

Telephone: Lilongwe 0888879200



In reply please quote Ref. No..
**DEVELOPMENT FUND FOR LOCAL
AUTHORITIES**
SHIRE BUIDLING,
OFF CHILAMBULA ROAD
P.O. BOX 165
LILONGWE 3.

REQUEST FOR QUOTATIONS

Procurement Number IPDC/laptops/2024-2025-01

Date: 17th April, 2024

TO:

Messr's.....

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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 Supply, Delivery, of **Laptops**
- 2) Quotation prices should be quoted in: **Malawi Kwacha**
- 3) The delivery period required **7 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, not later than **Wednesday, 24th April, 2024 by 9:00a.m.**
- 8) Quotations must be deposited in tender box at **DFLA Attention: The Chairperson, Internal Procurement and Disposal Committee, Shire Building, P.O. Box 165, 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.
- 10) Section D details the Specifications

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

Signed: Name: Mr. F. Mthikira

Title/Position: **Procurement Officer**

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/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:
 - i. Registration Certificate
 - ii. PPDA Certificate
 - iii. Tax Clearance
 - iv. Withholding Tax Exemption Certificate if applicable
- 5) 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.
- 6) 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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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 D: SPECIFICATIONS

QTY	SPECIFICATION	DESCRIPTION
2	Brand	HP ENVY X360 OR EQUIVALENT
	CPU	12th Generation Intel Core i7 processor
	Software	Windows 11 Pro, Microsoft Office 2021 Professional plus Antivirus with 12
	Memory	16GB
	Storage	1TB SSD
	GPU	Intel Iris Xe Graphics
	Display	14" , touch screen-enabled
	Battery life	Up to 8 hours
	Connectivity	WiFi 802.11 ac Bluetooth 4.1 wireless card
	Finger print reader	YES
	Keyboard	Chicklet keyboard with backlight.
	Ports	HDMI, USB-C, 2 USB-A (USB 3.0)
	Webcam	HP True Vision 5MP IR camera with camera shutter, temporal noise reduction and integrated dual array digital microphones