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Department of Disaster
Management Affairs
Private Bag 336
Lilongwe 3
Malawi

REQUEST FOR QUOTATION

Proc. No.RFQ 090/IPDC/DoDMA/2024-25/G/011 Date:18th June,2024

To: All Eligible Bidders

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 where modified by this Request for Quotations.

SECTION A: Supply and delivery of Assorted Toners

NO	DESCRIPTION	Unit of Measure	QTY
1	Supply and delivery of Assorted Toners	Each	15pcs

- 1) Quotation should be based on:
 - (a) Delivered Duty Paid (DDP) to purchaser goods supplied from and outside Malawi.
- 2) The delivery period required is **five (5) days** from date of confirmed order.
- 3) Quotations must be valid for **30 days** from the date for receipt given below.
- 4) The warranty/guarantee offered shall be: **NA**.
- 5) 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.
- 6) Quotations must be received, in sealed envelopes, no later than: **10:00 Hours on 24th June, 2024**.

- 7) Quotations must be deposited in the tender box located at the Reception area second Floor in Department of Economic Planning Building at Department of Disaster Management Affairs, Procurement Unit, P/Bag 336, Capital Hill no later than **10:00 Hours local time on 24th June, 2024.**
- 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) The following documents should be attached
 - a. **A copy of Business Registration Certificate;**
 - b. **A copy of A Tax Clearance Certificate valid up to 1 April, 31st March, 2025**
 - c. **Copy of a Valid PPDA Registration Certificate;**
 - d. **Copy of Evidence of 1 similar contract successfully performed (Please attach Payment Voucher or Delivery Note as evidence of performance).**
 - e. **Section B and C of the Request for Quotations completed and signed.**
- 10) 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 total through the issue of a Local Purchase Order.

Signed: Name: **E. Maliano**

Title/Position: **Principal Procurement Officer**

For and on behalf of the Purchaser

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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:
 - a. **A copy of Business Registration Certificate;**
 - b. **A copy of A Tax Clearance Certificate for Financial Year (1st April, 2024 to 31st March, 2025)**
 - c. **Copy of a Valid PPDA Registration Certificate;**
 - d. **Copy of Evidence of 1 similar contract successfully performed (Please attach Payment Voucher or Delivery Note as evidence of performance).**
 - e **Section B and C of the Request for Quotations completed and signed.**
- 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 _____
e: _____ :

Position _____ Date: _____
: _____ (DD/MM/YY)

Authorised for and on behalf of:

Company _____
ny

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.

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

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Qty	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Toner Cartridge 90A	Each	2		
2	Toner Cartridge 26A	Each	1		
3	Toner Cartridge 17A	Each	2		
4	Toner Cartridge MFP 540 (Cyan,Black,Yellow and Magenta)	Each	4		
5	Toner Cartridge 87A	Each	1		
6	Toner Cartridge 410A (Cyan,Black,Yellow and Magenta)	Each	4		
7	Toner Cartridge 83A	Each	1		
				SUB TOTAL	
				VAT 16.5%	
				1% PPDA Levy	
				Grand Total	

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

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

[Attachment 1 for additional specification of the goods required]

ATTACHMENT 1

1. Technical Specifications and Compliance Sheet

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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.

1. Minimum Technical Specifications for Supply and Delivery of Assorted Toners

Description	Technical Specification of items required including applicable standards	Compliance of specification offered
Toner Cartridge 90A	Toner Cartridge 90A –Original Cartridge	
Toner Cartridge 26A	Toner Cartridge 26A- Original Cartridge	
Toner Cartridge 17A	Toner Cartridge 17A- Original Cartridge	
Toner Cartridge MFP 540 (Cyan,Black,Yellow and Magenta)	Toner Cartridge MFP 540 (Cyan,Black,Yellow and Magenta)- Original Cartridge	

Toner Cartridge 87A	Toner Cartridge 87A- Original Cartridge	
Toner Cartridge 410A (Cyan,Black,Yellow and Magenta)	Toner Cartridge 410A (Cyan,Black,Yellow and Magenta)- Original Cartridge	
Toner Cartridge 83A	Toner Cartridge 83A- Original Cartridge	

Note: Bidders are mandated to submit the sample of the sack along with its bid.