



UNIVERSITY OFFICE

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P.O. Box 278
ZOMBA
MALAWI

To:

Date: 16th January, 2018

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) **Supply and Delivery of Photocopier, Procurement Reference Number G18-01-03**
- 2) Quotation prices should be based on:
for goods supplied from within Malawi; EXW – insured and delivered to **University Central Office, Stores Section, Zomba.**
- 3) The delivery period required is **2 weeks** 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: **1 month.**
- 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: **24th January, 2018 at 2:30 PM**
- 8) Quotations must be addressed to: **IPC CHAIRPERSON, UNIVERSITY OF MALAWI CENTRAL OFFICE, POST OFFICE BOX 278, ZOMBA**
- 9) The sealed quotations clearly marked supply and delivery of photocopier must be deposited in the tender box located at the University Office Reception.
- 10) Interested bidders may attend the opening of the quotations on the opening day indicated above.
- 11) 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: **SYDNEY ZINTAMBIRA**
Title/Position: **PROCUREMENT OFFICER**

For and on behalf of the Purchase

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 Registration Certificate
 - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
 - iv. A copy of ODPP Certificate
 - v. Reference from at least two reputable institutions
 - vi. Copies of previous contracts or LPO for similar assignment, at least two(2)
- 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.

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	Supply and Delivery of Photocopier Machine; Specifications: Duplex: one side, one to two sides, both sides Speed: 46-56 copies per minute Additional features Network function A4, A3 paper trays Scanning	Each	1		
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:

Company: _____