



Parliament Buildings, Presidential Way, Private Bag B362, Capital City, Lilongwe 3

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REQUEST FOR QUOTATION

Procurement Reference Number: **POM/RFQ/PDU/3/ELEC/2024-25/089**

To:

.....

..... Date: 20th December, 2024

The Procuring Entity named above invites you to submit your quotation for carrying out the works as described herein. 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: *Supply, Delivery and Installation of electronic Equipment at Parliament of Malawi.*
 - 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to Parliament Building
or for goods supplied from outside of Malawi; CIP to Parliament Building.
 - 3) The delivery period required is **30 days** from date of order.
 - 4) Quotations must be valid for **45 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: **12:00 hrs on 15th January, 2025**. Quotations must be returned to:
The Chairperson, Internal Procurement and Disposal Committee, National Assembly, Parliament Building, Private Bag B362, Lilongwe 3. Attention: The Acting Chief Procurement Officer
- 1) The attached Activity Schedule (for lump sum contracts) or Schedule of Rates and Prices (for contracts where payment is based on unit prices) *{delete as appropriate}* at Section C details the works to be performed. You are requested to quote by completing Sections B



PARLIAMENT OF MALAWI



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and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.

- 2) 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 the issue of a Local Purchase Order.

Signed: Name: **Annastanzia Chirwa**

Title/Position: **Acting Chief 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 and certification as stated within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

- 1) Currency of Quotation: Malawi Kwacha
- 2) Works will commence withindays/weeks/months from date of Purchase Order.
- 3) Works will be completed bydays/weeks/months from date of Purchase Order
- 4) Validity period of this quotation isdays from the date for receipt of Quotations.
- 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 last financial year)
 - (iv) A list of recent Government contracts performed
 - (v) [Insert any other documentation required by the Entity]
- 6) We confirm that our quotation is subject to 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.

Quotation Authorisation:

Signed:.....Date:

Name: Title/Position:

Authorised for and on behalf of (Company name and seal):

.....

Registered 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 C: ACTIVITY SCHEDULE (TO BE PRICED BY BIDDER)

For Lump Sum Contracts

***Note: It is mandatory to attach pictorial sample
(Brochure) with clear specifications***

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

ITEM NO.	DESCRIPTION	SPECIFICATION	QTY	Unit Cost	Total Cost
A. ELECTRONIC EQUIPMENT					
1.	Video Editing Computers and software, Gaming PC,	OS: Windows 10 Processor: Intel Core i7, 12 th Gen or later, 12 MB L3 Cache No. of cores: 6 Cores Clock speed: 4.2 GHz base frequency RAM: 32GB DDR4 SDRAM (onboard) Graphics card: NVidia GeForce RTX 4060 ROM: 1TB SSD Display: 27-inch WLED backlit touch screen with Corning Gorilla Glass NBT (1920 x1080) Resolution: UHD (3840 x 2160) Form Factor: Small Tower	2		
2	Studio Cameras Sony PXW - Z280	<ul style="list-style-type: none"> • Lens Mount. Fixed. • Zoom Ratio. 17x (optical), servo/manual. • Focal Length. f = 5.6 - 95.2 mm. (35mm equivalent: 30.3 - 515 mm) • Iris. F1.9 - F16 and close. auto/manual selectable. • Focus. 800 mm to ∞ 	2		

		<p>(Macro Off), 50 mm to ∞ (Macro On, Wide), ...</p> <ul style="list-style-type: none"> • Image Stabilizer. On/Off selectable, shift lens. • Filter Diameter. $\phi 77$ mm, pitch 0.75mm. 			
3	Professional wireless video transmitter for cameras	<ul style="list-style-type: none"> • Wireless Video Transmitter/Receiver Set • Twin Image Transmission over 2.4 & 5 GHz • Mix up to 4 Receivers, Tablets & Phones • 1080p60 HDMI/SDI Transmission to 1200' • iOS/Android App with Zebra & LUT Support • 1.3" OLED Displays, >50ms Latency • L-Series Battery Support up to 12 Hours • Automatic Channel Selection, DC Input • Fan-less Design, Aluminum Construction 	1		
4	Spare batteries for Sony 4K PXW - Z280 vdcam	<ul style="list-style-type: none"> • BP-U90 • Ultra High Capacity Lithium-ion battery • 98Wh 	2		
5	External Hard Drives	<ul style="list-style-type: none"> • SSD type, • 4 TB capacity • USB 3.0 	2		
6.	Camera SD Cards	<ul style="list-style-type: none"> • 128GB Capacity each • Not less than 120mb/s data 	3		

