



**Procurement Number: RFA/ICT/CCTV-UPGRADE/12/24**

To:

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**Date: 16<sup>th</sup> December 2024**

The Procuring Entity named above invites you to submit your quotation for carrying out the works as described herein. 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 Works and Location**

***Supply, installation and Upgrading of Existing Closed-Circuit Television CCTV System at Roads Fund Administration.***

- 2) Works are to commence by: ...**5 Days**....[days/weeks/months] from the date of order.
- 3) Works to be completed by: ....**7 Days**.....[days/weeks/months] from the date of order.
- 4) Quotations must be valid for [**90 Days**] from the date for receipt given below.
- 5) Warranty period must be .....**12 months**..... for the equipment.
- 6) Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 7) Quotations must be received, in sealed envelopes no later than: **14:00 Hrs** on **20<sup>th</sup> December 2024**.
- 8) Quotations must be returned and inserted in the tender box addressing:  
**The Chairperson, Internal Procurement Committee, Roads Fund Administration,  
Ngerengere Building, Off Queens Drive, Private Bag 369, Lilongwe 3**  
Emails: [rmanjanja@rfamw.com](mailto:rmanjanja@rfamw.com) or [atambala@rfamw.com](mailto:atambala@rfamw.com)
- 9) The attached Activity Schedule (for lump sum contract) at Section C details the works to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of



**Roads Fund Administration**  
Ngerengere Complex, Off Mchinji Road  
Private Bag 369, Lilongwe 3, Malawi  
Tel +265 1 762 633 Fax +265 1 761631  
Email rfa@rfamw.com

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performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.

**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 the issue of a Local Purchase Order.

Signed: ..... Name... **Eng. R Manjanja**

Title/Position: **IPDC Chairperson**

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 and certification as stated within this RFQ.*



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**SECTION B: QUOTATION SUBMISSION SHEET**

- 1) Currency of Quotation: Malawi Kwacha
- 2) Works will commence within .....days/weeks/months from date of Purchase Order.
- 3) Works will be completed by .....days/weeks/months from date of Purchase Order
- 4) Validity period of this quotation is .....days from the date for receipt of Quotations.
- 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) Certification with Professional Regulatory Bodies e.g. MERA
  - (iv) A copy of our Annual Tax Clearance Certificate (for last financial year)
  - (v) References from Previous clients for three contracts successfully performed for supply and installation of CCTV in the past Four Years.
  - (vi) Proof of Site Inspection as site visit and inspection is a must.
  - (vii) Copy of MSME Order Certificates – Margin of Preference will apply
  - (viii) Enclose Brochure for the system to be installed.
- 6) We confirm that our quotation is subject to 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.

**Quotation Authorisation:**

Signed:.....Date: .....

Name: ..... Title/Position: .....

Authorised for and on behalf of (Company name and seal): .....

.....

Registered 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**



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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: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)**

**For Lump Sum Contracts – Summary Costs**

Item No.	Description of Activity	Price in Kwacha
	<b>1. RFA – HEAD OFFICE</b>	
	<b>Supply, Installation and Upgrading Existing Closed-Circuit Television (CCTV) System</b>	
1	System Upgrade	
2	Installation Accessories ( <b>Refer to List Attached</b> )	
3	Labour Charges	
		Add 16.5 % VAT
		Add 1% PPDA Levy
	<b>Total Lump Sum Price</b>	

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_



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*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

**LIST OF HARDWARE**

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Qty	Description		Cost(MWK)
1	Dahua 2MP PTZ Outdoor IP Camera	Already In stock	N/A
1	Dahua 32 Channel NVR (DHI-NVR5432-4KS2)	Already In stock	N/A
5	Dahua 4MP Bullet IP Colour Cameras	To Be supplied	
9	Dahua 4MP Dome IP Colour Cameras (DHI-IPC-HDBW2431EP-S-S2)	Already In stock	N/A
1	16-Port PoE Switch	To Be supplied	
	Additional List of Materials		
	<b>Total For Hardware Materials</b>		

***INSPECTION OF SITE IS A MUST***