



# Malawi Revenue Authority

Private Bag 247

Blantyre

## REQUEST FOR QUOTATIONS (FOR GOODS)

Proc. No: PROC/ELECTRICAL ACCESSORIES /28/05/2025

Date: 28<sup>th</sup> May 2025

To: Eligible Bidder

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:

#### 1) Description of Supply and Delivery of:

#### SUPPLY AND DELIVERY OF ELECTRIC ACCESSORIES

- 2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to Main Warehouse Ginnery Corner or for goods supplied from outside of Malawi;
- 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 in sealed envelopes, clearly labelled **PROC/ MRA/ELECTRIC ACCESSORIES/28/05/2025** must be deposited in the **RFQ box placed at Msonkho House second floor reception** no later than: **15:00Hours on Tuesday 4/06/2025**.
- 8) Quotations must be returned to:

**Head of Supply Chain Management**

**Malawi Revenue Authority**

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- 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: **Oscar Matewera**

For: **Head of Supply Chain Management**

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/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. We attach the following documents:
  - iii. Section B and C of the Request for Quotations completed and signed;
  - iv. A copy of our Company Registration
  - v. A copy of our valid Annual Tax Clearance Certificate
  - vi. Copy of Business registration Certificate
  - vii. Valid PPDA Certificate
  - viii. Copy of National Registration Identity Card
- 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	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha (Taxes inclusive)	Delivered Total Price Kwacha (Taxes inclusive)
1	50UF Capacitors	Each	20		
2	60UF Capacitors	Each	20		
3	LED 5ft 18W (Glowlite)	Each	200		
4	LED bulb 9W pin type	Each	200		
5	LED bulb 9W screwed type	Each	100		
6	LED 2ft tubes	Each	200		
7	LED 4ft tubes	Each	200		
8	Bulb holder screw type	Each	20		
9	Bulb holder pin type	Each	20		
10	Geyser switch	Each	20		
11	Scotch tape 3M Blue	Each	10		
12	Scotch tape 3M Black	Each	10		
13	Scotch tape 3M Red	Each	20		
14	Scotch tape 3M Yellow	Each	10		
15	Scotch tape 3M Green	Each	10		
16	Bulb LED 60X60 Panel 40w	Each	50		
17	Blazing copper rods	Each	20		
18	Mapp Gas (Torch)	Each	5		
19	R410a refrigerant	Each	10		
20	R22 refrigerant	Each	10		
21	R600 refrigerant	Each	2		
22	R134a refrigerant	Each	2		
23	Top plug square (G&T)	Each	50		
24	Top plug round (G&T)	Each	50		
25	Double socket outlet square (G&T)	Each	30		
26	Double socket outlet round (G&T)	Each	10		
27	Cooker Socket	Each	10		
28	2.5mm 3 core flex cable 100m roll	Each	10		
29	Contactor D32 single phase	Each	10		
30	Contactor D24 single phase	Each	10		



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31	Contactora CJX2 3 Phase	Each	10		
32	Daylight switch	Each	20		
33	Block connectors 15A	Each	5		
34	Cable clips 12mm box of 50	Each	5		
35	35UF Capacitors	Each	20		
				<b>Sub-Total</b>	
				<b>VAT 16.5%</b>	
				<b>PPDA Levy (1%)</b>	
				<b>Total Bid Price</b>	

### Authorised By:

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

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

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

Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

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