



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: RFA/CALENDARS&NOTEPADS/08/24

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Date: 16th August 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 it modified by this Request for Quotations.

Section A: Quotation Requirements:

1) Description of Supply and Delivery of Related Services

Supply and Delivery of RFA Branded 2025 Notepads and Calendars at Roads Funds Administration Head Office.

2) Quotation prices should be based on:

for goods supplied from within Malawi; EXW – insured and delivered to *RFA Office Ngerengere Complex, Queens Drive (to Mchinji)*

3) The delivery period required is **45 days from date of Order.**

4) Quotations must be valid for **60 days from the date for receipt given below.**

5) The warranty/guarantee offered shall be: **N/A – However Quality Should be complied with.**

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: **Monday 26th August 2024 at 14:00 Hrs.**

8) Quotations must be returned and deposited in a Tender Box and addressed to: **The Chairperson, Internal Procurement Committee, Roads Fund Administration, Ngerengere Building, Off Queens Drive, Private Bag 369, Lilongwe 3.**

Contacts: atambala@rfamw.com or rmanjanja@rfamw.com

- 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.

This RFQ has three Lots, Lot: A Calendars, Lot: B Diaries and Lot: C Executive Organisers. The costing of part C must be based on Lots.

**Samples to be viewed by Prospective Bidders at Roads Fund Administration Headquarters (Address indicated in Section: A above) from 7:30am to 2:00pm working days during the bidding period.*



Signed: Name: **Eng. Richard Manjanja**

Title/Position:**IPDC CHAIRPERSON**.....

For and on behalf of the Purchaser

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 Request for Quotation.

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-Year ending March 31, 2022),
 - iv) *PPDA Registration Certificate for the Year 2023/24*
 - v) *Provide References or LPOs or Contracts from Five (5) previous Clients for Contract for Diaries, Notepads and Calendars.*
 - vi) Copy of MSME Order Certificates under *Medium Enterprises* for the benefit of Margin of preference
 - vii) *Enclose Samples for all the branding materials; Lot A: Calendars and Lot B; Notepads.*
 - viii) *Declaration of Compliance to the Specifications of all the branded materials and delivery period.*
- 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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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)

Item 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 A: CALENDARS					
1	<p>RFA 2025 Wall Calendars Design and Printing of RFA 2025 Calendars, Seven Sheet A2 Portrait</p> <ul style="list-style-type: none"> • Printed on both sides on 300gsm glossy paper laminated Wire bound Board Chip • Matt art stock (One Month to View) • Using Photography of Malawi Roads Including spot gloss UV Varnish on illustrations • Pictures depicting RFA financed programmes in the three regions of Malawi <i>to be shot by the supplier to guarantee quality images</i> in consultation with the Client to ensure maximum quality • Calendar to include Malawi Public Holiday Dates • Logo to be embossed on Cover Page <p><i>Bidders are required to include an Embossed Logo on cover page of Sample Calendar to support the specifications above.</i></p> <p>*PROVISION OF SAMPLE IS A MUST</p>	Each	1000		
				Sub Total	
Taxes					
Total					

Item 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 B: NOTEPADS				
1	RFA Branded 2025 A5 Notebooks <ul style="list-style-type: none"> • Logo embossed with RFA Logo on cover. • One-page RFA Profile and full Corporate Colours • Soft leather covers <p><i>*PROVISION OF SAMPLE IS A MUST</i></p>	Each	180		
2	RFA Branded 2025 A5 Notebooks <ul style="list-style-type: none"> • Logo embossed with RFA Logo on cover. • Customised Name of User, First and Last name (Client to Provide) • One-page RFA Profile and full Corporate Colours • Soft leather covers • <p><i>*PROVISION OF SAMPLE IS A MUST</i></p>	Each	20		
				Sub Total	
	Taxes - 16.5%				
	PPDA Levy 1%				
Total					

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

SAMPLE IMAGES



