



[OFFICE OF THE OMBUDSMAN]

[P/BAG 348, LILONGWE]

REQUEST FOR QUOTATIONS (FOR GOODS)

PROCUREMENT REFERENCE NO: OMB/RFQ/OFFICE/EQUIP/BTRO/2026/8

To: SUPPLIERS

Date: 17/08/2026

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) OFFICE EQUIPMENT

- **Stand Office Fan-3 Speed 16 Inches** -4
- **Heater Double Coils (2 Wire Elements)** -4
- **Electric Kettle 1.7Ltr Stainless Steel** -1
- **Hot Plate Double Spiral** -1
- **Electric Extension 3 mtr** -4

2) Quotation prices should be based on: Malawi Kwacha (MWK).

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 given above, and indicate your acceptance of the terms and conditions.

7) Quotations must be received in sealed envelopes at the reception and deposit in a Tender Box, no later than: [10:00 Am] on [24/08/2026]

8) Quotations must be returned to: Office of the Ombudsman, ST Martins House, City Centre P/Bag 348, Lilongwe3

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) In addition to quotation the Bidder should attach colored photos as per compliance

11) ATTACH: Valid Certificates; (Vat, Tax Clearance; PPDA, Withholding, Company Registration) Non-attachment and expired certificates, will be rejected.

12) 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. Payment will be made with 45 Days from the date of Invoice.

Signed:

Name: **S.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	Stand Office Fan-3 Speed 16 Inches	EA	4		
2	Heater Double Coils (2 Separate Wire Elements)	EA	4		
3	Electric Kettle 1.7Ltr Stainless Steel	EA	1		
4	Hot Plate Double Spiral	EA	1		
5	Electric Extension 3 mtr	EA	4		
	The Warranty/Guarantee offered shall be: 12 months. (1 year)				
			17.5% 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: _____