

REQUEST FOR QUOTATIONS FOR GOODS

Date: 12th August 2024

Procurement Number: RA/ADMN/ICT/2024-25/11

To: Registered Suppliers

The Roads Authority invites you to submit your quotation for the supply and delivery of Tablet Computers 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.

The quotations should be prepared on headed paper or your firm's official quotation indicating the *full details and tax registration numbers* of the firm that is making the quotation.

SECTION A: QUOTATION REQUIREMENTS:

- 1) Description of Supply and Delivery is **Supply and Delivery of**
Lot 1: Video Conference Facility
Lot 2: Heavy Duty Printers
Lot 3: Multi-Purpose Printer
Lot 4: Flatbed Scanners
Lot 5: Fourteen (14) Laptops as per attached specifications
- 2) Quotation prices should be based on: for goods supplied from within Malawi; for goods supplied from outside of Malawi; DDP to Roads Authority.
- 3) The delivery period required is **90 days** from date of issue of LPO.
- 4) Quotations must be valid for **120 days** from the date of the purchase order.
- 5) 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. Quotations must be received, in sealed envelopes, no later than: **16:00 hrs on Tuesday, 19th August 2024.**
- 6) Quotations must be returned to: The Chief Executive Officer
Roads Authority
Private Bag B346
Lilongwe 3
Attention: Internal Procurement and Disposal Committee
- 7) 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.
- 8) Bidders **must** attach brochures of the items they are bidding for. Quotations that are responsive, qualified and technically compliant will be ranked according to price.

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- 9) Award of contract will be made to the lowest priced and responsive quotation through the issue of a Local Purchase Order. **Award will be made per lot or a combination of lots.**

MP 

Signed:

Name: **Engineer Ammiel Champiti**

Title/Position: **Chief Executive Officer**

For and on behalf of the Purchaser

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 contracts performed,
 - v. Technical brochures.
- 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 (a)- Technical Specifications for Camera (5.No)

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
1. Frame rate	4K 30fps, 1080p, 720p, 640 x 480, 320 x 240 at 60, 30, 15fps	M		
2. Autofocus Minimum Working Distance	1 meter	M		
3. Field of View	86 degrees or more	M		
4. Motorized Pan and Tilt Movement	Pan: + 160 degrees, Tilt +90 degrees up – 30 degrees down, 10 Camera presets, Fast and quiet pan tilt movement	M		
5. Connectivity	USB Type C connector, Mini DIN6 for RS232 connection	M		
6. Video Format	YUVC, MJPE	M		
7. Mount	Camera mount for wall or ceiling	M		
8. System Requirements	Compatibility with MS Windows 10/11	M		
9. Accessories	Remote Control, Power Adapter, USB 3.1 type C to type A (2 m)	M		
10. Applications Compatibility	Zoom, Microsoft Teams, Skype for Business, and Google Hangouts	M		
11. Warranty	1 year after sale support and replacement warranty	M		

Lot 1(b) - Technical Specifications for Speakers (5.No)

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
1. Microphones	Cardiod Microphones,	M		
2. Loudspeaker	Frequency : 100 – 22,000 HZ, volume 92db at 0.5 m peak volume	M		
3. Microphone pickup range	6m/20ft pickup range	M		
4. Screen	5 inch color LCD (720 x 1280 pixel) 9:16 aspect ratio, Gesture-based, multi touch capable captive touch screen	M		
5. Keyboard	On screen virtual keyboard	M		
6. Audio Features	Voice activity detection, Bluetooth device pairing for wideband speech and multi streaming media, Poly Virtual USB Connector for Zoom Rooms	M		
7. Networking	2-port Gigabit Ethernet Switch, Wi-fi Network Connectivity, Dynamic Host Configuration Protocol,	M		
8. Warranty	1 year after sale support and replacement warranty	M		

Lot 1(c)- Technical Specifications for Mini PC (5. No)

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
1. Processor	Intel Core i7 8 th generation	M		
2. Graphics	HDMI 2.0a; USB-C	M		
3. Random Access Memory	8 GB DDR4	M		
4. Hard Drive	120 GB SSD	M		
5. Operating System	MS Windows 10 Professional	M		
6. Monitor Capabilities	Dual Monitor capability	M		
7. 4K Support	4K Support	M		
8. Warranty	1 year after sale support and replacement warranty	M		

Lot 2 - Technical Specifications for Heavy Duty Printer (2 No.)

