



10<sup>th</sup> May, 2024

To: All Eligible Bidders Registered with the PPDA

Dear Sir/Madam,

### **Request for Quotations (RfQ)**

#### **Provision of ICT Hardware Maintenance Services for the Roads Authority under a Framework Contract Contract No. RA/ ICT/HW/2024-25/03**

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The Roads Authority invites you to submit your quotation for the provision of Services described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. This framework contract 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 goods: As per Section C.

#### **Provision of ICT hardware maintenance services and supply and delivery of ICT Hardware Accessories and spare parts**

- 2) Quotation prices should be based on:  
for goods/services supplied from within Malawi; EXW – insured and delivered to Roads Authority Head Office - Lilongwe **or** for goods supplied from outside of Malawi; CIP to Roads Authority Head Office in Lilongwe.
- 3) The delivery period required is **7 Days** from date of order
- 4) Quotations must be valid for **90** 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 must be received, in sealed envelopes, no later than: **10:00 am on Wednesday, 22<sup>nd</sup> May, 2024**
- 8) Quotations must be physically returned to:

**The Chairperson-Internal Procurement Committee  
The Roads Authority  
Functional Building, Room Number 21  
Off Paul Kagame Road  
Private Bag B346  
Lilongwe 3, MALAWI**

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.

10) *The following additional documents should be attached to the quotations, and will be used in evaluation of bids are:*

- i. **Section C of the Request for Quotations and Specifications completed and signed;**
- ii. **A copy of MRA tax clearance certificate;**
- iii. **A list of at least three clients where the bidder provided computer hardware maintenance services in the last five years. The previous client should be public offices that can be contacted for verification of the bidder's satisfactory performance;**
- iv. **CVs and qualification certificates of two computer technicians/officers with a minimum of BSc in ICT related field that will be carrying out ICT maintenance services;**
- v. **A physical address of the of the bidder's workshop located in Lilongwe where ICT hardware maintenance works are carried out;**

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 issuance of a Contract.

Yours Faithfully,



**Eng. Ammiel Champiti**  
**Chief Executive Officer**

AC/oc

*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 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. *(Any other necessary documents)*
- 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)

ICT Equipment Parts and Repairs					
(For the type of service for each refer to the Schedule of activities)					
Item	Description	Unit	Qty	Delivered Unit Price Kwacha (16.5% VAT Inclusive)	Delivered Total Price Kwacha (16.5% VAT Inclusive)
<b>PC COMPUTER PARTS (HP 290 G1 MT)</b>					
1	Power supply for computers	No	3		
2	Hard disks SATA 1 TB	No	3		
3	Flat screen interface card	No	3		
4	16 GB DDR1 RAM	No	3		
5	Motherboard	No	3		
6	Central Processing Unit Intel i7 Processor	No	3		
7	CMOS battery	No	3		
8	Network Interface Card	No	3		
9	Optical mouse	No	3		
10	Keyboard	No	3		
11	Flat screen 19"	No	3		
<b>Sub Total</b>					
<b>LAPTOPS PARTS (Hp ProBook 450 G7)</b>					
12	Laptop power adaptor	No.	3		
13	Laptop batteries	No.	3		
14	Laptop Screen	No.	3		
15	Hard disks 1 TB SSD	No.	3		
16	16 GB DDR4 RAM	No.	3		
17	Motherboard (HP)	No.	3		
18	Central Processing Unit Intel i7 Processor	No.	3		
19	CMOS battery	No.	3		
20	Optical mouse	No.	3		
21	Keyboard	No.	3		
22	Laptop Hinge	No.	3		
23	ICs	No.	3		
24	Heat Sink and Fan	No.	3		
25	Laptop Bags	No.	3		
26	Laptop locks	No.	3		
<b>Sub Total</b>					
<b>LAPTOPS PARTS (HP Spectre x360)</b>					
27	Laptop power adaptor	No.	3		

ICT Equipment Parts and Repairs					
(For the type of service for each refer to the Schedule of activities)					
Item	Description	Unit	Qty	Delivered Unit Price Kwacha (16.5% VAT Inclusive)	Delivered Total Price Kwacha (16.5% VAT Inclusive)
28	Laptop batteries	No.	3		
29	Laptop Screen	No.	3		
30	Hard disks 1 TB SSD	No.	3		
31	16 GB DDR4 RAM	No.	3		
32	Motherboard (HP)	No.	3		
33	Central Processing Unit Intel i7 Processor	No.	3		
34	CMOS battery	No.	3		
35	Optical mouse	No.	3		
36	Keyboard	No.	3		
37	Laptop Hinge	No.	3		
38	ICs	No.	3		
39	Heat Sink and Fan	No.	3		
40	Laptop Bags	No.	3		
41	Laptop locks	No.	3		
Sub Total					
<b>LAPTOPS PARTS (HP Envy Series)</b>					
42	Laptop power adaptor	No.	3		
43	Laptop batteries	No.	3		
44	Laptop Screen	No.	3		
45	Hard disks 1 TB SSD	No.	3		
46	16 GB DDR4 RAM	No.	3		
47	Motherboard (HP)	No.	3		
48	Central Processing Unit Intel i7 Processor	No.	3		
49	CMOS battery	No.	3		
50	Optical mouse	No.	3		
51	Keyboard	No.	3		
52	Laptop Hinge	No.	3		
53	ICs	No.	3		
53	Heat Sink and Fan	No.	3		
55	Laptop Bags	No.	3		
56	Laptop locks	No.	3		
Sub Total					
<b>UPS PARTS</b>					

