

NATIONAL CONSTRUCTION INDUSTRY COUNCIL
Private Bag A146
Lilongwe

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: NCIC/DESKTOPS/PPG/27/24-25

To: _____

Date: 18/09/2024

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: *SUPPLY AND DELIVERY OF ALL-IN-ONE DESKTOPS COMPUTERS AT NCIC LILONGWE OFFICES.***
- 2) Quotation prices should be based on:
for goods supplied from within Malawi; **EXW** – insured and delivered to **NCIC Head office in Lilongwe** or for goods supplied from outside of Malawi; **DDP**.
- 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: **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 26TH SEPTEMBER, 2024**
- 8) Quotations must be returned to: **The IPDC Chairperson
National Construction Industry Council
P/Bag A146
Lilongwe
M1 Road, opposite St. John,**
- 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. Gerald T. Khonje**

Title/Position: **Chief Executive 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. **Three copies of contracts performed (LPO, Reference Letter or Contract Agreements)**
 - v. **PPDA Certificate.**
 - vi. **Please provide SAMPLE PICTURES of the Desktops that you're quoting.**
 - vii. **Compliance to Technical Specifications.**
 - viii. **Manufactures Authorisation Document.**
 - ix. **Compliance to the requirement of testing and inspection terms and conditions.**
- 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 Kwacha	Delivered Total Price Kwacha
1	All-in-one Desktop computers and its accessories	Each	10		
Sub Total					
VAT 16.5%					
Grand Total					

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

1. Detailed technical specifications

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____

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TECHNICAL SPECIFICATIONS OF ALL-IN-ONE DESKTOPS

DESCRIPTION	TECHNICAL SPECIFICATION	COMPLIANCE TABLE
Display	Size: 27-Inch diagonal	
	Type: FHD IPS display	
	Resolution: 1920 X 1080 pixels (full HD)	
	Brightness: 250 nits	
Processor	Intel Core i7-13700 (16 Cores)	
Graphics	Integrated Intel UHD Graphic 770	
	NVIDIA GeForce GTX 1650 (4GB GDDR5)	
Memory	16 GB DDR4-3200 MHz RAM	
Storage	1TB NVMe M.2 SSD	
Operating System	Windows 11 Home	
Audio	Speaker: Dual speakers with B&O tuning	
	Microphone: Intel digital microphone	
Camera	Type: 5MP pop-up privacy camera	
	Features: 1080p video recording	
Connectivity	Wi-fi: wi-fi 6 (802.11ax)	
	Bluetooth: Bluetooth 5.2	
	Ports: 2X USB-C 3.2 Gen 1, 2X USB-A 3.2 Gen 1, 1X HDMI-out, 1X HDMI-in, 1X Ethernet (RJ-45), 3.5mm headphone/microphone combo jack, SD reader	
Input Devices	Keyboard: wireless keyboard	
	Mouse: wireless optical mouse	
Design	Body: plastic and metal construction with slim bezels	
	Stand: Tilt-adjustable	