



Public Procurement and Disposal of Assets Authority

Jireh bible House
Area 3
Lilongwe
MALAWI

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

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: PPDA/STATIONERY/05/2025

To:

.....

.....

Date: **16/05/2025**

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

Procurement of various stationery items

2) Quotation prices should be based on: **Malawi kwacha and price shall be fixed for a period of 30 days**

for goods supplied from within Malawi; EXW – **insured and delivered to PPDA premises**

or for goods supplied from outside of Malawi; **CIP to PPDA premises.**

3) The delivery period required is 5 days from the 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: **10:00 am on Friday, 23rd May 2025.**

8) Quotations must be returned to: **The IPDC Chairperson, Public Procurement and Disposal of Assets Authority, Private Bag383, 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.

10) The bidder shall submit with its bid the following additional documents:

- **Company Registration Certificate**
- **PPDA Certificate**
- **Copy of Tax Clearance**
- **Evidence of Registration with Malawi Revenue Authority**
- **Evidence of Previous works of similar nature performed (Copies of LPOs contracts or payment vouchers**
- **Reference Letter from at least three current clients**
- **Copy of Certificate from Ministry of Trade if it is MSME (Small Category)**

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:

Section C of the Request for Quotations completed and signed.

- i. **Company Registration Certificate**
 - ii. **PPDA Certificate**
 - iii. **Copy of Tax Clearance**
 - iv. **Evidence of Registration with Malawi Revenue Authority**
 - v. **Evidence of Previous works of similar nature performed (Copies of LPOs contracts or payment vouchers**
 - vi. **Reference Letter from at least three current clients**
 - vii. **Copy of Certificate from Ministry of Trade if it is MSME**
- 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: _____
—

Authorised for and on behalf of: _____ (DD/MM/YY)

Company: _____

Address:
.....

Procurement Number: PPDA/09/STATIONERY

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	80A TONNER	EACH	8		
2	PHOTOCOPY PAPER	EACH	200		
3	CELLO TAPE 6 INCH	EACH	30		
4	BLACK PENS	EACH	500		
5	BINDING FILM A4	EACH	5		
6	STAPPLE WIRE 26/16	PACK	25		
7	8030 XEROX BLACK	EACH	8		
8	6515 TONER XRX BLK	EACH	4		
9	30A TONNER	EACH	8		
10	PRINTED FILES (MG TYPE)	EACH	200		
11	EXECUTIVE PEN	EACH	20		
12	BOX FILE	EACH	50		
13	CLEAR BINDING FIRM	EACH	10		
14	HARD COVERS	EACH	50		
15	POST IT PAD	PACK	30		
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: _____

Procurement Number: PPDA/09/STATIONERY

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

Authorised for and on behalf of:

Company: _____