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
1. Standard functions	Copy, Email, Print, Scan	M		
2. Processor	Quad-core 1.9 GHz	M		
3. Device memory	GB max	M		
4. Hard drive	250 GB (min)	M		
5. Connectivity	10/100/1000 Base T Ethernet	M		
6. Copy/print speed	up to 75 ppm	M		
7. Maximum copy resolution	600 x 600 dpi	M		
8. First-page-out time, printing	As fast as 5.7 seconds (black and white)	M		
9. Page Description Languages (PDL)	Adobe PostScript® 3™, HP-GL2™, PCL® 5c, PCL® 6, PDF (optional: XPS)	M		
10. Maximum print resolution	4800 x 1200 dpi, 256 shades of gray	M		
11. Duty cycle	Up to 300,000 images/month ^①	M		
12. Scan features	JPEG, Linearized PDF, Scan to FTP, Scan to SMB, Scan to USB memory device, Scan to email, Scan to folder, Scan to network, Single-touch scanning, TIFF, TWAIN support, Text searchable PDF, PDF/A, XPS	M		
13. Connectivity	10/100/1000 BaseT Ethernet, High-Speed USB 2.0 direct	M		

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
14. Controller features	print (optional: Wi-Fi (with Xerox® USB Wireless Adapter)) Configuration Cloning, Online Support, Remote Control Panel, Unified Address Book	M		
15. Document handler	Single-pass Automatic Document Feeder Capacity: 200 sheets 125 x 138 mm to 297 x 432 mm	M		
16. Maximum paper capacity	8,700 sheets	M		
17. Paper capacity	Tray (Bypass tray): 100 sheets Tray 1: 500 sheets Tray 2: 500 sheets Tray 3 (High-capacity tandem tray): 2000 sheets Tray 4 (High-capacity feeder) : 3000 sheets Tray (High-capacity feeder kits (HCF required))	M		
18. Paper size	Tray (Bypass tray): Custom sizes: 105 x 148 mm to 297 x 420 mm Tray 1: Custom sizes: 148 x 210 mm to 297 x 420 mm Tray 2: Custom sizes: 148 x 210 mm to 297 x 420 mm Tray (High-capacity tandem tray): Sizes: A4, Letter Tray (High-capacity feeder) (optional): Sizes: A4, Letter Tray (Envelope tray (replaces Tray 2)) (optional): Sizes: #10 Commercial, C5 Envelope, DL Envelope, Monarch	M		

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
19. Document handler	Single-pass Automatic Document Feeder Capacity: 200 sheets 125 x 138 mm to 297 x 432 mm	M		
20. OS support	HP-UX® 11 v2, IBM AIX® 5, Mac OS 10.5, Mac OS 10.6, Mac OS 10.7, Mac OS 10.8, Redhat Enterprise 4 and 5, Redhat® Fedora® Core 15-17, Solaris 10, Solaris 9, Ubuntu®, Unix®, Windows Server 2012, Windows® 2003 Server, Windows® 2008 Server, Windows® 8, Windows® Vista, Windows® XP, openSUSE® 11 and 12	M		
21. Finishing options	Offsetting catch tray: 300-sheet tray High-Volume Finisher w/ Booklet maker : Multi-position stapling, Saddle-stitch booklet maker (Hole punch), 3000+250-sheet Convenience Stapler: 50-sheets	M		
22. Warranty	1-year parts and unit exchange warranty	M		

Lot 2 - Technical Specifications for Multi-Purpose Printer (1 No.)

