

All Communication be directed to :  
The District Commissioner  
Phone : 01466 086  
Fax : 01466 086



In reply Please quote No.....  
MULANJE DISTRICT COUNCIL  
PRIVATE BAG 9  
MULANJE  
MALAWI

MULANJE DISTRICT COUNCIL

## REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: RFQ2024-2025-05-08-24KG002GOODS

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

Date: 5<sup>th</sup> 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) **Descriptions:** Procurement of Laptops for Mulanje districts council (**Finance**) to be paid under **CSEPWP** funds.
- 2) Quotation prices should be based on: For goods supplied from within Malawi; **DAP** insured and delivered to **Mulanje District Council – Headquarters**
- 3) The delivery period required is...**7**... **Days** 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: .....months.
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and you must clearly indicate acceptance of the terms and conditions.
- 7) Quotations must be received, in sealed envelopes, no later than: **2:00PM** on 9th August, **2024**
- 8) Quotations must be returned to: **The Chairperson, Internal Procurement Committee**  
**Mulanje District Council, Private Bag 9, Mulanje.**  
**Attention: J. Kachingwe**  
**Cell: 0999 414 520**
- 9) The attached Schedule of Requirements outlined in 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.

### Application of Domestic Preference

- 10) The Procuring Entity shall grant a **Twenty percent (20%) margin of preference to Indigenous Black Malawians on this Tender**. Bidders to be considered for this margin of Preference shall be required to prove their business ownership by attaching to their bids **coloured copies of their Malawi National Identity Cards(The ID must be of the Managing Director or any authorised personal to sign, backed by a written power of Attorney)**.
- 11) The bidders shall also be required to provide a copy of their Tax Clearance certificates, Certificate of Registration for VAT and a copy of their certificate of registration. 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.

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Signed: ..... Name: ***J. Kachingwe***

Position ***District Procurement Officer***

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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 and certification as stated 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. Bidder should attach a coloured copy of National Identity card.
  - vi. Bidder should attach a certificate of registration as a **"Small Enterprise"** from the **Ministry of Trade**.
- 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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**C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)**

Item No.	Description of Services (Append detailed specifications, requirements, explanations and/or Terms of Reference as necessary)	Unit of Measure	Quantity	Unit Price Kwacha	Total Price Kwacha
1	HP Pavilion X 360°, Intel core i7, 13 <sup>th</sup> Gen, 16GB ram-DDR4, 1TB SSD, 14 inch, touchscreen, windows 11.	Each	1		
2	HP Envy i5 X 360°, Intel core-13 <sup>th</sup> Gen, windows 11, touchscreen 14 inch, 8GB ram-DDR4, 512GB SSD	Each	2		
<b>SUB TOTAL</b>					
<b>PPDA 1%</b>					
<b>VAT 16.5%</b>					
<b>Grand Total</b>					

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: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_