



REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: RFA/RFQ/LAPTOP/3/25

.....

Date: 12th March 2025

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 of Related Goods

Supply and Delivery of *laptop*

- 2) Quotation prices should be based on:
 for goods supplied from within Malawi; EXW – insured and delivered to **RFA Office Ngerengere Complex, Queens Drive (to Mchinji)**
- 3) The delivery period required is **14 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: **12months**
- 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:
18th March 2025.
- 8) Quotations must be returned and deposited in a Tender Box and addressed to:
 The Chairperson, Internal Procurement Committee, Roads Fund Administration,
 Ngerengere Building, Off Queens Drive, Private Bag 369, Lilongwe 3.

- 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: Eng. R. Manjanja

For: IPDC Chairperson

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 Request for Quotation.

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):N/A..... months.
- 5) We attach the following documents:
 - i) Section C of the Request for Quotations completed and signed;
 - ii) A Copy of our Trading license, and/or Official quotation bearing company name.
 - iii) A Copy of our Annual Tax Clearance Certificate (for the last Financial Year-Year ending March 31, 2024).
 - iv) PPDA Registration Certificate for the Year 2024/25.
 - v) Provide References or LPOs or Contracts from two (2) previous Clients
 - vi) **A copy of Certificate as proof of Registration for the Participation by Micro, Small and Medium Enterprise Order 2020)**
- 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:

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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)

Item No	Description of Goods (Attach detailed specification if necessary)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Business Laptop 14" <ul style="list-style-type: none"> • Display: 14 Inch • Keyboard: Backlit • Processor: Intel i7/ Intel 7 • Memory: 8gb • Storage: 512 GB SSD • 1-Year Warranty • Windows 11 Pro License • MS Office Licenses • Wireless Mouse • Laptop Bag 	Each	1		
			Total		

Vat 16.5%

PPDA levy 1%

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____