

The Department of Irrigation
P.O. BOX 30797, Lilongwe.

REQUEST FOR QUOTATIONS (for Goods)

Procurement Number: **DOI/LAPTOPS/08/26-27/1508/PR/01**



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To:

Date: 28TH SEPTEMBER, 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. Description of goods and related services: Supply and Delivery of **LAPTOPS**
2. Quotation prices should be based on: Malawi Kwacha for goods supplied from within Malawi; EXW – insured and delivered to the Department of Irrigation stores.
3. The delivery period required is **5 days** from the date of order.
4. Quotations must be valid for **30** days from the date of the 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 **14:00 AM** on **2nd October, 2026**
8. Quotations must be returned to:

The Procurement and Disposal Unit

The Department of Irrigation P.O. Box 30797, Lilongwe.

Tel: 0983060817

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9. The attached Schedule of Requirements in Section D, details the items to be procured. You are requested to quote your delivered price for these items by completing and returning Sections B C and D.

10. Quotations that are responsive, qualified, and technically compliant will be ranked according to price. Award of contract will be made to the lowest evaluated priced quotation by item or by total through the issue of a Local Purchase Order.

11. Well filled and signed Ownership Beneficiary form

Signed.....

Name **Obed Soko**

Title **PPO.**

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. We attach the following documents:
5.
 - i. Section C of the Request for Quotations completed and signed;
 - ii. Beneficial ownership disclosure form; fill and Signed
 - iii. Proforma invoice/quotation on company letterhead;
 - iv. A copy of our Trading Licence;
 - v. A copy of a Tax Clearance Certificate;
 - vi. A copy of a valid PPDA certificate;
 - vii. A copy of the VAT 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's 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 authorization 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 specifications if necessary)	Unit of Issue	QTY	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Laptops	Each	5		
				Sub-total	
				VAT 17.5%	
				PPDA 1%	
				Grand Total	

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Technical Compliance Sheet: *List any attachments providing additional specification of the goods required]*

TECHNICAL SPECIFICATION FOR LAPTOP

The laptop shall be a high-performance, business-class computer suitable for professional project management, engineering design review, contract administration, financial analysis, project scheduling, preparation of technical reports, virtual meetings, presentations, geographic information systems and other demanding office and engineering applications.

1. Processor

The laptop shall have a current-generation high-performance processor, such as Intel Core Ultra 7/9 or AMD Ryzen 7/9, with a minimum of 12 processing cores and turbo/boost frequency of not less than 4.5 GHz.

2. Memory (RAM)

The laptop shall have a minimum of 32 GB DDR5 or LPDDR5X RAM. The system should preferably support expansion to at least 64 GB RAM.

3. Storage

The laptop shall be equipped with a minimum 1 TB NVMe PCIe solid-state drive (SSD). The SSD shall provide high-speed read/write performance and shall preferably be replaceable or upgradeable to at least 2 TB.

4. Graphics

The laptop shall have dedicated graphics capability suitable for engineering and project-management applications. A dedicated NVIDIA RTX-class graphics processor with a minimum of 6 GB dedicated video memory is preferred. Integrated graphics may only be accepted where the proposed model is demonstrably suitable for the specified engineering and GIS applications.

5. Display

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The laptop shall have a high-quality 15.6-inch to 16-inch display with a minimum resolution of 1920 × 1200 pixels. The preferred display shall have QHD+ resolution, IPS or OLED technology, anti-glare coating, a brightness of at least 400 nits and good colour reproduction.

6. Operating System

The laptop shall be supplied with a genuine, activated 64-bit Microsoft Windows 11 Professional operating system and shall support organizational security, domain management and enterprise networking requirements.

7. Connectivity

The laptop shall include, as a minimum:

- Wi-Fi 6E or better;
- Bluetooth 5.3 or later;
- At least two USB-A ports;
- At least two USB-C/USB4 or Thunderbolt ports;
- HDMI video output;
- DisplayPort capability through USB-C;
- Gigabit Ethernet capability either through an integrated RJ-45 port or approved docking solution;
- 3.5 mm audio input/output or equivalent.

8. Camera and Audio

The laptop shall include a minimum 1080p webcam, preferably with an integrated privacy shutter, together with an integrated microphone array and stereo speakers suitable for online meetings and presentations.

9. Security

The laptop shall include:

- TPM 2.0 security chip;
- fingerprint reader and/or IR facial-recognition capability;

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- secure boot capability;
- BIOS/firmware security;
- webcam privacy shutter;
- support for Windows security and enterprise authentication mechanisms.

10. Keyboard and Input

The laptop shall have a full-size, backlit, spill-resistant keyboard and a precision multi-touch touchpad. The keyboard shall be suitable for prolonged professional use.

11. Battery

The laptop shall have a high-capacity battery of preferably not less than 70 Wh and shall provide not less than 8 hours of normal office productivity under typical operating conditions. The supplied charger shall support rapid charging where available.

12. Build Quality

The laptop shall be of business-class construction, using durable materials and designed for frequent professional and field-related use. A model tested to MIL-STD-810H or an equivalent durability standard is preferred.

13. Portability

The laptop shall preferably weigh not more than 2.0 kg, excluding the charger, while maintaining adequate cooling and performance.

14. Docking and External Displays

The laptop shall support connection to a USB-C/Thunderbolt docking station and at least two external monitors. The system shall be capable of supporting an external monitor configuration suitable for project management dashboards, engineering drawings and simultaneous document review.

15. Software Compatibility

The laptop shall be capable of efficiently running, either individually or concurrently, commonly used project-management, engineering and office applications, including:

- Microsoft Office 365;

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- Microsoft Project;
- Microsoft Excel;
- Microsoft Power BI;
- Microsoft Teams;
- Microsoft Outlook;
- AutoCAD/Civil 3D or equivalent;
- ArcGIS/QGIS or equivalent GIS applications;
- PDF and document-management applications;
- web-based project and contract-management platforms;
- Primavera P6 or equivalent project-planning software, where applicable.