Item No	(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
1	Printer Technology	Laser	M		
2	Maximum Resolution	600 x 600 dpi (38400 x 600 enhanced dpi)	M		
3	Optical Resolution	1200 x 1200 dpi	M		
4	Print speed	28 ppm	M		
5	Print features	N-up printing, collation, Mopria certified, Google Cloud Print, Wireless Direct Printing, Auto-On/Auto-Off Technology, Print from Cloud using business apps on the control panel, JetAdvantage Private Print, Job Storage with PIN printing, Print from USB	M		
6	Print colour	Colour	M		
7	Printer Duty Cycle	Monthly: 50,000 pages	M		
8	Recommended Monthly Volume:	750-4,000 pages	M		
9	Connectivity	USB 2.0 Ethernet Wi-Fi	M		
11	Processor	1.2GHz	M		
12	Memory	256 MB NAND flash, 256 MB DRAM	M		
	Scanner		M		
13	Type	Flatbed, ADF	M		
14	Scan sensor	Contact Image Sensor (CIS)	M		
15	Optical Resolution	1200 x 1200 dpi	M		
16	Scan size	ADF: 4 x 6" to 8.5 x 14.0" / 10.2 x 15.2 cm to 21.6 x 35.6 cm	M		

Item No	(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
17	Flatbed:	Up to 8.5 x 11.7" / 21.6 x 29.7 cm	M		
18	Scan speed	Black: 26 ppm / 47 ipm (duplex), Color: 21 ppm / 30 ipm (duplex)	M		
19	Scanner features	Scan-to-E-mail; Scan-to-cloud; Scan-to-USB; Scan-to-network folder; LDAP e-mail lookup; Single-pass 2-sided scanning ADF	M		
20	Scan file format	PDF, JPG	M		
	Copier		M		
21	Copy resolution	600x600 dpi	M		
22	Copy speed	28 cpm	M		
23	Copy features	Number of copies; Reduce/Enlarge; Lighter/Darker; Optimize; Paper; Multi-page copy; Collation; Tray Select; Two-Sided; Draft Mode; Image Adjustment; Set as New Defaults; Restore Defaults	M		
24	Number of Copies	Up to 99 copies	M		
25	USB Cable	USB Cable			
26	Warranty	1 year parts and replacement warranty	M		

Lot 3 - Technical Specifications for Flatbed Scanner (2 No.)

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
1. Scanner type	Flatbed, ADF	M		
2. Processor speed	GHz	M		
3. Memory	768 MB	M		
4. Light source (scanning)	Light Emitting Diode (LED)	M		
5. Digital sending standard features	Local or network folder; e-mail; FTP; printer; fax	M		
6. Scan resolution, optical	Up to 600 dpi	M		
7. Scan resolution, hardware	Up to 600 x 600 dpi	M		
8. Duty cycle (daily)	daily duty cycle: 3000 pages	M		
9. Bit depth	24-bit (external), 30-bit (internal)	M		
10. Automatic document feeder scan speed	Up to 50 ppm/100 ipm (black & white, colour, greyscale, 200 dpi)	M		
11. Scan size (ADF), maximum	216 x 864 mm	M		
12. Scan size, maximum	216 x 356 mm	M		
13. Scan size (ADF), minimum	70 x 148 mm	M		

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
14. Scan size, minimum	25.4 x 25.4 mm	M		
15. Automatic document feeder capacity	Standard, 100 sheets	M		
16. Duplex ADF scanning	Yes	M		
17. Scan file format	PDF (image-only, searchable, MRC, PDF/A, encrypted), TIFF (single page, multi-page, compressed: G3, G4, LZW, JPEG), DOC, RTF, WPD, XLS, TXT, XML, XPS, HTML, OPF, JPG, BMP, PNG	M		
18. Scan input modes	Front panel scan to HP Scan Premium; HP Document Copy; software scan using HP Scan Premium; user application via TWAIN, ISIS, WIA or Kofax VRS drivers	M		
19. Color scanning	Yes	M		
20. Levels of grayscale	256	M		
21. Image scaling or enlargement range	to 999% in 1% increments	M		
22. Scan technology	Charge Coupled Device (CCD)	M		
23. Scanning options (ADF)	Single-pass duplex	M		

