Malawi University of Science and Technology

REQUEST FOR QUOTATIONS (FOR GOODS)

Procurement Number: MUST/SC/2561/2025

To: _____

Date:10th Nov, 2026

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 were modified by this Request for Quotations.

SECTION A: QUOTATION REQUIREMENTS:

1) **Description of Goods and Related Services**
   Provision of Print Management System as described in Section C
2) Quotation prices should be based on:
   For goods supplied from within Malawi; **EXW** – insured and delivered to **MUST, NDATA, THYOLO or** for goods supplied from outside of Malawi; **CIP** to **MUST, NDATA, THYOLO 3)**
   The delivery period required is within **14days** from date of order.
3) Quotations must be valid for **30 days** from the date for receipt given below.
4) The warranty/guarantee offered shall be: **12 months** where applicable**.**
5) 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.
6) Quotations must be received, in sealed envelopes, no later than: **14.00 hrs.** on **17th Nov, 2026**
   Quotations must be returned to:

   The Chairman
   Internal Procurement Committee
   Malawi University of Science and Technology
   P.O. Box 5196
   Limbe
   Email: jkhofi@must.ac.mw
7) 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: **Joan Khofi**

Title/Position**: Procurement Manager** For and on behalf of **MUST**

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.

Malawi University of Science and Technology

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

Procurement Number: MUST/SC/2561/2025

Item No	Description of Goods	Unit	Quantity	Delivered Unit Price *Kwacha*	Delivered Total Price *Kwacha*
1.	Provide a print management system with the following feature; • User authentication • Cost management • Security • Workflow Automation • Device management • Reporting and Analysis • Integration **(Please see attachment for details)**	1			
				Sub total	
				VAT	
				Total	

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

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

_____

Specifications for Print Management software

- **User Authentication:**

  Supports campus card payment systems for authorization and payment at the device.

- **Cost Management:**

  Track and analyze printing costs, identify areas of excessive or wasteful printing, and implement policies to reduce spending (e.g., duplex printing, black and white by default).

- **Security:**

  Secure print release features restrict access to documents, ensuring only authorized users can retrieve printouts, thus protecting sensitive information.

- **Workflow Automation:**

  Automate tasks like routing print jobs to the appropriate devices, reducing manual effort and improving efficiency.

- **Device Management:**

  Monitor printer status, track toner levels, and remotely manage devices, streamlining maintenance and troubleshooting.

- **Reporting and Analysis:**

  Generate reports on printing activity, providing insights into usage patterns and costs, enabling data-driven decision-making.

- **Integration:**
  Integrate with existing IT infrastructure, including Active Directory and other business systems, for seamless operation.