



**[OFFICE OF THE OMBUDSMAN]
[P/BAG 348, LILONGWE]**

REQUEST FOR QUOTATIONS (FOR GOODS)

PROCUREMENT REF NO. OMB/RFQ/CH/II/P/PRINT/2025/3

To: SUPPLIERS

Date: 14th March, 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

- Various Printing Materials & Banners

- 2) Quotation prices should be based on: **MWK** for goods supplied from within Malawi; EXW – insured and delivered to **[ST MARTINS HOUSE CITY CENTRE]** or for goods supplied from outside of Malawi; CIP to *[Point of delivery]*.
- 3) The delivery period required is **7 DAYS** days/weeks/months 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: **6 months**.
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number (**Mark on the Envelope and Description**) 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 **[19/03/ 2025]**
Quotations must be returned to: **Procurement Section, Office of the Ombudsman, P/Bag 348, and Lilongwe at the Reception-Deposit in a Tender Box**
- 8) 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.
- 9) **Note: [Attach valid certificates: VAT; Tax Clearance; PPDA; Company Registration; Withholding tax Exemption and MSME Certificates] failing to do so the bidder will be rejected.**
- 10) **Note: Attach a Coloured Broacher of your Products as Samples, failing to do so the bidder will be rejected.**

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. Payment will be made within 45 days.

Signed:

Name: **Snowden Serenje**

Title/Position: **Procurement 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. A list of recent Government contracts performed,
 - v. *[Insert any other documentation required by the Procuring Entity].*
- 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
	ALL ITEMS ARE BRANDED WITH COLOUR AND WRITINGS				
1	Backdrop Banner 3mx2.25m	Each	2		
2	Roll-up Banner 85cmx 200cm	Each	10		
3	Fisher Jackets	Each	50		
4	Tear Drop Flags 2m Printed on one side	Each	4		
5	Foldable Chairs	Each	4		
6	Pavillion Table 100cmx40cmx90cm	Each	1		
7	Book Racks	Each	4		
8	Placard Frames	Each	4		
9	Stickers 10cm x 3cm	Each	1210		
10	Chichewa Leaflets(A5)	Each	1000		
11	Office Location Poster (A5)	Each	1000		
12	Roll-up Banners 785cmx200cm	Each	2		
13	Wall Banner 3mx2.25m	Each	1		
14	Poster A1	Each	400		
	➤ Note: All Items should be Branded with colour and writings				
			16% VAT		
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: _____

Position: _____

Date: _____

Authorised for and on behalf of: _____

(DD/MM/YY)

Company: _____

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