

CONSTRUCTION INDUSTRY REGULATORY AUTHORITY

PRIVATE BAG A146,

Lilongwe

Request for Quotations (for Goods)

Procurement Reference Number: CIRA/GEQIP/29/26-27

To:

Date: 27/10/2026

The Procuring and Disposing Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Procuring and Disposing Entity 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 except where modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS

1. Description of Goods the Bidder is bidding to Supply and Delivery of the following items in LOTS: -

- LOT 1

o CIRA Branded Podium

o CIRA Branded mobile tent

- LOT 2

o Public Address (PA) System for events and institutional activities.

o Wireless Lapel /Lavalier microphone system

- LOT 3

o Camera flash lights

o Camera stand

- LOT 4

o Equipment storage Box for CIRA

2. Quotation prices should be based on—

(a) for goods supplied from within Malawi; EXW – insured and delivered to CIRA OFFICES IN LILONGWE

Standard Bidding Document for Request for Quotation for Procurement of Goods

- (b) for goods supplied from outside of Malawi; CIP or DDP
3. The delivery period required is **7 days** from date of order
 4. Quotations must be valid for **30 days** from the deadline for submission.
 5. The warranty/guarantee offered shall be: **12 months**.
 6. Quotations and supporting documents as specified in Section C must be marked with the Procurement Reference Number given above, and indicate your acceptance of the terms and conditions.
 7. Quotations must be received, in sealed envelopes, no later than: **10:00hr on 02nd November 2026**

Quotations must be returned to the Chairperson of IPDC:

The IPDC Chairperson,

Construction Industry Regulatory Authority

P/Bag A146, LILONGWE

8. The attached Schedule of Requirements in Section D, details the items to be procured. You are requested to quote your delivered price for these items by completing and returning Sections C and D.
9. Payment to the supplier shall be made within 30 days from the date of receipt of invoice.
10. [List any other requirements e.g. the provision of sample.
- On the toners will require a manufacture Authorisation document
11. The detailed descriptions of the goods required are provided in table below. Bidders shall provide full descriptions of the products being offered in Section D - Price Schedule.

Your quotation is to be returned by completing and returning this Form and Section C and D including any other information/certification required within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

1. Currency of Quotation: *Malawi Kwacha*
2. Delivery period offered: [insert a number] days/weeks/months from date of the Local Purchase Order.
3. The validity period of this Quotation is: [insert a number] days from the date for receipt of Quotations.
4. Warranty period (where applicable): [insert a number] months.
5. We attach the following documents: [tick against the document(s) you have attached]

- (a) Section D of the Request for Quotations completed and signed; ☐
- (b) A copy of your Business Registration Certificate and Trading Licence; ☐
- (c) A copy of your Annual Tax Clearance Certificate (for the current year); ☐
- (d) Three copies of recent Government contracts/LPO similar performed; ☐
- (e) Copy of National ID, MSME Certificate.

(f) Beneficial ownership Completed Form

Standard Bidding Document for Request for Quotation for Procurement of Goods

(g) Provide pictures of the items.

(h) Documents showing compliance to the technical specifications provided.

6. We offer to supply in conformity with the Request for Quotations Documents and in accordance with the delivery schedule required in Section D: Schedule of Requirements]

7. We have examined and have no reservations to the Request for Quotations Document, including Addenda No: (Insert Number and date) of Addenda).

8. Our price shall be fixed for the duration of the validity period

9. We declare that our firm, Directors and Beneficial Owners do not engage in corrupt, fraudulent and/or uncompetitive practices whenever participating in procurement proceedings.

AUTHORISED BY: [to be completed by someone who has the power of attorney for the bidder]

Signature: _____
 Name: _____
 Position: _____
 Date: _____
 Authorised for and on behalf of (Company name): _____
 Company: _____
 Registered Address: _____

If any additional documentation is attached to your quotation, a signature and authorisation at Section C and Section D 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	LOT 1 ○ CIRA Branded Podium ○ CIRA Branded mobile tent				
2	LOT 2 ○ Public Address (PA) System for events and institutional activities. ○ Wireless Lapel /Lavalier microphone system				
3	LOT 3 ○ Camera flash lights ○ Camera stand				
4	LOT 4 ○ Equipment storage Box for CIRA				
Sub-Total					
VAT 16.5%					
PPDA Levy (1%)					
Total Bid Price					

NOTE: Please refer the Technical Specifications for all Lots are attached.

Notes: The Procurement Levy is calculated based on Sub-total before taxes.

