

# MACRA

Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.



.....

.....

.....

**11<sup>th</sup> October 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:**

### **Supply and delivery of IT Equipment for MACRA staff**

<b>Lot #</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>BENEFICIARY</b>
1	Laptop Computer i9 with leather executive carry case	1	Standards Department
2	Desktop Computer (All in One)	3	Consumer Department
3	LaserJet Printer (3 in 1)	2	DOB & DDOF
4	Laptop Computer Ultra 9	1	Communications

**Specifications are attached and bidders are required to meet all of the specs, failing to meet the set specs with result in bid rejection.**

**To be delivered at MACRA Offices, Green Heritage House, 2 Khonje in Area 13, Lilongwe**

Quotation prices should be based on:

Goods supplied from within Malawi; EXW – insured and delivered to [place of delivery] **or** for goods supplied from outside of Malawi; CIP to [point of delivery].

## MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

- 1) The delivery period is **Fourteen (14) days** from date of order.
- 2) Quotations must be valid for **30 days** from the date for receipt given below.
- 3) The warranty/guarantee offered shall be: ...**12**.... months.
- 4) **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.**
- 5) Quotations must be received, in sealed envelopes, no later than: **Thursday 17<sup>th</sup> October 2024 at 10:00 hours.**
- 6) Opening shall commence at MACRA Offices at the same time, bidders and or their representatives are welcome to attend.
- 7) Quotations must be deposited in a tender box placed at the reception of MACRA offices and should be addressed to:

**The Chairman – Internal Procurement and Disposal Committee  
(IPDC)**

**Malawi Communications Regulatory Authority (MACRA)**

**1<sup>st</sup> Floor Green Heritage House Area 13**

**2 Khonje Close**

**P.O. Box 30214**

**Capital City**

**207213**

**Lilongwe 3**

**MALAWI**

- 8) 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.
- 9). 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 through the issue of a Local Purchase Order.

**Signed:**



**Name:**

**Herbert Mkomawanthu**

**Title/Position:**

**Procurement Manager**

**FOR: DIRECTOR GENERAL**

For and on behalf of the Purchaser

# MACRA

Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.

**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. *PPDA Certificate*
  - iv. *Copy Tax clearance certificate issued by MRA.*
  - v. *SME Certificate issued by Ministry of Trade*
  - vi. *Copy of product brochures for each item of the item offered.*
  - vii. *Duly completed Beneficial Ownership Form*
- 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**

## MACRA

Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.

***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.***



# MACRA

Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.

## DETAILED TECHNICAL SPECIFICATIONS

No	Detailed Specification	Mandatory	Supplier Compliance Sheet
<b>1. LAPTOP COMPUTER i9 – 1 Units</b>			
<b>Operating Environment</b>	<b>Operating System:</b> Windows 11	M	
<b>Processing Component</b>	<b>Chipset:</b> Core i9 11th Generation	M	
	<b>Speed:</b> 3.3 GHz	M	
	<b>Cores:</b> 8	M	
<b>Network Interface</b>	<b>Type:</b>	M	
	<b>Bluetooth:</b> Bluetooth 5.0	M	
	<b>Ethernet:</b> 10 Gigabit Ethernet	M	
	<b>Wireless:</b> Wireless 802.11ax Wi-Fi 6 wireless networking IEEE 802.11a/b/g/n/ac compatible	M	
<b>Form Factor</b>	<b>Weight:</b> 3.17lbs (1.44kg)	M	
	<b>Resolution:</b> 15-17' 2560x1440	M	
<b>Memory</b>	<b>Standard Memory:</b> 64GB	M	
	<b>Memory Slots:</b> 2	M	
<b>Storage</b>	<b>Type:</b> SSD	M	
	<b>Capacity:</b> 2TB	M	
<b>Graphics</b>	<b>Display:</b>	M	
	<b>Graphics:</b> Intel Iris UHD	M	
	<b>Brightness:</b> 250 nits	M	
	<b>Screen:</b> Touch screen	M	
	<b>Keyboard:</b> Backlight	M	
<b>Carry bag</b>	<b>Executive Leather Carrying bag</b>	M	
<b>Warranty</b>	<b>At least 12 months manufacturer's warranty (upon registration)</b>	M	

No	Detailed Specification	Mandatory	Supplier Compliance Sheet
<b>2. DESKTOP COMPUTER All in One – 3 Units</b>			
<b>Operating Sytem</b>	Windows 11 Pro	M	
<b>Processor</b>	Intel i7 11th gen Generation	M	

## MACRA

Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.

