

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: RFA/TOLLGATE-LOCAL-USER CARDS/1/23

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Date: 16th August 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 Related Services

Design and Printing of Printed Polyvinyl Chloride (PVC) Branded Tollgate Local User Cards for RFA at the Roads Fund Administration Head Office, Off Queens Drive in Lilongwe as per the Schedule of Requirements Section C List of Goods Specifications.

2) Quotation prices should be based on:

for goods supplied from within Malawi; EXW – insured and delivered to Roads Fund Administration, Ngerengere House in Lilongwe.

3) The delivery period required is 14 days from date of Order.

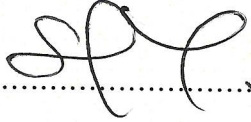
4) Quotations must be valid for 90 days from the date for receipt given below.

5) The warranty/guarantee offered shall be: N/A

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:
Monday 26th August 2024 at 14:00 hours
- 8) Quotations must be returned and deposited in a Tender Box and addressed to:
The Chairperson, Internal Procurement Committee, Roads Fund Administration,
Ngerengere Building, Off Queens Drive, Private Bag 369, Lilongwe 3.
- 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.... **Eng. R Manjanja**

Title/Position: **IPDC Chairperson**

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 Request for Quotation.

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-Year ending June 30, 2021),
 - iv) PPDA Registration Certificate for the Year 2020/21
 - v) Provide References or LPOs or Contracts from two (2) previous Clients for similar cards
- 6) **Enclose a physical sample of the Polyvinyl Chloride (PVC) with customised imprints similar to client's requirement**
- 7) 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.
- 8) 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.

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.	Designing and Printing of Polyvinyl Chloride (PVC) RFA branded cards embedded with features below; <ul style="list-style-type: none"> i. Texture - PVC Glossy Surface Card ii. Size - 86 x 54 x 0.76 mm iii. With Card Number and Chingeni Tollgate artwork (Special Colour) 2,000 Cards Kalinyeke Tollgate artwork (Special Colour) 3,000 Cards *Please Provide a Sample Card	Each	5000		
				Sub Totals	
	Taxes				
	PPDA Levy 1%				
			Total		

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

- **Sample images for Cards – front and back view**

Authorised By:

Signature: _____

Name: _____

Position: _____

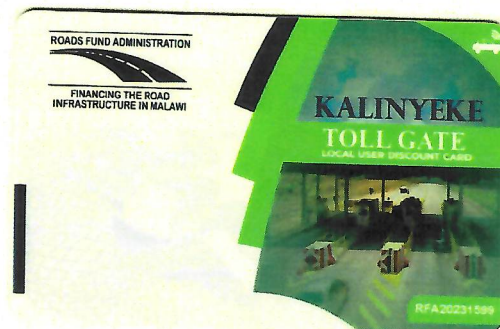
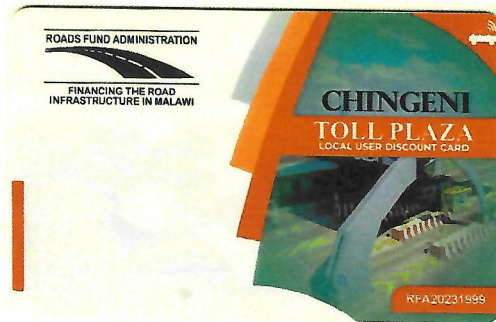
Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

SAMPLE CARDS



Hot Line: +265 884 855 635 / +265 888 898 485

THIS CARD IS THE PROPERTY OF ROADS FUND ADMINISTRATION.
IF LOST AND FOUND PLEASE HAND IT OVER TO ANY OF OUR
OFFICES / OUR TOLL PLAZA OR TO ANY POLICE STATION.

DESIGNED & PRINTED BY ELECTROCARD SYSTEMS LIMITED

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