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

[List any attachments providing additional specification of the goods required]

Technical Compliance Sheet: List any attachments providing additional specification of the goods required]

No	DESCRIPTION OF GOODS	TECHNICAL SPECIFICATIONS	BIDDER'S SPECIFICATIONS	COMPLIANCE YES/ NO
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1				
2				
3				

SECTION D: BENEFICIAL OWNERSHIP DISCLOSURE FORM

Date: [insert date]

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the Bidder. In case of joint venture, the Bidder must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Bidder is any natural person who ultimately owns or controls the Bidder by meeting one or more of the following conditions:

1. directly or indirectly holding 5% or more of the shares
2. directly or indirectly holding 5% or more of the voting rights
3. directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
4. directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
5. has a significant stake in a company and on whose behalf activity of a company is conducted; or
6. exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Procurement Reference No.: [insert procurement reference number]
Page [insert page number] of [insert total number of pages] pages

To: [insert complete name of Procuring and Disposing Entity]

In response to your request in the Letter of Acceptance dated [insert date of letter of Acceptance] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

(i) we hereby provide the following beneficial ownership information.

Standard Bidding Document for Request for Quotation for Procurement of Goods

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 5% or more of the shares (Yes / No)	Directly or indirectly holding 5 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of directors or an equivalent governing body of the Bidder (Yes / No)	[include full name (last, middle, first), nationality, country of residence]

OR

(ii) We declare that there is no Beneficial Owner meeting one or more of the following conditions:

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights
- directors or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder.
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

OR

(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Bidder shall provide explanation on why it is unable to identify any Beneficial Owner]

- directly or indirectly holding 5% or more of the shares
- directly or indirectly holding 5% or more of the voting rights

Standard Bidding Document for Request for Quotation for Procurement of Goods

- directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Bidder]
- directly or indirectly, has a substantial economic interest in or receives substantial economic benefit from, a company, whether acting alone or together with other persons;
- has a significant stake in a company and on whose behalf activity of a company is conducted; or
- exercises significant control or influence over a person through a formal or informal agreement, and where such ownership, control or interest is through a trust, the trustee (s), beneficiaries, or anyone who controls the trust.

Name of the Bidder: [insert **complete name of the Bidder**]¹
Name of the person duly authorized to sign the Bid on behalf of the Bidder: [insert **complete name of person duly authorized to sign the Bid**]²

Title of the person signing the Bid: [insert **complete title of the person signing the Bid**]

Signature of the person named above: _____

Date signed [insert **ordinal number**] day of [insert **month**], [insert **year**]

SECTION E: EVALUATION OF QUOTATIONS:

1. Quotations will be evaluated to determine their compliance to technical specifications.
2. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Compliant quotations shall meet the following conditions listed in the technical compliance sheet:
3. Award of contract will be made to the lowest evaluated quotation [by item or by total] through the issue of a Local Purchase Order.

Signed: _____
Name: **Eng. Gerald T. Khonje**

CHIEF EXECUTIVE OFFICER

For and on behalf of the Procuring and Disposal Entity.

¹ In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder. In the event that the Bidder is a joint venture, each reference to "Bidder" in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.
² Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.

Technical Specifications for a 4m x 4m Mobile Tent

1. General Requirements

The tent shall be a heavy-duty, portable, and collapsible mobile tent suitable for exhibitions, conferences, public awareness campaigns, stakeholder engagement activities, and outdoor corporate events.

2. Dimensions

- Size: 4 metres x 4 metres
- Coverage Area: 16 square metres
- Adjustable height with minimum three height settings
- Peak height: Minimum 3.0 metres
- Side clearance height: Minimum 2.0 metres

3. Frame Structure

- Heavy-duty folding frame
- High-strength aluminium alloy or powder-coated steel frame
- Corrosion and rust-resistant finish
- Reinforced joints and connectors
- Scissor-type pop-up mechanism
- No special tools required for assembly

4. Canopy Material

- Premium polyester or PVC-coated fabric
- Minimum fabric weight: 500D polyester or equivalent
- Waterproof and weather-resistant



- UV-resistant coating
- Fade-resistant material
- Flame-retardant material
- Tear-resistant construction

5. Sidewalls

The tent shall be supplied with:

- Four (4) detachable sidewalls
- At least one sidewall with a zippered entrance
- At least two sidewalls with transparent PVC windows
- Easy attachment using Velcro or zip fasteners

6. Branding Requirements

- Full-colour custom branding capability
- High-resolution digital printing
- Branding on canopy valances and sidewalls
- UV-resistant printing inks
- Ability to display corporate logo, colours, and promotional messages

7. Portability

- Foldable design for easy transportation
- Wheeled heavy-duty carrying bag
- Compact storage size
- Total packed weight not exceeding 50 kg

8. Stability and Safety

The tent shall be supplied with:

- Anchor pegs
- Guy ropes
- Sandbags or weighted bases
- Frame locking mechanism

- Wind resistance of at least 40 km/h when properly anchored

9. Assembly

- Assembly time not exceeding 15 minutes
- Operable by two persons
- No specialized equipment required