16. Warranty and Support

The laptop shall be supplied with a minimum three-year manufacturer's warranty. Preference shall be given to suppliers offering authorized local or regional technical support, repair services and availability of genuine replacement parts.

17. Accessories

The supplier shall preferably provide or quote separately for:

- USB-C/Thunderbolt docking station;
- wireless mouse;
- protective laptop bag;
- external mouse;
- external 24–27 inch monitor;
- appropriate USB-C/HDMI/Ethernet adapters.

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The proposed laptop shall be supplied as a complete, new and unused unit from the manufacturer's current product range and shall be covered by the manufacturer's standard warranty and technical support arrangements.

Supplier should fill this form

Component	Performance Specification	Supplier provided Specification
Processor	Intel Core Ultra 9 or AMD Ryzen 9, latest generation	
CPU Cores	16 cores or more	
Processor Speed	High-performance CPU with turbo ≥ 5.0 GHz	
RAM	32 GB DDR5/LPDDR5X, expandable to 64 GB preferred	
Storage	1 TB NVMe PCIe 5.0 SSD, expandable to 2 TB or more	
Graphics	Dedicated NVIDIA RTX professional/consumer GPU with 6–8 GB VRAM, particularly if CAD/BIM is required	
Display Size	16 inches	

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Display Resolution	WUXGA/QHD+ (1920 × 1200 or 2560 × 1600)	
Display Type	IPS/OLED, anti-glare, high brightness ≥400 nits	
Refresh Rate	90–120 Hz	
Colour	100% sRGB or better	
Operating System	Windows 11 Pro 64-bit	
Wi-Fi	Wi-Fi 6E/7	
Bluetooth	Bluetooth 5.3 or later	
Ethernet	Gigabit Ethernet via RJ-45 or certified USB-C adapter/dock	
USB Ports	≥2 USB-A + ≥2 USB-C/Thunderbolt 4/USB4	
Video Output	HDMI 2.1 + USB-C DisplayPort	
Docking	USB-C/Thunderbolt docking capability	
Camera	1080p/1440p webcam with privacy shutter	
Audio	High-quality stereo speakers, dual-array microphone and noise cancellation	
Security	Fingerprint reader + IR facial recognition + TPM 2.0	

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Keyboard	Backlit, spill-resistant keyboard	
Battery	80 Wh+	
Battery Life	8–12 hours under normal office use	
Power Adapter	USB-C/appropriate high-wattage adapter	
Build Quality	Business-class aluminium/carbon-fibre chassis	
Weight	≤2.0 kg preferred	
Durability	MIL-STD-810H or equivalent business durability certification	
Warranty	3-year manufacturer warranty with onsite support preferred	
Serviceability	RAM/SSD accessible and replaceable where possible	
Accessories	USB-C docking station, laptop bag, wireless mouse and external monitor support	

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The following attachments are appended to clarify the Description of the Goods:
[List any attachments providing an additional specification² of the goods required]

Authorised by:

Signature: _____ Name: _____

Position: _____ Date: _____

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form("Form") is to be completed by the Bidder. In case of a joint venture, the Bidder must submit a separate Form for each member of the Joint Venture.

The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions-

1. Directly or indirectly holding 5% or more of the shares
2. Directly or indirectly holding 5% or more of the voting rights
3. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
5. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

Date: **[insert date]**

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Procurement Reference No.: **[insert procurement reference number]**

Page **[insert page number]** of **[insert total number of pages]** pages.

To: **[insert complete name of Procuring and Disposing Entity]**

In response to the invitation for bid **dated [insert date of invitation for bid]** we hereby submit beneficial ownership information: **[select one option as applicable and delete the options that are not applicable]**

We hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes/ No)	Directly or indirectly holding 5% or more of the Voting Rights (Yes/No)	Directly or indirectly having the right to appoint a majority of Board of Directors or an equivalent governing body of the Bidder (Yes/No)
[Include full name (Last, middle, first), nationality, country of residence, telephone number(s), email address, and postal and physical addresses]			

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OR

- (i) We declare that there is no Beneficial Owner who has not been disclosed meeting one or more of the following conditions-
1. Directly or indirectly holding 5% or more of the shares
 2. Directly or indirectly holding 5% or more of the voting rights
 3. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
 4. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
 5. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
 6. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

OR

- (ii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]
7. Directly or indirectly holding 5% or more of the shares
 8. Directly or indirectly holding 5% or more of the voting rights
 9. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
 10. Directly or indirectly has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
 11. Has a significant stake in a company and on whose behalf activity of a company is conducted; or
 12. Exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee(s) beneficiaries, or anyone who controls the trust.

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Name of the Bidder: [insert **complete name of the Bidder**]¹

Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid [Insert **complete title of the person signing the Bid**

Signature of the person named above-----

Date signed [insert **ordinal number**] day of [insert **month**], [insert **yes**

SECTION E: EVALUATION OF QUOTATIONS:

1. Quotations will be evaluated to determine their compliance to technical specifications.
2. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Compliant quotations shall meet the following conditions listed in the technical compliance sheet:
3. Award of contract will be made to the lowest evaluated quotation [*by item or by total*] through the issue of a Local Purchase Order.

Signed: Name.....

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a Joint venture, each reference to "Bidder" in the Beneficial Owner Disclosure Form (including this Introduction thereto) shall be read to refer to the Joint venture member.

² Person signing the Bid shall have the Power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

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Title/Position:

For and on behalf of the Procuring and Disposal Entity.

AUTHORISED BY:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Date Stamp and to be signed by one with power of attorney

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