



## **REQUEST FOR QUOTATIONS (FOR GOODS)**

### **PROC # SUGGESTION BOXES/FEED BACK SLIPS/QR CODE POSTERS/CORP AFFAIRS/AUGUST 2024**

To: **Eligible Bidder**

Date: **20<sup>th</sup> August, 2024**

Malawi Revenue Authority 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  
**Suggestion Boxes, Feedback Slips & QR Code Posters**
- 2) The delivery period required is 14 days from date of order.
- 3) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to Main Warehouse Ginnery Corner **or** for goods
- 4) Quotations must be valid for **45 days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be **N/a** months.
- 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, in sealed envelopes, must be deposited in the RFQ box on second floor reception, **MRA Msonkho House, Blantyre** at or before **15.00hrs local time on Monday, 26<sup>th</sup> August 2024**.
- 8) Quotations must be returned to:

**IPDC Chairperson**  
**Malawi Revenue Authority**  
**Private Bag 247**  
**Blantyre**

- 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.
- 10) Quotations that are responsive, qualified and technically compliant will be ranked according to price and a domestic preference of 20 percent will be applied for black indigenous Malawians. 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: **Miriam Jere**

Title/Position: **Head Supply Chain Management**

For and on behalf of the Purchaser

# Malawi Revenue Authority

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 current Tax Clearance Certificate
  - iii. Copy of Business Registration Certificate
  - iv. Current PPDA certificate
- 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.***

# Malawi Revenue Authority

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

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Qty	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Suggestion Box <ul style="list-style-type: none"><li>• Wooden Suggestion Box with Tyre stands</li></ul>	Each	20		
2	Feedback Slip <ul style="list-style-type: none"><li>• Size A5</li><li>• Printed on one side</li><li>• White 80g/m<sup>2</sup> Paper (PPC Paper)</li></ul>	Each	10000		
3	QR Code Self Adhesive Poster <ul style="list-style-type: none"><li>• A4 Size</li><li>• Self-Adhesive</li><li>• Artwork to be provided</li></ul>	Each	200		
4	Free Standing QR Code Desk Poster <ul style="list-style-type: none"><li>• A4 size</li><li>• Free standing clear acrylic desk stand with printed poster</li></ul>	Each	100		
				<b>Total Lump Sum Price</b>	

**Authorised By:**

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

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

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

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

(DD/MM/YY)

Authorised for and on behalf of:

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

## SPECIFICATIONS FOR SUGGESTION BOXES, FEEDBACK SLIPS AND QR CODES POSTERS

### 1. SUGGESTION BOX

- Wooden suggestion Box with Tyre stands
- See sample from supply chain

### 2. FEEDBACK SLIP

- Size A5
- Printed on one side
- White 80g/m<sup>2</sup> Paper (PPC Paper) – normal printing paper

### 3. QR CODE SELF-ADHESIVE POSTER

- A4 Size
- Self-adhesive
- Artwork to be provided

### 4. FREE STANDING QR CODE DESK POSTER

- Free standing clear acrylic desk stand with printed poster
- Size A4