

Please send your submission must be sent as one attachment



UNIVERSITY OF MALAWI

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P.O. Box 280
ZOMBA
MALAWI

Procurement Reference Number: G48-10-24(UNIMAREC and SPECIAL NEEDS)

To: Interested Eligible Suppliers

DATE: 23rd 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:

- 1) **Description of Supply and Delivery** of Heavy Duty Photocopier.
- 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to **University of Malawi, Stores Section, Zomba.**
- 3) The delivery period required is **4 weeks** 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: **1 Year** .
- 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 e-mailed to procurement@unima.mw.**
- 8) Quotations must be received through above e-mail address, no later than: **Tue, 30TH OCTOBER, 2024 by 10:00 AM**
- 9) Late quotations shall be rejected.
- 10) **PLEASE SEND YOUR QUOTATION AND SUPPORTING DOCUMENTS AS ONE ATTACHMENT**
- 11) Quotations must be returned to: **IPDC CHAIRPERSON, UNIVERSITY OF MALAWI OFFICE, POST OFFICE BOX 280, ZOMBA**
- 12) 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.

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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.

Name: **GEORGE PAHUWA**

Title/Position: **PROCUREMENT AND DISPOSAL MANAGER**

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 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 valid tax clearance certificate;
 - iii. A copy of valid certificate from Public Procurement and Disposal of Assets Authority;
 - iv. A valid copy of Small, Medium Enterprises(SME) Certificate;
 - v. Brochures and specifications of photocopier offered: and
 - vi. Two copies of Local Purchase Orders(LPO) or any two contracts for supply and delivery similar items.
- 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.

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

Item No	Description of Goods (Attach detailed specification if necessary)	UOM	qty	Delivered Unit Price Kwacha	Delivered Price Kwacha
1.	<p>Photocopier Machine</p> <p>Print speed: At least 51 pages per minute A4</p> <p>Core functions Print, Copy, and Scan</p> <p>Toner (Estimated Yield @6% Coverage) At least 42,100 pages yield</p> <p>Scan Method Push Scan, Pull Scan, Scan to Box, Scan to Advanced Space, Scan to Network, Scan to USB Memory Key, Scan to Email; Scan to Mobile device, Scan to cloud(uniFLOW Online)</p>	Each	1		
2.	<p>Photocopier</p> <p>Speed: At least 40 pages per minute A4</p> <p>Compatible Operating System: Windows 11, Windows 10, Windows 8; Windows 8.1; Windows 7; Window Client OS; ANDROID; IOS; MoBILE OS;</p> <p>Memory: at least 512 MB</p> <p>Paper Trays: 2-3</p> <p>Monthly page volume: 750-4000</p> <p>Paper handling input; standard: at least 100 sheet tray 1, 250 sheet tray 2; at least 50 sheet Automatic Document Feeder</p> <p>Other features:</p>				

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	Automatic Duplex printing				
	VAT				
	1% PPDA				
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: _____