



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

**REQUEST FOR QUOTATIONS (FOR GOODS)**

**PROCUREMENT REF NO. OMB/RFQ/ST/CH/II/P/2024/11**

**To: SUPPLIERS**

**Date: 18<sup>th</sup> November 2024**

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**

➤ **STATIONERY**

- 2) Quotation prices should be based on: **MWK** for goods supplied from within Malawi.
- 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 [**22/11/ 2024**]  
Quotations must be returned to: **Procurement Section, Office of the Ombudsman, P/Bag 348, City Centre ST Martins House 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) Attach valid certificates: VAT; Tax Clearance; PPDA; Company Registration; Withholding tax Exemption. **Note: If the Bidder attach expired certificates 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. And payment will be made within **45 days**.

Signed: ..... Name: **Snowden Serenje**

Title/Position: **Procurement Officer**. For and on behalf of the Purchaser

**[OFFICE OF THE OMBUDSMAN]  
[P/BAG 348, LILONGWE]  
REQUEST FOR QUOTATIONS (FOR GOODS)**

**PROCUREMENT REF NO. OMB/RFQ/ST/CH/II/P/2024/11**

*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.***

**[OFFICE OF THE OMBUDSMAN]  
[P/BAG 348, LILONGWE]  
REQUEST FOR QUOTATIONS (FOR GOODS)**

PROCUREMENT REF NO. OMB/RFQ/ST/CH/II/P/2024/11

**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 <i>Kwacha</i>	Delivered Total Price <i>Kwacha</i>
1	Photocopying Paper	Ream	65		
2	Laminated Folders	Each	700		
3	A4 Envelopes	Box	1		
4	A5 Envelopes	Box	4		
5	Box of Pens	Box	7		
6	A5 Writing Pad	Each	80		
7	Toner HP17A	Each	1		
8	Heavy Duty Stapler Machine	Each	1		
9	Punching Machine-Medium	Each	2		
10	Stapler Machine-Medium	Each	1		
11	Staple Wires-Medium	Each	1		
12	Toner Kyocera T3300	Each	1		
13	Markers	Box	5		
14	Toner 737 Canon	Each	2		
15	Staple wires-Small	Box	1		
16	Flip Chart	Each	1		
17	Money Clip-Medium	Box	5		
18	Staple wires-Medium	Box	4		
19	Cell Tape 2"	Each	2		
20	HP Toner 89A	Each	1		
21	A4 Hardcover	Each	35		
22	Stick Note Pad	Each	20		
23	A4 Writing Pads	Each	10		
24	Lever Arch Files	Each	20		
25	Heavy Duty Punching Machine	Each	1		
				16% VAT	
				<b>Total</b>	

**Authorised by:**

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

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

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

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

Authorised for and on behalf of: \_\_\_\_\_

(DD/MM/YY)

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

**[OFFICE OF THE OMBUDSMAN]  
[P/BAG 348, LILONGWE]  
REQUEST FOR QUOTATIONS (FOR GOODS)**

**PROCUREMENT REF NO. OMB/RFQ/ST/CH/II/P/2024/11**