



**MALAWI NATIONAL EXAMINATIONS BOARD
P.O. BOX 191, ZOMBA.**

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: MANEB/G/RFQ/085/24-25

To:

Date: 03/09/2024

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 and Delivery of
CLOUD VIRTUAL PRIVATE SERVERS (PVS) AND EMAIL SERVICES
- 2) Quotation prices should be based on:
For goods supplied from within Malawi; EXW – insured and delivered to **MANEB ZOMBA**
or for goods supplied from outside of Malawi; DDP to [*point of delivery*].
- 3) The delivery period required is 14 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 must be received, in sealed envelopes, no later than: **14:00hrs on 10/09/2024**
- 8) Quotations must be returned to:
**The IPDC Chairperson,
The Malawi National Examination Board,
P.O. Box 191
ZOMBA.
Att: Joan C. Khofi, Contact: +265882804774**
- 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: J.C. Khofi

Title/Position: **Principal Procurement Officer**

Procurement Number: MANEB/G/RFQ/085/24-25

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. A copy of our Trading Licence,
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A list of recent Government contracts performed,
 - v. *[Insert any other documentation required by the Procuring Entity]*.
- 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:

.....

Contact numbers:

.....

.....

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.

Procurement Number: MANEB/G/RFQ/085/24-25

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 Kwacha | Delivered Total Price Kwacha |
|----------------|--|------------------------|-----------------|------------------------------------|-------------------------------------|
| 1 | Cloud Virtual Private Servers (VPS) and Email Services as per attached specifications (for 24 months) | Each | | | |
| | | | | Sub Total | |
| 16.5% 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: _____

Procurement Number: MANEB/G/RFQ/085/24-25

SPECIFICATIONS FOR THE CLOUD VPS SERVERS AND MICROSOFT 365 SERVICES

| # | ITEM | QTY | TECHNICAL SPECIFICATIONS |
|---|---|-----|--|
| 1 | Virtual Private Server | 2 | CPU: 8 x 2,3 GHz (vCores) RAM: 128GB Disk: 400 GB (NVMe SSD) Traffic : Unlimited Remote Access: Remote Desktop External IP addresses: 1 Operating System: Windows Server 2022 FTP backup disk space: 100GB Simultaneous Terminal sessions: 5 Operating System: Windows Server 2022 Optional pre-installed software: Web Server (IIS) role, ASP.NET / ASP.NET Core, FileZilla FTP Server |
| 2 | Microsoft 365 Business Basic licence | 45 | Availability of the following services for each user: <ul style="list-style-type: none"> • Corporate email • Web and mobile versions of Word, Excel, PowerPoint, and Outlook • Chat, call, and video conference with Microsoft Teams • 1 TB of cloud storage • Microsoft Bookings, Planner, Forms, and others) • Automatic spam and malware filtering • Anytime phone and web support • Copilot for Microsoft 365 |
| 3 | Microsoft 365 Business Standard license | 5 | All services in Microsoft 365 Business Basic plus: <ul style="list-style-type: none"> • Desktop versions of Word, Excel, PowerPoint, and Outlook • Webinars with attendee registration and reporting • Collaborative workspaces to co-create using Microsoft Loop • Video editing and design tools with Microsoft Clipchamp |