



Malawi Revenue Authority

Private Bag 247

Blantyre

REQUEST FOR QUOTATIONS (FOR GOODS)

Proc. No: PROC/UTENSILS/13/03/2025

Date: 13th March 2025

To: Eligible Bidder

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:

1) Description of Supply and Delivery

UTENSILS FOR KARONGA FAST

- 2) Quotation prices should be based on: for goods supplied from within Malawi; EXW – insured and delivered to Main Warehouse Ginnery Corner or for goods supplied from outside of Malawi;
- 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 in sealed envelopes, clearly labelled **PROC/UTENSILS/13/03/2025** must be deposited in the RFQ box placed at Msonkho House second floor reception no later than: **15:00Hours on Tuesday 18/03/2025**.
- 8) Quotations must be returned to:

Head of Supply Chain Management

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.

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: **Oscar Matewere**

For: **Head of 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. We attach the following documents:
 - iii. Section B and C of the Request for Quotations completed and signed;
 - iv. A copy of our Company Registration
 - v. A copy of our valid Annual Tax Clearance Certificate
 - vi. Copy of Business registration Certificate
 - vii. Valid PPDA Certificate
 - viii. Valid MSME 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



Malawi Revenue Authority

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)

Item No	Description of Goods	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Cups	Each	12		
2	Plates	Each	12		
3	Teaspoons	Each	12		
4	Tumblers	Each	12		
5	Flask	Each	3		
6	Kettles	Each	2		
7	Trays	Each	3		
8	Tea towels	Each	3		
9	Office bins	Each	6		
10	Office trays	Each	12		
<i>Sub Total</i>					
<i>V.A.T 16.5%</i>					
<i>PPDA Levy 1%</i>					
<i>Grand Total</i>					

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____