		transfer speed			
		<ul style="list-style-type: none"> • 64 GB capacity • Not less than 120mb/s data transfer speed 	3		
7.	Professional wireless Omni-directional Lavalier lapel microphone	<ul style="list-style-type: none"> • 2 body pack transmitters • A dual channel receiver • Omni-directional lavalier microphones • UHF Frequency Range • 3.5mm mini jack to XLR output cable • stereo mini cable outputs on the receiver • SMAD-P4 cold shoe mount adapter • AA batteries • High resolution audio quality 	2		
8.	Full-Duplex Intercom System with Four Belt pack Transceiver	<ul style="list-style-type: none"> • AC Power Adapter with 4-Pin XLR • 3 x 1.9 GHz High-Gain Base Station Antennas • 5 x Single-Sided Headsets • 4 x Belt pack Transceivers • 4 x USB Type-C to USB Type-A Cables • 4-Pin XLR Adapter Belt pack Transceiver Features • Built-in lithium battery provides up to eight hours of operating time 	1		

		<ul style="list-style-type: none"> • Power switch, volume control, and mute/call button • Easy operation via OLED screen and menu navigation buttons • USB Type-C charging port • Industrial metal shell with belt clip 			
9.	Professional Studio Headphones	<ul style="list-style-type: none"> • Frequency response, 20 Hz to 20 KHz • Compact, Folding design • Headband with Foam cushion • 6.35 mm Audio jack or 3.5 mm to 6.35 mm female Stereo Audio Adapter 	3		
10.	UPS- 3KVA	<p>SMART-UPS, LINE INTERACTIVE, 3KVA, TOWER, 230V, 8X IEC C13+2X IEC C19 OUTLETS, SMART CONNECT PORT+SMARTSLOT, AVR, LCD</p> <ul style="list-style-type: none"> • Intelligent and efficient network power protection from entry level to scalable runtime. Ideal UPS for servers, point-of-sale, routers, switches, hubs and other network devices. • Includes: USB cable <p>Output power capacity: 2.7kWatts / 3.0kVA</p> <ul style="list-style-type: none"> • Max Configurable Power (Watts): 2.7kWatts / 3.0kVA • Nominal Output Voltage: 230V 	2		

		<ul style="list-style-type: none"> • Output Frequency (sync to mains): 50/60 Hz +/- 3 Hz Sync to mains • Topology: Line interactive • Waveform type: Sine wave • Output Connections (8) IEC 320 C13 (1) IEC 320 C19 (2) IEC Jumpers • Transfer Time :6 ms typical: 10 ms maximum <p>INPUT</p> <ul style="list-style-type: none"> • Nominal Input Voltage 230V • Input frequency 50/60 Hz +/- 3 Hz Auto-sensing • Input Connections BS1363A British, IEC 320 C20, Schuko CEE 7 / EU1-16P • Input voltage range for main operations 151 - 302 Adjustable, 160 - 286V • Number of Power Cords 1 Other Input Voltages 220 V, 240 V <p>BATTERIES & RUNTIME</p> <ul style="list-style-type: none"> • Battery type: Lead-acid battery • Typical recharge time: 3hour(s) • Replacement Battery: RBC55 Expected Battery Life (years) 3 - 5 • RBC Quantity 1 Battery Charge 			
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		Power (Watts): 271 Watts Extendable <ul style="list-style-type: none"> • Surge Protection and Filtering • Control panel Multifunction LCD status and control console • Communications & Management Interface Port(s) SmartSlot, USB • Emergency Power Off (EPO) Yes Available SmartSlot™ Interface Quantity 1 			
11.	TV Screens	Smart TV screens, uhd graphic quality Support at least 2 HDMI ports, <ul style="list-style-type: none"> • Display size. 42 Inch. • TV type, Smart TV. • Resolution Type. FHD (1920x1080) • Key Features. - Android 12 operating system. - 220nits Brightness. - 60 HZ Refresh Rate. - Includes Standard Remote Control. - 2 Speakers X 8 Watt. • Smart Connection. Wifi. • Connectivity. 3 HDMI ports, 2 USB ports. RF in 1, Bluetooth, component in/AV, WIFI, LAN 	2		
				Sub-total	
				16.5% VAT	
				Grand Total	

