



Ref. No. PMRA/IPDC/ICT/2024/08/01

01/08/24

Orig. ADM 09

REQUEST FOR QUOTATION

Supply of Various ICT Equipment

To:

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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 and Delivery; **Various ICT equipment** as described in **section c**
2. Quotation prices should be based on:
For goods supplied from within Malawi; EXW – **insured and delivered to the PMRA Offices, Lilongwe.**
3. The delivery period required is **14 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 **12 months** for capital goods
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.

All correspondence should be addressed to the Director General

1. 7. Quotations must be received, in sealed envelopes, not later than: 16:30 hours' local time on 7th August, 2024
8. Quotations must be returned to
**The Chairperson,
 Internal Procurement & Disposal Committee,
 Pharmacy & Medicines Regulatory Authority,
 P.O. Box 30241.
 Lilongwe 3.
 Tel (265)212 755 165**
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.
10. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest evaluated quotation by item or by total through the issue of a Local Purchase Order (LPO).



Signed:
 Name...DAVIS NANCHAKALA.....

Title/Position: Assistant Procurement Officer.....

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 RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Delivery period offered: days from date of Purchase Order.
- 3) The validity period of this Quotation is: days from the date of 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,
 - 1 A copy of our Annual Tax Clearance Certificate (for the last Financial Year).
 - iii. A list of any recent three (3) contracts of similar nature evidenced by Local purchase order and Delivery notes s performed.
 - iv. A copy of PPDA Certificate.
 - v. A copy of MSME Certificate (if available)
 - vi. Brochure or documentation showing item specifications.
- 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.

Authorized by:

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

Authorized 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).

Lot No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	QTY	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Dell EMC PowerEdge R740 Server	Each	1		
2	42U Server Rack	Each	1		
3	Google workspace (email hosting)	Month	12		
4	6/5 TB External HDD	Each	2		
5	Server HDD (cheetah 15K.6)	Each	2		
6	Laptop Computer	Each	1		
7	Desktop Computer	Each	1		
8	Laptop Computers	Each	3		
9	Kaspersky endpoint antivirus	Each	70		
10	Laptop chargers	Each	10		
				Sub Total	
				VAT 16.5%	
				TOTAL	

The following attachments are appended to clarify the Description of Goods:
 [List any attachments providing additional specification of the goods required]

Authorized by:

Signature: _____ Name: _____

----- All correspondence should be addressed to the Director General -----

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

SPECIFICATIONS

No	Description	Quantity	Specifications
1	Server		Dell EMC PowerEdge R740 Server PROCESSOR - 2 SOCKETS <ul style="list-style-type: none">Two Intel Xeon Scalable processors, up to 28 cores per processor MEMORY <ul style="list-style-type: none">128 GB STORAGE <ul style="list-style-type: none">4 x 2.5" SAS 4TB (16TB) OPERATING SYSTEM <ul style="list-style-type: none">Microsoft Windows Server 2019 FORM FACTOR Rack (2U)
2	Server Rack	1	4-Post 42U Server Rack Cabinet, 19" Data Rack Product ID: RK4236BKB 1U, 19" LCD Rackmount KVM integrated console 8 x KVM Cables 8 x Universal rack rails 12 Port PDU
3	Google workspace (email hosting, business plus)	12 Months	Storage : 2 TB Number : 83
4	6/5 TB External HDD	2	

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5	Server HDD (cheetah 15K.6)	2	
6	Laptop Computer	1	MATEBOOK 13 GEN INTEL CORE I7-13700H (24 MB CACHE, UP TO 5.0 GHZ),13 FHD+(1920X1200)INFINI
7	Desktop Computer	1	24-INCH IMAC WITH RETINA 4.5K DISPLAY:M3 CHIP WITH 8-CORES CPU AND 8-CORE GPU,256GB SSD
8	Laptop Computers	3	HP x360, Touch Screen, Intel® Core TM i7, 12th Generation 16 GB RAM, Minimum Storage 512 GB 13.3" Display, Windows 11 Professional 64bit Service & Support – 1 year warranty •Processor Speed range 2.5-3.0 GHz
9	Kaspersky endpoint antivirus	70	
10	Laptop chargers	10	HP ENVY

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