

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



In reply please quote No. ....

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

**Procurement Number: MTPW/IPDC/2024-2025/21**

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

**Date: 31<sup>st</sup> July, 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 were modified by this Request for Quotations.

### **SECTION A: QUOTATION REQUIREMENTS:**

- 1) **Description of Supply and Delivery of Toner Xerox B235, HP 59A, Xerox 006R04403 and HP 89A for Planning Department.**

No.	Description	Quantity
1	Xerox B235	1
2	HP 59A	1
3	Xerox 006R04403	1
4	HP 89A	1

- 2) Quotation prices should be based on:  
for goods supplied from within Malawi; EXW – insured and delivered to Ministry of transport and public works.  
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: 6 months.
- 6) Target Group: Micro Enterprise
- 7) 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.
- 8) Quotations must be received, in sealed envelopes, no later than: **02:00 on 05 /08/2024**

Quotations must be returned to:

**IPDC Chairman,  
Ministry of Transport and Public Works Headquarters Room 41,  
Private Bag 322,  
Lilongwe.**

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.

Signed: ..........

**Name: Litess Mulilima**

**Title/Position: Principal Procurement Officer**

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. A list of recent Government contracts performed,
  - 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.*



