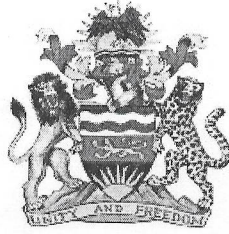


Telephone: +265 1 789 377/071
Fax: +265 1 789 328
E-mail: stpw@transport.gov.mw



Secretary for Transport and Public
Works
Private Bag 322
Capital City
LILONGWE 3
Malawi

All correspondences should be addressed to
The Secretary for Transport and Public Works
In reply please quote No.

Procurement Number: MTPW/DCA/2024-2025/42

Date: 21/10/ 2024

To:.....
.....
.....

The Procuring Entity named above invites you to submit your quotation for the goods/services 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 were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

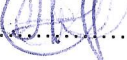
1) Description of goods and Location; ICT Equipment's at Ministry of Transport (Department of Civil Aviation).

Item No	Description of Goods (Attach detailed specification if necessary)	Quantity
1	Laptops Computers	5
2	Desktop Computers	6
3	Heavy-duty Printer	1
4	Heavy-duty digital Scanner	1
5	Heavy-duty Photocopier Machine	1
6	3 in 1 printer	2

- 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to Ministry of transport and public works (Department of Civil Aviation).
or for goods supplied from outside of Malawi.
- 3) The delivery period required is **7 days** days/weeks/months 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: NA.
- 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: **02:00pm on 25/10/2024**
Quotations must be returned to:
IPDC Chairman, Ministry of Transport and Public Works Headquarters Room 41, Private Bag 322, Lilongwe.
- 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) **Warranty Period: One year**

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: **Litess Mulilima**
Title/Position: Principal Procurement Officer (PPO)

Procurement Number: MTPW/DCA/2024-2025/42

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. Two copies of contracts performed in the past two years,
 - v. PPDA Certificates.
- 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.

Procurement Number: MTPW/DCA/2024-2025/42

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 Kwacha	Delivered Total Price Kwacha
1	Laptops Computers	Ea	4		
2	Laptops Computers	EA	1		
3	Desktop Computers	EA	5		
4	Desktop Computers	EA	1		
5	Heavy-duty Printer	EA	1		
6	Heavy-duty digital Scanner	EA	1		
7	Heavy-duty Photocopier Machine	EA	1		
8	3 in 1 printer	EA	2		
	Subtotal				

	VAT 16.5 %				
	PPDA Levy 1%				
	Grand 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: _____

Technical Specifications and Compliance Sheet

Procurement Reference Number: RFQ No. MTPW/DCA/2024-2025/42

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	Item Description	Technical Specification of items required Detailed specification	Mandatory or Not	Compliance
1	Laptop Computers		4	
		NOTEBOOK 1	N/A	
	Microprocessor	Intel i7-8565U (1.8GHz base frequency, up to 4.6GHz, 8MB cache, 4Cores	M	

	Display	15" Diagonal	M	
	Memory	16GB DDR4-2400SDRAM(1X8GB)	M	
	Hard drive	1TB 5400 RPM SATA	M	
	Optical drive	Optical drive not included	M	
	Video Graphic	Intel UHD Graphics 620	M	
	Wireless Connectivity	Realtek RTL8821CE802.11b/g/n/ac (1x1) Wi-Fi amd Bluetooth 4.2 Combo	M	
	Network Interface	Integrated 10/100/1000 GbE LAN	M	
	Expansion Slots	1 Multi-format SD media card reader	M	
	External Ports	1HDMI, 1 headphone/microphone combo; 1 RJ45; 4 USB 3.1 Gen 1 (Data transfer only) 1 AC smart pin	M	
	Windows	Windows 11 PRO. Preloaded and activated	M	
		Micro soft office 2021	M	
		Antivirus	M	
		Laptop bag	M	
		Bluetooth mouse wireless	M	
		AC Adapter (portable)	M	
	Screen	Touch Screen	M	
2	Laptop		1	
	Brand	Any reputable brand	N/A	
	Operating system	Windows 10/11 pro 64 bit	M	
	Processor	Intel Core i5, (3.4 GHz frequency with intel Turbo Boost Technology, 16 MB cache, 8 cores) 12 th Generation	M	
	Hard Drive	1TB SSD	M	
	Graphics	Integrated: intel ® HD Graphics 630 Discrete: NVIDIA® Quadro® P620 (4 GB GDDR5 dedicated)	M	
	Memory	16GB	M	

