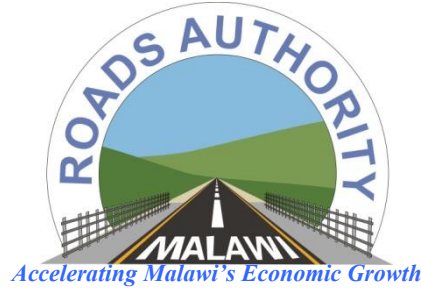


**Republic of Malawi**



## **The Roads Authority**

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

<b>Subject of Procurement</b>	<b>Provision of Photocopying and Binding Services for Road and Maintenance Bidding Documents.</b>
<b>Procurement Reference Number</b>	<b>RA/MAI/PS/2024-25/10</b>
<b>Procurement Method</b>	<b>Request for Quotation</b>
<b>Date of Issue</b>	<b>25<sup>th</sup> October, 2024</b>
<b>Closing Date</b>	<b>29<sup>th</sup> October, 2024</b>

**Ref. No.: RA/ADMIN/PS/2024-25/10**

25<sup>th</sup> October, 2024

To: All Eligible Micro Small and Medium Enterprise Suppliers Registered with the PPDA

Dear Sir/Madam,

**Request for Quotations (RfQ)**

**Provision of Photocopying and Binding Services for Road and Bridge Maintenance Bidding Documents.**

**Contract No. RA/MAI/PS/2024-25/10**

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The Roads Authority (RA) invites bidders to submit quotations for the provision of services 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 goods: As per Section C.

**Provision of Photocopying and Binding Services for Road and Bridge Maintenance Bidding Documents.**

2) Quotation prices should be based on:

for goods/services supplied from within Malawi; EXW – insured and delivered to Roads Authority Regional Office - Centre **or** for goods supplied from outside of Malawi; **CIP** to Roads Authority Regional Office - Centre in Lilongwe City Malawi

3) The date of the commencement of the services is within **7 Days** from date of order

4) Quotations must be valid for **90** days from the date for receipt given below.

5) The warranty/guarantee offered shall be: N/A

6) The services shall be provided in Roads Authority Regional Offices in Mzuzu, Lilongwe and Blantyre

7) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above, the lot being quoted for and indicate the bidder's acceptance of the terms and conditions.

8) Quotations must be received, in sealed envelopes, no later than: 10:00am on **29<sup>th</sup> October, 2024.**

9) Quotations in clearly marked envelopes indicating the lot number/ numbers being applied for must be submitted by hand 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 each lot by completing and returning Sections B and C.
- 11)** *The following additional documents should be attached to the quotations, and will be used in evaluation of bids are:*
- i. Section C of the Request for Quotations and Specifications completed and signed**
  - ii. Names and contacts of at least one previous customer successfully provided with similar services in the last three (3) years that can be contacted for reference.**
  - iii. Copy of trading bidder's Company Registration Certificate**
  - iv. Copy of bidder's annual Tax Clearance Certificate**
  - v. Copy of bidder's PPDA certificate**
  - vi. Copy of Micro Small and Medium Enterprise (MSME) Registration Certificate**
- 12)** 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/Contract.
- 13)** Bidders are allowed to quote for all the three lots but note that no bidder shall be awarded more than one lot.
- 14)** The successful bidder shall be required to move their photocopying equipment and staff to the Roads Authority premises and operate within the provided office space at the Roads Authority Regional Offices in Blantyre, Lilongwe and Mzuzu.
- 15)** Bidders are encouraged to apply for the lot of their proximity region to avoid logistical challenges.

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 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 MSME registration Certificate*
  - iv. *(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)**

**LOT 1: REGIONAL OFFICE NORTH**

<b>Item No</b>	<b>Description of Goods</b>	<b>Unit</b>	<b>Quantity</b>	<b>Delivered Unit Price Kwacha (16.5% VAT Inclusive)</b>	<b>Delivered Total Price Kwacha (16.5% VAT Inclusive)</b>
1	Photocopying of bidding document in black and white on one side of A4 white paper, 80 g/m2	Page	100,000		
2	Binding with plastic spiral binding strips not exceeding 20mm size complete with one bill board bottom cover and transparent top and bottom cover pages	Booklet	700		
3	Binding with plastic spiral binding strips not exceeding 10mm size complete with one bill board bottom cover and transparent top and bottom cover pages	Booklet	100		
				<b>Total</b> <b>(16.5% VAT Inclusive)</b>	

**LOT 2 : REGIONAL OFFICE CENTRE**

<b>Item No</b>	<b>Description of Goods</b>	<b>Unit</b>	<b>Quantity</b>	<b>Delivered Unit Price Kwacha (16.5% VAT Inclusive)</b>	<b>Delivered Total Price Kwacha (16.5% VAT Inclusive)</b>
1	Photocopying of bidding document in black and white on one side of A4 white paper, 80 g/m2.	No	40,000		
2	Binding booklets with plastic spiral binding strips not exceeding 20mm size complete with one bill board bottom cover and transparent top and bottom cover pages	No	350		
3	Binding booklet with plastic spiral binding strips not exceeding 10mm size complete with one bill board bottom cover and transparent top and bottom cover pages	No	100		
				<b>Total</b> <b>(16.5% VAT Inclusive)</b>	

**LOT 3: REGIONAL OFFICE SOUTH**

<b>Item No</b>	<b>Description of Goods</b>	<b>Unit</b>	<b>Quantity</b>	<b>Delivered Unit Price Kwacha (16.5% VAT Inclusive)</b>	<b>Delivered Total Price Kwacha (16.5% VAT Inclusive)</b>
1	Photocopying of bidding document in black and white on one side of A4 white paper, 80 g/m <sup>2</sup>	Page	100,000		
2	Binding with plastic spiral binding strips not exceeding 20mm size complete with one bill board bottom cover and transparent top and bottom cover pages	Booklet	500		
3	Binding with plastic spiral binding strips not exceeding 10mm size complete with one bill board bottom cover and transparent top and bottom cover pages	Booklet	140		
				<b>Total (16.5% VAT Inclusive)</b>	

## Technical Specifications and Compliance Sheet

**Procurement Reference Number: RA/MAI/PS/2024-25/10**

*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.*

<b>Item</b>	<b>Required Specifications</b>	<b>Specifications Offered by the Bidder</b>	<b>Compliance (We Comply/ Do not Comply)</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
1	Paper Quality: black and white A4 white paper, 80g/m <sup>2</sup>		
2	Binding Strips: PVC plastic spiral binding strips		
3	Bottom Page: Plain A4 Bill board paper		
4	Top and bottom covers: Clear A4 transparent sheet		

### Authorised By:

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

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

*(DD/MM/YY)*

Authorised for and on behalf of:

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