



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: AERA/IPDC/G/24-25/013

To:

20th September, 2024

.....
AERA 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:

No	Description	Unit of Measure	Quantity Required
1.	Supply and Delivery of awareness materials	Each	1,205

- 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to **AERA**.
or for goods supplied from outside of Malawi; CIP to **AERA**.
- 3) The delivery period required is **5 days** 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: **12 Months**.
- 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 received, in sealed envelopes, no later than: **27th September, 2024, 10:00hrs**.
- 8) Quotations must be returned to:
The Chairperson, Internal Procurement and Disposal Committee
AERA, Chief M'belwa House, Private Bag 368, Lilongwe 3.
- 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.



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Signed: **Name: Jozefe Sangwani Nyirenda**

Title/Position: Assistant Procurement Officer.

For and on behalf of the Purchase



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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:
 - 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. **Copy of Current PPDA Certificate**
 - v. **Copy of MSME Registration Certificate**
 - vi. **A list of recent Government contracts performed,**
- 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:

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

Item No	Description	Size of material	Materials	Unit of Measure	Qty	Unit Price Kwacha	Total Price Kwacha
1.	Banner	3.5by1.5m	High Quality	Each	3		
2.	Roll-up poster	Standards	High Quality	Each	2		
3.	Authorisation Leaflet	Standards	High Quality	Each	200		
4.	AERA Brochures	A3, paper	High Quality	Each	200		
5.	Name tag holders branded	Standards	High Quality	Each	200		
6.	TLD Leaflet	Standards	High Quality	Each	200		
7.	Ballpoint pens branded	Executive	High Quality	Each	200		
8.	Notepads branded	A5	High Quality	Each	200		
						Sub Total	
						VAT 16.5%	
						Total	

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

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:



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Company: _____