

REQUEST FOR QUOTATIONS (FOR SERVICES)

Procurement Number: NPC/RFQ/27/2025/26

To:
.....
.....
.....

Date:20th February 2026

National Planning Commission invites you to submit your quotation for the supply of goods and services herein. Any resulting order shall be subject to the Government of Malawi General Conditions of Contract for Local Purchase Orders (available on request) except were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1) Description

Procurement of Sports Attire

2) Quotation prices should be based in:

Malawi Kwacha

3) The delivery period required is Five (10) days from the date of order.

4) Quotations must be valid for Sixty (45) days from the date for receipt given below.

5) The warranty/guarantee offered shall be:NA

6) Provide three (3) references of similar contracts executed in the past 3 years.

7) Documents showing legal capacity of the firm.

8) Quotations and supporting documents specified in Section B must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.

9) Quotations must be received, in sealed envelopes no later than: 10:00hrs on 26th January, 2026.

10) Quotations must be returned to:

The Chairperson,

**Internal Procurement and Disposal of Assets Committee, National Planning Commission, Chief Mbelwa House,
2nd Floor, City Centre, P/Bag B316,
Lilongwe 3, Malawi.**



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11) The attached Schedule of Rates and Prices at Section C together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for providing the goods including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.



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SECTION B: EVALUATION OF QUOTATIONS

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: **Lesten Dzipindi**

Title/Position: **Procurement Officer**

For and on behalf of the Procuring and Disposing Entity

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.

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SECTION C: QUOTATION SUBMISSION SHEET

- 1)** Currency of Quotation: Malawi Kwacha
- 2)** Quotation validity shall bedays/weeks/months from date of submission.
- 3)** Delivery will bedays/weeks/months from date of LPO
- 4)** Warranty period offered shall be:NA
- 5)** We enclose the following documents:
 - (i) Section C of the Request for Quotations completed and signed.
 - (ii) A copy of our Trading License
 - (iii) A copy of our Annual Tax Clearance Certificate (for the last financial year)
 - (iv) A list of recent Government contracts performed (past 3 years).
 - (v) Compliance with the terms of reference
 - (vi) A copy of current PPDA registration
- 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.

Authorized By:

Signature:

Name: _____

Position:

Date: _____

(DD/MM/YY)

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Company: _____

Registered Address:
.....

If any additional documentation is attached to your quotation, a signature and authorization 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 authorized in Section B and Section C, the quotation may be rejected.

SECTION D: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)

No.	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1.	Netball	Each	2		
2.	Branded Netball Jersey (Dress)White and Green color	Each	10		
3.	Football	Each	2		
4.	Branded Foot Ball Jersey (Short and Jersey) -White and green color	Each	16		
Subtotal					
1% PPDA					
17.5% VAT					
Grand Total					

The following attachments are appended to clarify the Description of Services:
[List each attachment e.g. detailed schedule of services, or terms of reference]

Authorized By:



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Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

NPC FOOTBALL JERSEY LOGO AND TEXT PLACEMENTS



NPC NETBALL JERSEY LOGO AND TEXT PLACEMENTS



FRONT



BACK