



Public Procurement and Disposal of Assets Authority

Jireh bible House
Area 3
Lilongwe
MALAWI

Private Bag 383, Lilongwe3
Phone: (265) 0887083262/3/4
Email: dg@ppda.mw
Website: www.ppda.mw

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: PPDA/IEC/12/2024

To:

.....

.....

Date:3/12/2024

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

PRINTING AND DELIVERY OF INFORMATION EDUCATION AND COMMUNICATION(IEC) MATERIALS

- 2) The quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to **PPDA OFFICES**
or for goods supplied from outside of Malawi; CIP to **PPDA OFFICES**
- 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 must be received, in sealed envelopes, no later than: **2:00PM** on **9th December 2024**
- 8) Quotations must be returned to:
The IPDC Chairperson,
Public Procurement and Disposal of Assets Authority,
Private Bag 383,
Lilongwe 3

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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.

10) Samples should be provided in a separate envelop marked with Procurement Number: PPDA/IEC/12/2024 and name of company

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: **CHIMWEMWE WIRIMA**

Title/Position: **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/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 B & 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**
 - iv. **Evidence of Registration with Malawi Revenue Authority**
 - v. **A list of recent similar Government contracts performed,**
 - vi. **A Copy of MSME**
 - vii. **A copy of PPDA 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 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.

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: 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	Trifold Brochures for the function of the Authority <ul style="list-style-type: none">• Material: 200gsm glossy art paper,full-color print	Each	300		

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	<ul style="list-style-type: none"> • Size: A4(210mm X297mm)folded into three equal sections • Finish:Gloss lamination for durability 				
2	<p>Trifold Brochures for ethical standards</p> <ul style="list-style-type: none"> • Quantity: 300 • Material: 200gsmglossy art paper full colour print • Size: A4(210mmX297mm)fold ed into three sections • Finish: Gloss lamination durability 	Each	300		
3	<p>ATI Manuals</p> <ul style="list-style-type: none"> • 15 Pages • Quantity:100 • Material: 150gsm inner pages,250gsm cover with matte lamination • Size: A5 booklet(148mmx210mm) • Binding: Saddle-stitched or perfect bound 				
4	<p>Trifold e-GP Awareness Brochures</p> <ul style="list-style-type: none"> • Quantity: 500 • Materials:200gsm glossy art paper,full color print • Size: A4 trifold brochure • Finish: Gloss lamination for a polished look 				
5	<p>Anti-Corruption one pager</p> <ul style="list-style-type: none"> • Quantity: 300 • Material:200gsm glossy art paper,single sided • Size: A4(210mm X 297mm) • Finish:Glossy with sharp,clear text and graphics 				

Total	
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The following attachments are appended to clarify the Description of Goods:

Prepared by: _____ Signature: _____

Authorised By:

Name: _____

signature _____ Date: _____

Position:

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____