5GHz; PCI express revision: 3.0; Direct X support; OpenGL support.</b></p> <p><b>GPU: Architecture: Turing; Boost clock: 1770MHz or 1785MHz; Frame buffer: 8 GB GDDR6; Memory speed: 8 Gbps; CUDA support; OpenGL 3.2 compatible (NVIDIA GeForce RTX 4070 or RTX A2000 Professional GPU)</b></p> <p><b>RAM: 32 GB DDR4-SDRAM</b></p> <p><b>Screen: 15.6" 4K UHD+ (3840 x 2400), 100% AdobeRGB, anti-glare</b></p> <p><b>Storage: 1TB M.2 NVMe PCIe 3.0</b></p> <p><b>Ports: Thunderbolt 3; USB 3.0 (Type-A); 1 or 2 Type C USB 3.1; HDMI 2.1; mic/headphone combo jack</b></p> <p><b>Connectivity: Killer Wi-Fi 6 AX1650 2x2 or 802.11ac 2x2 Wi-Fi; Bluetooth 5.3</b></p>	

	<p><b>Camera: 1080p IR Webcam or 720p IR camera</b></p> <p><b>Weight: Up to 3 kg</b></p> <p><b>Battery: Four cell Li-Polymer 80WHr battery or 97WHr battery (8-12 Hours)</b></p> <p><b>Mic and headphone Input Impedance: 20 Ohms; Sensitivity (headphone): 115dB + / - 3dB; Sensitivity (microphone): -42dBV / Pa + / - 3dB; USB A/C connection; 180 cm cable</b></p> <p><b>Operating System Windows 11 Professional or Above (separate boxed copy or certificate of originality)</b></p> <p><b>Office 2024 Boxed version (either single or multiuser catering for all pcs); include at least Word, Excel, PowerPoint, Project;</b></p> <p><b>Laptop Bag Waterproof; Backpack</b></p> <p><b>Mouse Bluetooth mouse; Direct bluetooth connection without dongle</b></p>	
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The detailed technical evaluation will examine the technical specification of the items offered in column c and determine or verify whether this meets the minimum specification required in column b. **Bidders must complete column c or the bid will be rejected. Bidders are required to include technical literature to support the details provided in column c.**