<b>Component</b>			
<b>Processor Speed</b>	2.90GHZ	<b>M</b>	
<b>Ethernet</b>	Ethernet	<b>M</b>	
<b>Display</b>	24"	<b>M</b>	
<b>8/16GB</b>	16GB	<b>M</b>	
<b>Storage</b>	1TB SSD	<b>M</b>	
<b>Storage Media Type</b>	SSD	<b>M</b>	
<b>Wireless adapter</b>	Support Wi-Fi 6	<b>M</b>	
<b>USB ports</b>	3	<b>M</b>	
<b>Ethernet</b>	Gigabit Ethernet Network Interface Card (10/100/1000)	<b>M</b>	
<b>HDMI Port</b>	1	<b>M</b>	
<b>Intel HD graphics/Intel UHD Graphics</b>	Intel UHD Graphics	<b>M</b>	
<b>Mouse, Full Keyboard</b>	Mouse, Full keyboard, Backlit	<b>M</b>	
<b>Warranty</b>	<b>At least 12 months manufacturer's warranty (upon registration)</b>	<b>M</b>	

<b>No</b>	<b>Detailed Specification</b>	<b>Mandatory</b>	<b>Supplier Compliance Sheet</b>
<b>3. LASERJET PRINTER All in One – 2 Units</b>			
<b>Functions</b>	Print, copy, scan	<b>M</b>	
<b>Print speed black (ISO, letter)</b>	Up to 35 ppm	<b>M</b>	
<b>Print speed black (ISO, A4)</b>	Up to 33 ppm	<b>M</b>	
<b>Print speed color (ISO)</b>	Up to 35 ppm	<b>M</b>	
<b>Print Speed Color (ISO)</b>	Up to 33 ppm	<b>M</b>	
<b>First page out black (letter, ready)</b>	As fast as 9.1 sec	<b>M</b>	
<b>First page out</b>	As fast as 9.5 sec	<b>M</b>	

## MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

<b>black (A4, ready)</b>			
<b>First page out color (letter, ready)</b>	As fast as 10 sec	<b>M</b>	
<b>First page out color (A4, ready)</b>	As fast as 10.5 sec	<b>M</b>	
<b>Duplex printing</b>	Automatic	<b>M</b>	
<b>Duty cycle (monthly, letter)</b>	Up to 50,000 pagesUp to 50,000 pages 1 ( 1 Duty cycle is defined as the maximum number of pages per month of imaged output. This value provides a comparison of product robustness in relation to other HP LaserJet or HP Color LaserJet devices, and enables appropriate deployment of printers and MFPs to satisfy the demands of connected individuals or groups.)	<b>M</b>	
<b>Duty cycle (monthly, A4)</b>	Up to 50,000 pages 1 ( 1 Duty cycle is defined as the maximum number of pages per month of imaged output. This value provides a comparison of product robustness in relation to other HP LaserJet or HP Color LaserJet devices, and enables appropriate deployment of printers and MFPs to satisfy the demands of connected individuals or groups.)	<b>M</b>	
<b>Recommended monthly page volume</b>	750 to 4,000	<b>M</b>	
<b>Print quality black (best)</b>	Up to 600 x 600 dpi; Up to 38,400 x 600 enhanced dpi	<b>M</b>	
<b>Print quality color (best)</b>	Up to 600 x 600 dpi	<b>M</b>	
<b>Print languages</b>	HP PCL 6, HP PCL 5e, HP PCL 5c, HP Postscript level 3 emulation, PDF, URF, PWG Raster, Native Office	<b>M</b>	
<b>Print technology</b>	Laser	<b>M</b>	
<b>Connectivity, standard</b>	1 Gigabit Ethernet 10/100/1000 Base-TX network; 1 Hi-Speed USB 2.0 (device); 1 Hi-Speed USB 2.0 (host); 1 Wi-Fi 802.11ac (dual band); 1 Wi-Fi Direct; Walk-up	<b>M</b>	



## MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

	USB; Auto-crossover Ethernet		
Mobile printing capability	HP Smart App; Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct Printing; HP Smart App and other mobile Apps	<b>M</b>	
Network capabilities	Yes, via built-in 10/100/1000Base-Tx Ethernet, Gigabit; Auto-crossover Ethernet; Authentication via 802.1x; 802.11ac (Wi-Fi 5)	<b>M</b>	
Wireless capability	Yes, built-in dual-band Wi-Fi (Wi-Fi 5); Authentication via WEP, WPA/WPA2/WPA3, WPA Enterprise; Encryption via AES or TKIP; WPS; Wi-Fi Direct	<b>M</b>	
Minimum System Requirements for Macintosh	2 GB available hard drive space, Internet connection or USB port, Internet browser. For additional OS hardware requirements see <a href="http://apple.com">apple.com</a> ;	<b>M</b>	
Minimum System Requirements	2 GB available hard disk space, Internet connection or USB port, Internet browser. For additional OS hardware requirements see <a href="http://microsoft.com">microsoft.com</a> ;	<b>M</b>	
Digital sending standard features	Scan to SharePoint; Scan to One Drive	<b>M</b>	
Display	4.3” diagonal WLED-backlit anti-glare (480X272)	<b>M</b>	
Processor speed	1200 MHz	<b>M</b>	
Maximum Memory	512 MB NAND Flash, 512 MB DRAM	<b>M</b>	
Memory	512 MB NAND Flash, 512 MB DRAM	<b>M</b>	
Storage	Optional Job Storage via external rear host USB port (minimum 16 GB)	<b>M</b>	
Compatible Operating Systems	Windows 11; Windows 10; Windows Client OS; Android; iOS; Mobile OS; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; macOS 13 Ventura; Linux; Citrix; Chrome OS (Citrix Ready Kit Certification - Up to Citrix Server 7.18 for more information see <a href="http://citrixready.citrix.com">http://citrixready.citrix.com</a> ;	<b>M</b>	

## MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

	<p>Citrix Server 6.5; Citrix XenApp &amp; XenDesktop 7.6, Linux- For more information see <a href="http://developers.hp.com/hp-linux/imaging-and-printing">http://developers.hp.com/hp-linux/imaging-and-printing</a>; Novell iPrint server; Unix- For more information see <a href="http://hp.com/go/unixmodelscripts">http://hp.com/go/unixmodelscripts</a>; Windows Server 2008 R2 64-bit ; Windows Server 2012 64-bit; Windows Server 2012 R2 64-bit; Windows Server 2016 64-bit; Windows Server 2019 64-bit; Windows Server 2022 64-bit; (All operating systems with the latest updates); Android; iOS; macOS Big Sur v11.0; macOS Catalina v10.15; macOS Monterey v12.0; macOS's-; Mobile -; Win10; Win11; Windows Client OS (32/64 bit)-;(All operating systems with the latest updates))</p>		
Paper handling input, standard	50-sheet multipurpose tray, 250-sheet input tray, 50-sheet Automatic Document Feeder (ADF)	<b>M</b>	
Paper handling output, standard	150-sheet output bin	<b>M</b>	
Paper handling input, optional	Optional 550-sheet tray	<b>M</b>	
Finished output handling	Sheet feed	<b>M</b>	
Media types	Paper (bond, brochure, colored, glossy, letterhead, photo, plain, preprinted, prepunched, recycled, rough), postcards, labels, envelopes	<b>M</b>	
Media sizes, custom	Simplex: Tray 1: 76.2 x 127 to 216 x 356 mm; Tray 2: 98 x 148 mm to 216 x 356 mm; optional Tray 3: 100 x 148 to 216 x 356 mm; Duplex (all trays): 148 x 148 mm to 216 x 356 mm	<b>M</b>	
Scanner type	Flatbed, ADF	<b>M</b>	
Scan file format	PDF; JPG; TIFF	<b>M</b>	
Enhanced scanning resolution	Up to 1200 dpi	<b>M</b>	
Scan resolution,	Up to 1200 dpi	<b>M</b>	

# MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

optical			
Scan resolution, hardware	Up to 1200 x 1200 dpi	<b>M</b>	
Scan size (ADF), maximum	216 x 356 mm	<b>M</b>	
Scan size (ADF), minimum	102 x 152 mm	<b>M</b>	
Scan size, maximum	216 x 297 mm	<b>M</b>	
Scan speed (normal, A4)	Up to 29 ppm (b&w), up to 26 ppm (color)	<b>M</b>	
Scan speed (normal, letter)	Up to 31 ppm (b&w), up to 28 ppm (color)	<b>M</b>	
Automatic document feeder capacity	Standard, 50 sheets uncurled	<b>M</b>	
Duplex ADF scanning	No	<b>M</b>	
Scan technology	Contact Image Sensor (CIS)	<b>M</b>	
Copy speed (black, normal quality, A4)	Up to 33 cpm	<b>M</b>	
Copy speed (color, normal quality, A4)	Up to 33 cpm	<b>M</b>	
Copy resolution (black text)	Up to 600 x 600 dpi	<b>M</b>	
Copy resolution (color text and graphics)	Up to 600 x 600 dpi	<b>M</b>	
Copies, maximum	Up to 999 copies	<b>M</b>	
Copy reduce / enlarge settings	25 to 400%	<b>M</b>	
Copier settings	ID Copy; Number of copies; Resize (including 2-Up); Lighter/Darker; Enhancements; Original Size; Binding Margin; Collation; Tray Selection; Two-Sided; Save Current Settings; Restore Factory Defaults; Quality (Draft/Standard/Best)	<b>M</b>	
Faxing	No	<b>M</b>	
Power consumption	585 watts (Active Printing), 18 watts (Ready), 0.8 watts (Sleep), 0.8 watts (HP auto-off/auto-on), 0.07 watts (auto-off/manual on), 0.07	<b>M</b>	

## MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

	watts (Off) 2 ( 2 Values based on 115V test results based on ES test method.)		
Power	220-volt input voltage: 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz)	<b>M</b>	
Operating humidity range	10 to 80% RH (non-condensing)	<b>M</b>	
Recommended operating humidity range	30 to 70% RH (non-condensing)	<b>M</b>	
Operating temperature range	10 to 32.5°C	<b>M</b>	
Operating temperature range	50 to 90.5°F	<b>M</b>	
Blue Angel compliant	No, please refer to the ECI (Ecolabel Comparison Information) document	<b>M</b>	
Typical electricity consumption (TEC) number	3 ( Typical Electricity Consumption (TEC) rating represents the typical electricity consumed by a product during 1 week, measured in kilowatt-hours (kWh). Blue Angel TEC based on 230V test result; ENERGY STAR TEC data based on 115V test result.)	<b>M</b>	
Energy savings feature technology	HP Auto-On/Auto-Off Technology; Instant-on Technology	<b>M</b>	
Ecolabels	CECP; IT ECO Declaration; EPEAT® Silver India 4 (EPEAT® registered where applicable. EPEAT registration varies by country. See <a href="http://www.epeat.net">http://www.epeat.net</a> for registration status by country.)	<b>M</b>	
Energy star certified	No	<b>M</b>	
Safety	IEC 60950-1:2005 +A1:2009 +A2:2013 (International); IEC 62368-1:2014; EN 62368-1:2014(EU); EN 60825-1:2014/IEC 60825-1:2014 (Class 1 Laser Product); EN 62479:2010/IEC 62479:2010; Low Voltage Directive 2014/35/EU with CE Mark (Europe); GS Certificate (Germany, Europe); UL/cUL Listed and UC CoC (US/Canada); UL62368-1 2nd	<b>M</b>	

## MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

	Ed. 2014-12-01, CSA C22.2 No. 62368-1-14, 2nd Ed.; IEC 62471:2006 / EN 62471:2008; Compliance with Laser safety standards 21 CFR 1040.10 and 1040.11 except for deviations pursuant to Laser notice No. 56, Dated May 8, 2019; Other safety approvals as required by individual countries.		
Security	HP Security Manager; HP Secure Print and Insights; Optional Smart Security	<b>M</b>	
Minimum dimensions (W x D x H)	421 x 435 x 384 mm	<b>M</b>	
Maximum dimensions (W x D x H)	421 x 686 x 761 mm (with optional 550-sheet tray 3)	<b>M</b>	
Weight	~20.4 kg	<b>M</b>	
Number of print cartridges	4 (1 each black, cyan, magenta, yellow)	<b>M</b>	
<b>Warranty</b>	<b>At least 12 months manufacturer's warranty (upon registration)</b>	<b>M</b>	

No	Detailed Specification	Mandatory	Supplier Compliance Sheet
<b>4. LAPTOP COMPUTER ULTRA 9 – 1 Unit</b>			
<b>Color</b>	Inkwell Gray	<b>M</b>	
<b>Operating System</b>	Windows 11 Pro	<b>M</b>	
<b>Processor</b>	Intel® Core™ Ultra 9 Processor 185H 2.3 GHz (24MB Cache, up to 5.1 GHz, 16 cores, 22 Threads); Intel® AI Boost NPU	<b>M</b>	
<b>Graphics</b>	Intel® Arc™ Graphics	<b>M</b>	
<b>Neural Processor</b>	Intel® AI Boost NPU	<b>M</b>	
<b>Display</b>	14.0-inch, 3K (2880 x 1800) OLED 16:10 aspect ratio, 0.2ms response time, 120Hz refresh rate, 400nits, 500nits	<b>M</b>	

## MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

	HDR peak brightness, 100% DCI-P3 color gamut, 1,000,000:1, VESA CERTIFIED Display HDR True Black 500, 1.07 billion colors, PANTONE Validated, Glossy display, 70% less harmful blue light, Touch screen, (Screen-to-body ratio)91%, With stylus support		
<b>Memory</b>	32GB LPDDR5X on board	<b>M</b>	
<b>Storage</b>	2TB M.2 NVMe™ PCIe® 4.0 SSD	<b>M</b>	
<b>I/O Ports</b>	1x USB 3.2 Gen 1 Type-A (data speed up to 5Gbps)	<b>M</b>	
	2x Thunderbolt™ 4 with support for display / power delivery (data speed up to 40Gbps)	<b>M</b>	
	1x HDMI 2.1 TMDS	<b>M</b>	
	1x 3.5mm Combo Audio Jack	<b>M</b>	
<b>Keyboard &amp; Touchpad</b>	Soft Keyboard, 1.4mm Key-travel, Precision touchpad, Backlight	<b>M</b>	
<b>Camera</b>	FHD camera with IR function to support Windows Hello	<b>M</b>	
<b>Audio</b>	Smart Amp Technology	<b>M</b>	
	Built-in speaker	<b>M</b>	
	Built-in array microphone	<b>M</b>	
	harman/kardon (Premium)	<b>M</b>	
	with Cortana support	<b>M</b>	
<b>Network and Communication</b>	Wi-Fi 6E(802.11ax) (Dual band) 2*2 + Bluetooth® 5.3 Wireless Card (*Bluetooth® version may change with OS version different.)	<b>M</b>	
<b>Battery</b>	75WHrs, 4S1P, 4-cell Li-ion	<b>M</b>	
<b>Power Supply</b>	TYPE-C, 65W AC Adapter, Output: 20V DC, 3.25A, 65W, Input: 100-240V AC 50/60GHz universal	<b>M</b>	
<b>Weight</b>	1.65 kg (3.64 lbs)	<b>M</b>	
	Weight of system: 1.35 kg	<b>M</b>	

# MACRA

Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.

	Weight of keyboard: 0.30 kg	M	
<b>Dimensions (W x D x H)</b>	31.35 x 21.79 x 1.46 ~ 1.99 cm (12.34" x 8.58" x 0.57" ~ 0.78")	M	
<b>Built-in Apps</b>	MyASUS	M	
	Screen Xpert	M	
<b>Warranty</b>	<b>At least 12 months manufacturer's warranty (upon registration)</b>	<b>M</b>	

***INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM***

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture. The beneficial ownership information to be submitted in this Form shall be current as at the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions-*

- 1. directly or indirectly holding 5% or more of the shares*
- 2. directly or indirectly holding 5% or more of the voting rights*
- 3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.*
- 4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons.*
- 5. has a significant stake in a company and on whose behalf activity of a company is conducted; or*
- 6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.*

## **BENEFICIAL OWNERSHIP DISCLOSURE FORM**

---

Date: **[insert date]**

Procurement Reference No.: **[insert procurement reference number]**

Page **[insert page number]** of **[insert total number of pages]** pages.

To: **[insert complete name of Procuring and Disposing Entity]**

## MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

In response to the invitation for bid dated **[insert date of invitation for bid]** we hereby submit beneficial ownership information: **[select one option as applicable and delete the options that are not applicable]**

(i) we hereby provide the following beneficial ownership information.

Details of beneficial ownership

<b>Identity of Beneficial Owner</b>	<b>Directly or indirectly holding 5% or more of the shares  (Yes / No)</b>	<b>Directly or indirectly holding 5 % or more of the Voting Rights  (Yes / No)</b>	<b>Directly or indirectly having the right to appoint a majority of the Board of the Directors or an equivalent governing body of the Bidder  (Yes / No)</b>
[include full name (last, middle, first), nationality, country of residence, telephone number(s), email address, postal and physical addresses]			

**OR**

(ii) We declare that there is no Beneficial Owner who has not been disclosed meeting one or more of the following conditions-

1. directly or indirectly holding 5% or more of the shares
2. directly or indirectly holding 5% or more of the voting rights
3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;



## MACRA

**Procurement Number: MACRA/IPDC/STDS-IT-EQUIP/2024/10/02.**

5. has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

### OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

7. directly or indirectly holding 5% or more of the shares
8. directly or indirectly holding 5% or more of the voting rights
9. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder”
10. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
11. has a significant stake in a company and on whose behalf activity of a company is conducted; or
12. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]<sup>1</sup>

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]<sup>2</sup>

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: \_\_\_\_\_

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

---

<sup>1</sup> In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

<sup>2</sup> Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.