



**[OFFICE OF THE OMBUDSMAN]  
[P/BAG 348, LILONGWE]**

**REQUEST FOR QUOTATIONS (FOR GOODS)**

**PROCUREMENT REF NO. OMB/RFQ/CH/II/ICT/EQUIP/2025/12**

**To: SUPPLIERS**

**Date: 18<sup>th</sup> December 2025**

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**

**-COMPUTER AND ACCESSORIES**

- **Laptops Ultra 7** -4
- **Laptop i9** -2
- **Antivirus 3 in 1** -3

- 2) Quotation prices should be based on: **MWK** for goods supplied from within Malawi.
  - 3) The delivery period required is **7 DAYS** days/weeks/months 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 (**Mark on the Envelope and Description**) given above, and indicate your acceptance of the terms and conditions.
  - 7) Quotations must be received, **in sealed envelopes**, no later than: **[10:00 AM]** on **[13/01/ 2026]**  
Quotations must be returned to: **Procurement Section, Office of the Ombudsman, P/Bag 348, City Centre ST Martins House Lilongwe 3, AT THE RECEPTION-DEPOSIT IN a TENDER BOX**
  - 8) 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.
  - 9) Attach valid certificates: VAT; Tax Clearance; PPDA; Company Registration; Withholding tax Exemption. **Note: If the Bidder attach expired certificates will be rejected.**
- 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. And payment will be made within **45 days**.

Signed: ..... Name: **Snowden Serenje**

Title/Position: **Procurement Officer**. For and on behalf of the Purchaser

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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) 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: .....

.....

***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.***

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## 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 <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Laptops Ultra 7	Each	4		
2	Laptop i9	Each	2		
3	Antivirus 3 in 1	Each	3		
	PLEASE FIND ATTACHED SPECIFICATIONS-BELOW				
	Warranty Period: 12 Months				
			16% VAT		
			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: \_\_\_\_\_

Authorised for and on behalf of:

*(DD/MM/YY)*

Company:

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**List of Goods and Related Services**

**GROUP A: SUPPLY**

Item Number	Description	Quantity	Unit	Unit Price	Vat	Total
<b>LOT A1</b>	<b>Computers and Accessories</b>					
1	Laptops Ultra 7	4	Each			
2	Laptop i9	2	Each			
3	Antivirus 3 in 1	3	Each			

**Technical Specifications and Compliance Sheet**

Item No.	General	Technical Specification of items required including applicable standards	Mandator y	Compliance of specification offered
<i>A</i>		<i>B</i>	<i>C</i>	<i>d</i>
	<b>Laptops</b>	-Must be factory new	“M”	
		Intel Core (R) Ultra 7 Processor, windows 11 Pro	“M”	
		> 2.0 – 3.0 GHz Processor speed System Type:64 Bit	“M”	
		16Gb RAM Memory	“M”	
		Internal memory type: DDR5-SDRAM		
		1TB SSD	“M”	
		Display diagonal: 35.6 cm (14") Touch Screen	“M”	
		Keyboard: Backlit, English (EU)	“M”	
		<b>Camera:</b> FHD 1080p + IR Hybrid with Privacy Shutter	“M”	
		<b>Power Adapter:</b> 65W USB-C (3-pin)	“M”	
		<b>Battery:</b> 48Wh		
		Fingerprint reader: Touch Style, Match-on-Chip, Integrated in Power Button		

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Item No.	General	Technical Specification of items required including applicable standards	Mandator y	Compliance of specification offered
	<b>Ports and Slots</b>	1x Ethernet (RJ-45)	“M”	
		1x USB-C (Thunderbolt 4 / USB4 40Gbps), with USB PD 3.1 and DisplayPort 2.1 at least 3 USB		
		1x HDMI 2.1, up to 4K/60Hz		
		1x Headphone / microphone combo jack (3.5mm)		
	<b>Laptop i9</b>	-Must be factory new	“M”	
		i9 14th generation processor	“M”	
		(at least 5.8 GHz with Intel® Turbo Boost Technology, 36 MB L3 cache, 24 cores, 32 threads)	“M”	
		32 GB DDR5-5600 MT/s (2 x 16 GB) RAM Memory	“M”	
		1 TB PCIe® Gen4 NVMe™ TLC M.2 SSD	“M”	
		Intel® Wi-Fi 7 BE200 (2x2) and Bluetooth® 5.4 wireless card	“M”	
		NVIDIA® GeForce RTX™ 4070 Laptop GPU (8 GB GDDR6 dedicated)	“M”	
		<b>Camera</b> True Vision 1080p FHD IR camera with temporal noise reduction and integrated dual array digital microphones	“M”	
	<b>Keyboard</b>	Full-size, per key RGB backlit, shadow black keyboard and 26-Key Rollover Anti-Ghosting Key technology	“M”	
	<b>Ports</b>	1 USB Type-A 5Gbps signaling rate 1 USB Type-A 5Gbps signaling rate (HP Sleep and Charge) 2 Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4, HP Sleep and Charge) 1 HDMI 2.1 1 RJ-45 1 AC smart pin 1 headphone/microphone combo	“M”	

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<b>Item No.</b>	<b>General</b>	<b>Technical Specification of items required including applicable standards</b>	<b>Mandatory</b>	<b>Compliance of specification offered</b>
	<b>Battery</b>	Up to 5 hours and 30 minutes	“M”	
		Product Color Black	“M”	
	<b>Antivirus</b>	3 user License + 1 user free License with VPN	“M”	