10. Accessories

The tent shall be supplied complete with:

- Wheeled carrying/storage bag
- Four sidewalls
- Pegs and guy ropes
- Weight bags or base weights
- User manual
- Repair kit

11. Warranty

- Minimum 12-month warranty against manufacturing defects
- Availability of replacement parts and accessories

Tender Description

Supply and Delivery of One (1) 4m x 4m Fully Branded Mobile Tent

The bidder shall supply and deliver one heavy-duty 4m x 4m portable folding mobile tent complete with a branded canopy, four detachable sidewalls, heavy-duty aluminium or powder-coated steel frame, waterproof and UV-resistant fabric, carrying bag with wheels, anchor pegs, guy ropes, and weighted bases. The tent shall be suitable for outdoor corporate events, exhibitions, conferences, roadshows, and stakeholder engagement activities. Branding shall be in full colour in accordance with the Construction Industry Regulatory Authority (CIRA) corporate identity guidelines. A minimum warranty period of twelve (12) months shall apply.

This specification would be appropriate for CIRA's public exhibitions, Construction Week events, registration campaigns, and outreach programmes throughout Malawi.

Technical Specifications for a Branded Podium

1. General Requirements

The podium shall be suitable for conferences, media briefings, stakeholder engagements, official ceremonies, and public events.

2. Construction

- High-quality wood, acrylic, or metal construction
- Durable and professional finish
- Stable and robust structure

3. Design

- Professional corporate design
- Front branding panel
- Storage shelf for notes and documents
- Cable management provision

4. Branding Requirements

- Full-colour CIRA logo branding
- Branding in accordance with CIRA Corporate Identity guidelines
- Scratch-resistant finish

5. Dimensions

- Suitable standing height for public speaking
- Wide presentation surface

10. Warranty

- Minimum 12-month warranty

Suggested Tender Description

Supply and Delivery of Fully Branded Corporate Podium

The bidder shall supply and deliver one professionally designed branded podium suitable for conferences, media briefings, stakeholder engagements, and official ceremonies. The podium shall incorporate CIRA branding and corporate colours and be constructed from durable materials suitable for long-term institutional use. A minimum twelve-month warranty shall apply.

Technical Specifications for a Portable Corporate PA System

1. General Requirements

The system shall be a portable, self-contained Public Address (PA) system suitable for indoor and outdoor corporate events, conferences, trainings, exhibitions, and public outreach activities. The system shall be easy to transport, set up, and operate.

2. Amplifier

- Built-in digital amplifier
- Minimum power output: **250 Watts RMS**
- Peak power output: **not less than 400 Watts**
- Low distortion audio performance
- Independent volume controls

3. Loudspeaker

- 10-inch or 12-inch woofer
- High-frequency compression driver/tweeter
- Frequency response: 50Hz to 20kHz or better
- Sound coverage suitable for audiences of up to 300 people
- Minimum sound pressure level (SPL): 120 dB

4. Wireless Microphones

The system shall be supplied with:

- Two (2) wireless handheld microphones
- One (1) wireless lapel microphone
- One (1) wireless headset microphone

Microphone Requirements

- UHF wireless technology

- Operating range of at least 50 metres
- Rechargeable transmitters or rechargeable batteries
- Independent channel controls
- Automatic frequency synchronization

5. Audio Mixer

Built-in mixer with:

- Minimum four microphone channels
- Volume controls for each channel
- Master volume control
- Bass adjustment
- Treble adjustment
- Echo/Reverb control
- Feedback suppression technology

6. Connectivity

The PA system shall support:

- Bluetooth audio streaming
- USB playback
- SD card playback
- 3.5 mm auxiliary input
- XLR microphone inputs
- Line inputs and outputs
- Recording output

7. Power Supply

- Rechargeable lithium battery
- Minimum battery life of 6 to 8 hours of continuous operation
- AC mains operation (220-240V, 50Hz)
- Battery level indicator

- Built-in battery charging system

8. Portability

- Integrated trolley wheels

- Retractable pull handle

- Rugged impact-resistant enclosure

- Weight not exceeding 25 kg

- Compact and easy-to-carry design

9. Accessories

The system shall be supplied complete with:

- Carrying bags/covers
- Power cable
- Battery charger
- Wireless microphone chargers (where applicable)
- Remote control
- Audio connection cables
- User manuals
- Two speaker stands (if applicable)

10. Warranty

- Minimum 12-month warranty
- Local service and technical support
- Availability of spare parts and accessories

Suggested Tender Description

Supply and Delivery of One Portable Corporate Public Address (PA) System

The bidder shall supply and deliver one professional portable corporate PA system with a minimum output power of 250W RMS, built-in rechargeable battery, Bluetooth connectivity, integrated mixer, and four wireless microphones comprising two handheld microphones, one lapel microphone, and one headset microphone. The system shall be suitable for indoor and outdoor events and capable of effectively addressing audiences

of up to 300 participants. The PA system shall be supplied complete with all necessary accessories, cables, carrying cases, and a minimum twelve-month warranty.

