

**Republic of Malawi**



## **The Roads Authority**

### **Request for Quotation (RFQ)**

<b>Subject of Procurement</b>	<b>Supply and Delivery of Laptop Computer</b>
<b>Procurement Reference Number</b>	<b>RA/ADM/ICT/2024-25/1A</b>
<b>Procurement Method</b>	<b>Request for Quotation</b>
<b>Date of Issue</b>	<b>12<sup>th</sup> March, 2025</b>
<b>Closing Date</b>	<b>17<sup>th</sup> March, 2025</b>

**Ref. No.: RA/ADM/ICT/2024-25/1A**

12<sup>th</sup> March, 2025

To: All Eligible Suppliers Registered with PPDA

Dear Sir,

**Request for Quotations (RfQ)**

**Supply and Delivery of Laptop Computer; Contract No. RA/ADM/ICT/2024-25/1A**

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The Roads Authority invites you to submit your quotation for the Supply and Delivery of Laptop Computer as 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 of; Laptop Computer.**
- 2) Quotation prices should be based on:**  
for goods supplied from within Malawi; EXW – insured and delivered to Roads Authority Head Office – Functional Building, **or** for goods supplied from outside of Malawi; CIP to Roads Authority Head Office – Functional Building.
- 3) The goods quoted must all be **Ex Stocks** and the delivery period required is strictly within Seven (7) days from the date of order.**
- 4) As part of evaluation, Roads Authority shall visit the bidder's premises within Malawi to confirm on the availability of the quoted items and ascertain the quality and compliance to specifications of the same.**
- 5) Quotations must be valid for **90 days** from the date for receipt given below.**
- 6) The warranty/guarantee offered shall be: **twelve (12)** months.**
- 7) 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.**
- 8) Quotations must be received, in sealed envelopes, no later than: **10:00 am** on **17<sup>th</sup> March, 2025**.**

**9) Quotations must be returned to:**

The IPDC Chairman  
Roads Authority Headquarters  
Functional Building, Room No. 40  
Off Paul Kagame Road  
Private Bag B346  
**Lilongwe**  
**Attention: The Procurement Manager**

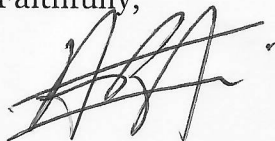
**10)** The attached Schedule of Requirements at Section C, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C.

**11)** The following documents should be attached to the quotations

- i. *Manufacturers' Authorisation letters for the equipment offered*
- ii. *Model numbers for the equipment to be used for verification for compliance to specifications*
- iii. *Documentary evidence to demonstrate that the Goods offered meet the specified Standards*
- iv. *MRA tax clearance certificate*

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.

Yours Faithfully,



**Eng. Ammiel Champiti**  
**Chief Executive Officer**

*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. ***Manufacturers' Authorisation letters for the equipment offered***
  - iii. ***Model numbers for the equipment to be used for verification for compliance to specifications***
  - iv. ***Documentary evidence to demonstrate that the Goods offered meet the specified Standards***
  - v. ***MRA tax clearance certificate***
  - vi. ***PPDA Certificate***
  - vii. *(Any other necessary documents)*
- 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.***

**SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)**

<b>Item No</b>	<b>Description of Goods</b>	<b>Unit</b>	<b>Qty</b>	<b>Delivered Unit Price <i>Kwacha</i> (VAT Inclusive)</b>	<b>Delivered Total Price <i>Kwacha</i> (VAT Inclusive)</b>
1	Laptop Computer	No.	01		
				<b>Total (VAT Inclusive)</b>	

## Technical Specifications and Compliance Sheet

**Procurement Reference Number: RA/ADM/ICT/2024-25/1A**

*Column b states the minimum technical specification of the items required.*

*The Bidder is required to complete column c with the technical specification of the items offered and to state whether the offered items “comply” or do “not comply” giving details of the areas of non-compliance in column d.*

### Technical Specification for Laptop Computer (1)

No	Item	Technical Specifications Required Including Applicable Standards	Mandatory	Technical Specifications Offered by the Bidder	Compliance
1	Processor	Intel ® Core™ 7 150U Processor	Y		
2	Memory	16 GB onboard-DDR4 SDRAM	Y		
3	Chip	Intel® Integrated SoC	Y		
4	Hard Drive	1 TB P NVMe™ M.2 Solid State Drive	Y		
5	Operating System	Windows 11 Professional preloaded	Y		
6	Wireless connectivity	Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card	Y		
7	Display	14" diagonal, WUXGA (1920 x 1200), multitouch-enabled, IPS, Low Blue Light, 400 nits			
8	Keyboard	Full-size, backlit, soft grey keyboard			
9	Camera	5MP IR camera with temporal noise reduction and integrated dual array digital microphones	Y		

10	I/O Ports	1 x USB 2.0, 2 x USB 3.0, 1 x USB Type C, 1 x HDMI, Audio Jack, RJ45;			
11	Office	Office 2021 or above preloaded	Y		
12	Mouse	Cordless USB Mouse			
13	Carrying case	Executive carrying case			
14	USB-C HUB ADAPTOR	12 in 1			
15	Warranty	1-year parts and replacement warranty			

**Authorised By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

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