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
24. Multifeed detection	Yes, ultrasonic	M		
25. Output resolution dpi settings	75; 100; 150; 200; 240; 300; 400; 500; 600	M		
26. Document weight ADF (maximum)	120 g/m ²	M		
27. Document weight ADF (minimum)	49 g/m ²	M		
28. Media size (ADF)	A4; A5; custom; long paper up to 864 mm	M		
29. Media types	Paper (plain, inkjet, photo)	M		
30. Media weights, supported ADF	49 to 120 g/m ²	M		
31. Compatible Operating Systems	Windows 10, Windows 11.	M		
32. Connectivity, standard	USB2.0	M		
33. Warranty	1-year parts and unit exchange warranty	M		

Lot 4 - Technical Specifications for Laptops for Type A (7 No.)

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
1. Processor	Intel Core i7 11th Generation	M		
2. Memory	16 GB RAM	M		
3. Hard Drive	1 TB	M		
4. Wireless	Wireless 1397 (802.11g)	M		
5. Display	15.6" Full High Definition IPS WLED-backlit (1920 x 1080) touch screen x360	M		
6. Keyboard	Full-size island-style backlit keyboard with numeric keypad	M		
7. Camera	"TrueVision FHD IR Camera with integrated dual array digital microphone"	M		
8. I/O Ports	1 USB 3.0 (Type C); 1 x USB 3.0; 1 x HDMI; 1 Microphone/headphone combo	M		
9. Operating System	Windows 11 – 64 Bit Professional preloaded	M		
10. Office	Office 2019 or above preloaded	M		
11. Carrying case	Executive carrying case	M		
12. Mouse	High quality cordless USB mouse	M		
13. USB C Hub adapter	8 in 1 (1 x RJ45, 1 x Charging port, 1 x HDMI port, 1 x VGA port, 3 x USB 3.0 port)	M		

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
14. Warranty	1 year parts and replacement warranty	M		

Lot 4 - Technical Specifications for Laptops for Type B (7 No.)

(a) Item	(b) Technical Specification Required Including Applicable Standards	(c) Mandatory	(d) Technical Specification Offered by the Supplier	(e) Compliance to Requirements
1. Processor	Intel Core i7 11th Generation	M		
2. Memory	16 GB RAM	M		
3. Hard Drive	1 TB	M		
4. Wireless	Wireless 1397 (802.11g)	M		
5. Display	15.6" Full High Definition IPS WLED-backlit (1920 x 1080) touch screen	M		
6. Keyboard	Full-size island-style backlit keyboard with numeric keypad	M		
7. Camera	"TrueVision FHD IR Camera with integrated dual array digital microphone"	M		
8. I/O Ports	1 USB 3.0 (Type C); 1 x USB 3.0; 1 x HDMI; 1 Microphone/headphone combo	M		
9. Operating System	Windows 11 – 64 Bit Professional preloaded	M		
10. Office	Office 2019 or above preloaded	M		
11. Carrying case	Executive carrying case	M		
12. Mouse	High quality cordless USB mouse	M		
13. USB C Hub adapter	8 in 1 (1 x RJ45, 1 x Charging port, 1 x HDMI port, 1 x VGA port, 3 x USB 3.0 port)	M		
14. Warranty	1 year parts and replacement warranty	M		

The detailed technical evaluation will examine the technical specification of the items offered in column (d) and determine or verify whether this meets the minimum specification required in column (b). Bidders must complete column (d) attaching supporting documents or the bid will be rejected. Column (c) indicates whether the item is a "Mandatory" requirement by use of the letter "M". Any item without an "M" in column (c) is considered non-mandatory and subject to a reasonable variation in specification or performance to be assessed during evaluation. **Note that Bidders are required to include technical literature to support the details provided in column (d).**

The following attachments are appended to clarify the Description of Goods:[*List any attachments providing additional specification of the goods required and samples wherever possible*]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____