	Network Interface	Intel Wi-Fi 6 AX201 (2X2) and Bluetooth	M	
	External I/O Ports	Headphone/microphone combo; SuperSpeed USB Types-A Gbps signaling rate; 1SuperSpeed USB Type -C 10Gbps Rear: 1 RJ-45, HDMI	M	
	Power Supply	65 W AC power adapter	M	
	Microsoft office	Office Professional plus 2013 Preloaded and Activated	M	
	Webcam	HP True Vision FHD IR Camera with integrated dual array digital microphone	M	
	Display	13.3" diagonal FHD IPS WLED-backlit touch screen (1920x1080)	M	
	Wireless Connectivity	Intel 802.11a/b/g/n/ac (2x2) Wi-Fi and Bluetooth 4.2 Combo	M	
	Warranty	1 year	M	
	Mouse	Bluetooth wireless mouse	M	
	Laptop bag	Laptop bag	M	
3	Desktop Computer		5	
	Microprocessor	Intel Core i5, 11 th generation	M	
	Display	24" Diagonal Touch screen	M	
	Memory	8GB DDR4-3200 MHz RAM (2X4) GB, 512 GB SSD Storage	M	
	Graphics Graphics Card	Intergrated Intel Iris X Graphics	M	
	Ports	1 Super Speed USB Type-A 5Gbps Signaling rate	M	

	Expansion Slots	2 M.2 (1 for SSD, for WLAN)	M	
	Wireless Connectivity	Realtek RTL8821CE 802.11b/g/n/ac (2x2) Wi-Fi and Bluetooth 4.2 Combo	M	
	Network Interface	Intergrated 10/100/100 GbE LAN	M	
	Expansion Slots	1 Multi-format SD media card reader	M	
	External Ports	1HDMI,1 Headphone/microphone combo; 1 RJ45; 4 USB 3.1 Gen 1 (Data transfer only) 1 AC smart pin	M	
	Windows	Windows 11 PRO. Preloaded and activated	M	
		Microsoft office 2021	M	
		Antivirus	M	
	Keyboard	USB white wired keyboard and mouse combo	M	
	Bluetooth	Bluetooth mouse wireless	M	
	Power Supply Type	65W Smart AC Power adaptor	M	
	Webcam	HP True Vision 720p HD privacy camera with integrated microphones	M	
4	Desktop Computer		1	
	Product name	All -in-one 22-dp 1370 PC	M	
	Display	22" diagonal FHD display	M	
	Display Specifications	22" diagonal, FHD (1920X1080), touch, IPS, three-sided BrightView, 250 nits, 72% NTSC	M	
	Motherboard	Row	M	

	Motherboard Specification Link	<u>Motherboard Specification</u>	M	
	Memory	8 GB DDR4-3200 MHz RAM (2x4 GB)	M	
	Memory & Storage	8GB memory; 512 GB SSD storage	M	
	Internal Storage	512 GB PCIe® NVMe™ M.2SSD	M	
	Processor Type	Inter Core i5	M	
	Processor	Intel® Core™ i5-1135G7 (up to 4.2 GHz with Intel® Turb 8MB L3 cache, 4 cores)	M	
	Processor Family	11 th Generation intel® Core™ i5 processor	M	
	Graphics	Integrated	M	
	Graphics Card	Intel® Iris® X ^e Graphics	M	
	Ports	1 SuperSpeed USB Type-A 5Gbps signing rate	M	
	Expansion Slots	2 M. (1 for SSD, 1 for WLAN)	M	
	Network Interface	Integrated 10 / 100 /1000 Gb E LAN	M	
	Wireless	Realtek RTL8822CE 802.11a //b/g/n/ac (2X2) Wi-F® and combo	M	
	Memory Card Device	HP 3-IN1 memory card reader	M	
	Dimensions	61.32x 23.09 x45.08 cm	M	
	Weight	6.98kg	M	
	Power Supply Type	65 W Smart AC power adapter	M	
	Keyboard	USB White Wired keyboard and mouse combo	M	

	Webcam	HP True Vision 720p HD privacy camera with integrated microphones	M	
5	Heavy duty Printer		1	
	Printing Technology	Laser	M	
	AIO Functions	Print, copy, scan, digital send	M	
	Print Speed	30ppm	M	
	Print Resolution	600 x600 dpi	M	
	Copy Features	Reduce / Enlarge: 25 to 200 %	M	
	Scan Resolution	600dpi	M	
	Scan Speed	30 cm	M	
	Scan size max	ADF: 11X17 in (297 x420 mm)	M	
	Durability Ratings	Monthly page volume: 5,000 to 10,000 pages	M	
	Paper size	A3, A4, A5	M	
	Number of print cartridges	2	M	
	Duplex Print Options	Automatic (standard)	M	
	Media Types	Paper (plain, light, bond, recycled, mid-weight, heavy, extra heavy, midweight glossy, heavy glossy, extra heavy glossy, cardstock, card glossy), color transparency, labels, letterhead, envelope, preprinted, use-defined	M	
	Connectivity	Gigabit LAN, US	M	
	WARRANTY	1YEAR	M	
6	Heavy Duty Digital Scanner		M	
	Brand	Any reputable brand	M	
	Scanner type	Flatbed, ADF	M	
	Media type	Paper (plain, inkjet, inkjet brochure, photo paper, flatbed all media, envelopes, labels, cards, books	M	
	Compatible operating system	Window, Linux, etc.	M	
	Processor speed	1.2 GHz	M	

