

Telephone: +265 1 789 377/071  
Fax: +265 1 789 328  
E-mail: stpw@transport.gov.mw

All correspondences should be addressed to  
The Secretary for Transport and Public  
Works



In reply please quote No.....  
Secretary for Transport and Public Works  
Private Bag 322  
Capital City  
LILONGWE 3  
Malawi

## REQUEST FOR QUOTATIONS (FOR GOODS)

**Procurement Number: MTPW/IPDC/2024-2025/ 112**

To: .....  
.....  
.....


Date: 14<sup>th</sup> 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: TONER.**
- 2) Quotation prices should be based on:  
for goods supplied from within Malawi; DDP – insured and delivered to Ministry of Transport and Public Works
- 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: N/A.
- 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: 14 hours on 20<sup>th</sup> March, 2025.
- 8) Quotations must be returned to: The Chairperson, Internal Procurement and Disposal Committee, Ministry of Transport and Public Works, Private Bag 322, Capital City, Lilongwe. Room No 41.
- 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: **Elestina Jere**

Title/Position: **Chief Procurement Officer (CPO)**

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: .....

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.....  
*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	HP Toner 415A	each	1		
Subtotal					
VAT 16.5 %					
PPDA Levy 1%					
Grand 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: \_\_\_\_\_