

**MALAWI POSTS CORPORATION
P. O. Box 602 BLANTYRE**

REQUEST FOR QUOTATIONS

Procurement Number: MPC/BT/CCT/08/26

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

Date: 24th August, 2026

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) **Maintenance off CCTV at Blantyre Post Office**
- 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to: **Blantyre Post Office**
- 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: **N/A**
- 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: **2:00 PM on 28th August, 2026**
- 8) Quotations must be returned to: **The Chairperson, MPC IPDC, P O Box 602 Blantyre**
- 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: T. Makwani

Title: Procurement Controller

For and on behalf of the Malawi Post Corporation

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. **Valid copy of our Trading Licence,**
 - iii. **Valid copy Tax Clearance Certificate (TCC),**
 - iv. **Valid Copy of PPDA Registration Certificate**
- 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.

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

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Installation of new CCTV Blantyre Post office. Refer to BOQ below				
				Sub Total	
				17.5 % VAT	
				Grand 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: _____

BANK DETAILS

ACCONT DETAILS:

ACCOUNT NAME:

BRANCH NAME:

BANK NAME:

CCTV Bill of Quantities – 22 Cameras

Item No.	Description	Specification	Qty	Unit
1	IP CCTV Cameras	4MP/5MP IR outdoor/indoor IP cameras, PoE, night vision	22	No.
2	Network Video Recorder (NVR)	32-channel IP NVR, H.265+, suitable for 22 cameras	1	No.
3	Surveillance Hard Disk	10 TB surveillance-grade HDD	1	No.
4	PoE Network Switch	24/26-port Gigabit PoE switch, sufficient PoE budget	1	No.
5	CCTV Monitor	32" LED monitor, Full HD	1	No.
6	Cat6 Network Cable	Solid copper Cat6 cable, CCTV/network grade		Metres
7	RJ45 Connectors	Cat6 RJ45 connectors		
8	CCTV Junction Boxes	Weatherproof/appropriate junction boxes	22	No.
9	Camera Mounting Brackets	Suitable mounting brackets	22	No.
10	12U/15U Network Rack	Wall/floor-mounted rack with accessories	1	No.
11	Patch Panel	24-port Cat6 patch panel	1	No.
12	Patch Cords	Cat6 patch cords	24	No.
14	Power Distribution Unit	Rack-mounted PDU	1	No.
15	Surge Protection	CCTV/network surge protection	1	Lot
16	PVC Conduit/Trunking	For protection and routing of cables	500	Metres
17	Cable Accessories	Clips, saddles, cable ties, labels, screws, etc.	1	Lot

Item No.	Description	Specification	Qty	Unit
18	HDMI Cable	High-quality HDMI cable	1	No.
19	NVR Power Supply	Appropriate power adapter/PSU	1	No.
20	Installation & Configuration	Installation, termination, testing and commissioning	1	Lot
21	NVR/CCTV Configuration	Recording, motion detection, remote viewing and user setup	1	Lot
22	Training	Basic operator/user training	1	Lot

Recommended system specification

For a **22-camera installation**:

- **22 × 4MP or 5MP IP cameras**
- **1 × 32-channel NVR** rather than a 22-channel NVR, allowing future expansion
- **10 TB surveillance HDD**
- **24-port PoE switch** with adequate PoE power budget
- **Cat6 solid-copper cabling**
- H.265/H.265+ compression
- Motion detection and continuous recording options