	Internal storage	Standard 500 GB HP high performance secure hard disk	M	
	Memory	3584 MB (2560 MB on primary board, 1024 on scanner processor)	M	
	Connectivity standard	10 /100 /1000 Ethernet, 1 hi speed USB Host (rear) ,1Hi USB Host,1 Hardware integrated pocket, Hi speed USB, 1 USB device port (Rear)	M	
	Connectivity optional	Jet direct 2900nw Print Server J8031A	M	
	Network ready	Standard (built in Gigabit Ethernet)	M	
	Ports	10 /100 /1000 Ethernet, 1 hi speed USB Host (rear), 1 Hi speed USD Host, 1 Hardware integrated pocket, Hi speed USB, 11 USB device port (Rear)	M	
	Wireless capability	Optional	M	
	Power	Input voltage 220 to 240 VAC, 50Hz	M	
	Power supply type	Built in power supply	M	
	Minimum dimensions (W x D x H)	512 x585. 3 x263.4 mm	M	
	Maximum dimensions (W x D x H)	512 x 695. 263 .4 mm	M	
7	Heavy Duty Photocopying Machine		M	
	Brand	Any reputable brand	M	
	Copying Speed	Minimum 25 Copies Per Minute in A4	M	
	Duplexing	: Built – In Duplex Unit	M	
	Max. Copy Sizes	Max. A3, A4 Min. A5	M	
	Memory	4GB RAM	M	
	Std. Paper Capacity	2 x500 Sheets Cassette +100 Sheets Bypass Tray	M	
	Zoom Range	25% to 400% in 1 % Increments (25% to 200% using RSPF)	M	
	Resolution	Minimum 600 x600 dpi	M	

	Capacity	100 Sheets	M	
	Print Speed	25 Pages Per Minute in A4	M	
	Interface	Ethernet, USB 2.0	M	
	Warranty	1 Year	M	
8	3 In One Printer		2	
	Printing Technology	Laser	M	
	AIO Functions	Print, copy, scan, digital send	M	
	Print Speed	30 ppm	M	
	Print Resolution	600 x600 dpi	M	
	Copy Speed black (ISO, A4)	Up to 38ppm (default): Up to40 ppm (HP High Speed)	M	
	Copy Features	Reduce / Enlarge: 25 to 200 %	M	
	First page out black (A4, Ready)	As fast as 6.3 sec		
	Scan Resolution	600 dpi	M	
	Duplex printing	Automatic (default)		
	Duty cycle (monthly, letter)	Up to 80,000 pages	M	
	Duty cycle (monthly, A4)	Up to 80,000 pages		
	Recommended monthly page volume	750 to 4,000	M	
	Print technology	Laser	M	
	Connectivity, standard	1 Hi- Speed USB 2.0: 1 REAR HOST usb: 1Front USB PORT; Gigabit Ethernet 10/100/1000BASE-T NETWORK; 802.3az (EEE): 802,11b/g/n/2.4/5 GHZ Wi-Fi radio	M	
	Wireless capability	Yes built- in dual- band Wi-Fi; authentication via WEP, WPA/WPA2, WPA Enterprise; Encryption via AES or TKIP; WPS: Wi- Fi Direct: Bluetooth Low-Energy	M	
	Minimum System Requirements for Macintosh	2 GB available hard disk space, Internet connection or USB port, internet browser	M	

	Minimum System Requirements	2GB Available hard disk space Internet connection, USB Port, Internet browser	M	
	Digital sending standard features	Scan to email with LDAP email address lookup; Scan to network folder; Scan to USB; Scan to Microsoft SharePoint; Scan to Computer with software; Fax archive to network folder; Fax archive to email; Fax to computer; Enable /disable fax; quick Sets	M	
	Display	6.86cm (2.7in) intuitive color touchscreen (CGD)	M	
	Processor speed	1200 MHz	M	
	Maximum Memory	512 MB	M	
	Memory	512 MB	M	
	Compatible Operation Systems	Windows 11; 10; Windows 8; Windows 8.1; Windows Client OS; Android;	M	
	Scanner type	Flatbed, ADF	M	
	Scan file format	PDF, JPG, TIFF	M	
	Enhanced scanning resolution	Up to 1200 x1200 dpi	M	
	Scan resolution, optical	Up to 1200 x1200dpi	M	
	Scan resolution, hardware	Flatbed (Up to 1200 x1200dpi); ADF UP to 300 x300 dpi)	M	
	Scan size, (ADF) Maximum	216x356mm	M	
	Scan size ADF minimum	102 x152mm	M	
	Scan size, maximum	216x297mm	M	
	Scan Speed (normal, A4)	Up to 29ppm/46 ipm	M	
	Scan speed duplex (normal, A4)	UP to 46 ipm	M	
	Automatic document feeder capacity	Standard, 50 sheets	M	
	Duplex scanning ADF	Yes	M	

	Scan technology	Contact Image Sensor (CIS)	M	
	Copy speed (black, normal quality, A4)	Up to 38cpm	M	
	Copy to resolution (black text)	Up to 600x600dpi	M	
	Copy resolution (color text and graphics)	Up to 600x 600dpi	M	
	Copies, maximum	Up to 999 copies	M	
	Copy reduce/enlarge settings	25 to 400%	M	
	Warranty	1 year	M	