



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: ... MPS/RFQ/NTCH/2026/27/1B.....

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

Date: 14/07/2026

The Procuring Entity named above invites you to submit your quotation for the Goods/Services described Here in. 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: INSTALLATION AND TRAINING OF TOOTHPICK MAKING MACHINE AT NTCHISI PRISON

2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to **NTCHISI PRISON**] or for goods supplied from outside of Malawi; CIP to **[PRISONS**

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: **12 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 must be received, in sealed envelopes, no later than: **2PM ON 18/07/2026**

8) Quotations must be returned to:

THE IPC CHAIRMAN, PRISON HEADQUARTERS, P.O.BOX 28, ZOMBA

9) The attached Schedule of Requirements at Section C, details the Services to be purchased. *You are Requested to quote your delivered price in lots for the goods by completing and returning Sections B and C.*

10) *[List any other requirements e.g. the provision of samples]*

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.....

Title/Position: PROCUREMENT OFFICER

Name of Procuring Entity: Prison Headquarters

Procurement Number: MPS/RFQ/NTCH/2026/27/1

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: **7 days** from date of Purchase Order.
- 3) The validity period of this Quotation is: **30 Days** from the date for receipt of Quotations.
- 4) Warranty period (where applicable): 12 months.
- 5) We attach the following documents:
 - i. Section C of the Request for Quotations completed and signed;
 - ii. A copy of our **Business Registration Certificate, PPDA**
 - iii. A copy of our valid **MRA Certificate of Registration for VAT**,
 - iv. A copy of our valid **MRA Withholding Tax Exemption Certificate**,
 - v A copy of our valid **Tax Clear Certificate**
 - v. A list of recent Government contracts performed,
 - vi. [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.

Name of Procuring Entity: **Prison Headquarters**

Procurement Number: **MPS/RFQ/NTCH/2026/27/1**

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

DELIVERY POINT: [NTCHISI PRISON]

No Item	DESCRIPTION GOODS	UNIT OF MEASURE	QTY	DELIVERED UNIT PRICE KWACHA	DELIVERED TOTAL PRICE KWACHA
1	BAMBOO SAWING MACHINE - POWER(KW):1.5 - WEIGHT(KG):50 - SIZE(mm):720*550*1200 BAMBOO SLITTING MACHINE - POWER(KW):3.0 - WEIGHT(KG):500 - SIZE(mm):3000*950*1200 BAMBOO WAFER SEPARATOR - POWER(KW):6.3 - WEIGHT(KG):410 - SIZE(mm):1460*560*1050 BAMBOO WIRE FORMING MACHINE - POWER(KW):9.1 - WEIGHT(KG):400 - SIZE(mm):1000*620*1112 CUTTING TO LENGTH MACHINE - POWER(KW):0.75 - WEIGHT(KG):70 - SIZE(mm):800*700*900 TOOTHPICK SIZING MACHINE - POWER(KW):2.57 - WEIGHT(KG):165 - SIZE(mm):900*700*950 POLISHING MACHINE - POWER(KW):1.1 - WEIGHT(KG):110 - SIZE(mm):1050*1050*1200 TOOTHPICK SORTING MACHINE - POWER(KW):0.37 - WEIGHT(KG):65 - SIZE(mm):850*550*790 TOOTHPICK SHARPENING MACHINE - POWER(KW):1.11 - WEIGHT(KG):210 - SIZE(mm):1000*610*1000 MULTIPLE USE KNIFE MACHINE	Each	5 1		

	- POWER(KW):0.37 - WEIGHT(KG):40 - SIZE(mm):450*360*850 <u>Installation fee:</u> <u>Training fee:</u>				
				SUB TOTAL	
				VAT 17.5%	
				PPDA 1% LEVY	
				GRAND TOTAL	

Authorised By:

Signature: _____

Name:

Position: _____

Date:

(DD/MM/YY)

Authorised for and behalf of:

Company: _____

The following attachments are appended to clarify the Description of Goods/Service:
[List any attachments providing additional specification of the goods required]