Approved brands or equivalent: JBL EON One MK2, Yamaha StagePas Series, Bose S1 Pro+, Mipro MA Series, LD Systems Roadboy, or equivalent approved quality.

Technical Specifications for a Wireless Lapel Microphone

1. General Requirements

The microphone system shall be suitable for presentations, interviews, trainings, conferences, media engagements, and public events.

2. Microphone Type

- Wireless lapel (lavalier) microphone
- Omnidirectional pickup pattern

3. Wireless System

- UHF or digital wireless technology
- Minimum operating range of 50 metres
- Stable interference-free transmission

4. Audio Performance

- Clear voice reproduction
- Noise reduction capability
- Low-latency transmission

5. Power Supply

- Rechargeable transmitter and receiver
- Minimum operating time of 6 hours

6. Compatibility

- Compatible with cameras, smartphones, PA systems, and recording device

7. Accessories

The system shall be supplied complete with:

6. Warranty

Minimum 12-month warranty.

Suggested Tender Description

Supply and Delivery of Wireless Lapel Microphone System

The bidder shall supply and deliver a professional wireless lapel microphone system suitable for conferences, interviews, presentations, media engagements, and public awareness activities. The system shall provide clear audio transmission, rechargeable operation, and compatibility with cameras and public address systems. A minimum twelve-month warranty shall apply.

Technical Specifications for a Camera Flash Lights

1. General Requirements

The flash lighting equipment shall be suitable for professional photography, videography, media coverage, interviews, conferences, exhibitions, and corporate events.

2. Flash Performance

- Portable external flash unit
- Guide Number (GN) of at least 50
- Adjustable flash output levels
- High-speed synchronization capability
- Manual and automatic flash modes

3. Compatibility

- Compatible with DSLR and mirrorless cameras
- Hot-shoe mounting capability
- Universal compatibility or adaptable mounting system

4. Power Supply

- Rechargeable lithium battery
- Minimum 300 flashes per full charge
- Battery charging system included

5. Build Quality

- Lightweight and durable construction
- Heat protection system
- Portable design for field use

6. Accessories

The flash unit shall be supplied complete with:

Minimum 12-month warranty.

6. Warranty

- Rechargeable battery
- Battery charger
- Protective carrying case
- User manual

Suggested Tender Description

Supply and Delivery of Camera Flash Lighting Equipment

The bidder shall supply and deliver professional camera flash lighting equipment suitable for photography and videography for use on corporate events, media engagements, conferences, exhibitions and field activities. The flash units shall be rechargeable, portable, compatible with professional cameras, and supplied complete with all accessories and a minimum twelve-month warranty.

Technical Specifications for a Camera Tripod Stand

1. General Requirements

The tripod stand shall be suitable for professional photography, videography, media interviews, event coverage, and corporate communications activities.

2. Construction

- Heavy-duty aluminium alloy construction
- Corrosion-resistant finish
- Portable design

3. Dimensions

- Adjustable working height
- Minimum height: 60 cm
- Maximum height: 180 cm or above

4. Features

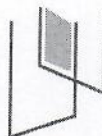
- Quick-release camera mounting plate
- Adjustable pan and tilt head
- Bubble level indicator
- Non-slip rubber feet
- Stable support for professional cameras

5. Portability

- Foldable design
- Carrying bag included

6. Warranty

- Minimum 12-month warranty



Suggested Tender Description

Supply and Delivery of Professional Camera Tripod Stand

The bidder shall supply and deliver one professional camera tripod stand with adjustable height, quick-release mounting system, durable aluminium construction, and carrying case. The tripod shall be suitable for photography, videography, interviews, and media coverage activities and shall be supplied with a minimum twelve-month warranty.

Technical Specifications for Equipment Storage Box

1. General Requirements

The storage box shall provide secure transportation and storage of cameras, microphones, lighting equipment, and other communication and media equipment.

2. Construction

- Heavy-duty hard-shell construction
- Water-resistant and dust-resistant
- Impact-resistant design

3. Internal Protection

- Foam-padded interior
- Adjustable compartments
- Shock-absorption protection

4. Security

- Lockable latches
- Reinforced hinges
- Secure carrying handles

5. Portability

- Wheeled design
- Extendable pull handle

6. Warranty

- Minimum 12-month warranty

Suggested Tender Description

Supply and Delivery of Equipment Storage Box

The bidder shall supply and deliver a heavy-duty equipment storage box suitable for the secure storage and transportation of cameras, microphones, lighting equipment, and accessories. The box shall be impact-resistant, lockable, portable, and supplied with protective internal padding and a minimum twelve-month warranty.