



Private Bag B496
Lilongwe 3

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: MERA 2/09/19/2024-25/Service/Repair /ICT /27

To:

Date: 21 September 2024

The 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) **Description of Supply: Servicing and Repairing of ICT Equipment.**

Quotation prices should be based on goods supplied from within Malawi; – insured and delivered to MERA Offices, MERA House, Capital City, Lilongwe 3.

- 2) The delivery period required is **2 weeks** for Repairs and Services, and **4 weeks** for Replacement and Installation of Spare Parts from date of order.
- 3) Quotations must be **valid** for **30 days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be: **12 months**.
- 5) Margin of preference shall be applied, and bidder is requested to provide a copy of Malawi National Identity Card.
- 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, not later than: **14:00 hours** on Monday, **30 September 2024**.
- 8) Quotations must be returned to:

The Chairperson
Internal Procurement and Disposal Committee
Malawi Energy Regulatory Authority
Private Bag B496
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.



**Private Bag B496
Lilongwe 3**

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Procurement Number: MERA 2/09/19/2024-25/Service/Repair /ICT /27

Signed:  Name: **Costwell Longwe**

Title/Position: **Ass' Procurement Officer**
For and on behalf of the Purchaser

Malawi Energy Regulatory Authority

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 copy of our valid PPDA certificate
- 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.

Malawi Energy Regulatory Authority

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

Lot No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
Lot 1	Servicing of Colour Laser Jet Printers a. M578 : AA – DLABS b. M681 : Licensing c. M578 : AA – DFG d. M577 : EU – Project e. M578 : AA – DER f. M578 : ICT	Each	6		
Lot 2	Replacement and Installation of ... a. Fuser Kits – Part Number B5L35/ B5L36A	Each	5		
	b. Document Feeder Kits – Part Number B5L52A	Each	4		
Lot 3	Repair of Faulty and Damaged Laptops HP Envy x360 Convertible a. Faulty Screen - CND14235TL for DLABS b. Faulty Keyboard - CND1241Z72 for DERE c. Faulty Keyboard - CND14236XF for AA D. K.	Each	3		
Note: Bidders are requested to come to MERA Complex ICT Section for inspection of the printers and laptops from Monday, 23/09/2024 before preparing their bids.					
				Total	

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

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

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Malawi Energy Regulatory Authority