ICT Equipment Parts and Repairs					
(For the type of service for each refer to the Schedule of activities)					
Item	Description	Unit	Qty	Delivered Unit Price Kwacha (16.5% VAT Inclusive)	Delivered Total Price Kwacha (16.5% VAT Inclusive)
57	APC UPS batteries 12V -7 AH	No.	3		
58	UPS batteries 12V - 12 AH	No.	3		
59	750VA APC UPS batteries	No.	3		
Sub Total					
NETWORK PARTS					
60	Cisco Business CBS250-24P-4G Smart Switch	3	No		
61	Cable clips	3	No		
62	Cable ties	3	No		
63	RJ-45	3	No		
64	CAT 6 Cable	1000	Metre		
65	Microtik 951 Router	3	No		
66	10/1000 Network interface card	3	No		
67	USB to Ethernet Adaptor	3	No		
68	Junction boxes	3	No		
69	Trunking (15x16)	3	No		
70	9u Wall Mounting Data Cabinet	3	No		
71	Power distribution unit	3	No		
72	Dual Data Sockets	3	No		
73	Gigabit Switch	3	No		
74	Ubquit Wireless Access Points UAP-AC	3	No		
Sub Total					
PRINTERS/SCANNERS					
75	Rollers HP LaserJet Pro M404dn	3	No		
76	Rollers HP Color LaserJet MFP M477	3	No		
77	Rollers HP LaserJet Pro M479dw	3	No		
78	Rollers HP LaserJet Enterprise M607dn	3	No		
79	Rollers Kyocera Ecosys P3145dn	3	No		
80	Rollers HP 577	3	No		
81	Rollers HP CANON IR 2025	3	No		
82	Fuser Unit for HP LaserJet Pro M404dn	3	No		
83	Fuser Unit for HP LaserJet MFP M477	3	No		
84	Fuser Unit for HP LaserJet Pro M479dw	3	No		
85	Fuser Unit for HP LaserJet Enterprise M607dn	3	No		

ICT Equipment Parts and Repairs					
(For the type of service for each refer to the Schedule of activities)					
Item	Description	Unit	Qty	Delivered Unit Price Kwacha (16.5% VAT Inclusive)	Delivered Total Price Kwacha (16.5% VAT Inclusive)
86	Fuser Unit for Kyocera Ecosys P3145dn	3	No		
87	Fuser Unit for HP 577	3	No		
88	Fuser Unit for HP CANON IR 2025	3	No		
89	HP PRO 400 Series Maintenance Kit	3	No		
90	HP PRO 600 Series Maintenance Kit	3	No		
91	Kyocera Ecosys P3145dn Maintenance Kit	3	No		
92	HP 577 Maintenance Kit	3	No		
93	HP CANON IR 2025 Maintenance Kit	3	No		
94	Hp Scanjet 7500 Jam kit	3	No		
95	Hp Scanjet 7500 Maintenance Kit	3	No		
96	USB Cables (2meters)	3	No		
COMPUTER ACCESSORIES					
97	Flash Disks (32GB) Branded with RA Logo	100	No		
98	External hard drives (1TB)	3	No		
99	Jablar Speaker Phone	3	No		
100	External SSD drives (2 TB)	3	No		
101	Anker Zoom Unit	3	No		
102	USB to Ethernet Adapter	3	No		
103	12 in 1 C-TYPE USB HUB	3	No		
104	WIFI Adaptor	3	No		
105	HDMI Cable	3	No		
<b>Subtotal</b>					
<b>Grand Total</b>					

## Technical Specifications and Compliance Sheet

**Procurement Reference Number: RA/ ICT/HW/2024-25/03**

**Column b states the minimum technical specification of the items required.**

*The Bidder is required to complete column c with the with “Yes” or “No” depending on their ability to repair or replace with new ones the items column (b) and to state whether the bidder “comply” or do “not comply” to the requirement to replace or repair in column d.*

### Specifications for the Equipment and Related Services

Item	Required Items to be repaired or replaced by the service provider	Can the Bidder Repair or Replace (Yes/No)	Compliance (We Comply/ Do not Comply)
(a)	(b)	(c)	(d)
<b>PC COMPUTER PARTS (HP 290 G1 MT).</b>			
1.	Power supply for computers		
2.	Hard disks SATA 1 TB		
3.	Flat screen interface card		
4.	16 GB DDR1 RAM		
5.	Motherboard		
6.	Central Processing Unit Intel i7 Processor		
7.	CMOS battery		
8.	Network Interface Card		
9.	Optical mouse		
10.	Keyboard		
11.	Flat screen 19”		
<b>LAPTOPS PARTS (Hp ProBook 450 G7)</b>			
12.	Laptop power adaptor		
13.	Laptop batteries		
14.	Laptop Screen		
15.	Hard disks 1 TB SSD		
16.	16 GB DDR4 RAM		
17.	Motherboard (HP)		
18.	Central Processing Unit Intel i7 Processor		
19.	CMOS battery		
20.	Optical mouse		
21.	Keyboard		
22.	Laptop Hinge		
23.	ICs		
24.	Heat Sink and Fan		
25.	Laptop Bags		
26.	Laptop locks		
<b>LAPTOPS PARTS (HP Spectre x360)</b>			
27.	Laptop power adaptor		
28.	Laptop batteries		
29.	Laptop Screen		
30.	Hard disks 1 TB SSD		
31.	16 GB DDR4 RAM		
32.	Motherboard (HP)		
33.	Central Processing Unit Intel i7 Processor		
34.	CMOS battery		



Item	Required Items to be repaired or replaced by the service provider	Can the Bidder Repair or Replace (Yes/No)	Compliance (We Comply/ Do not Comply)
(a)	(b)	(c)	(d)
35.	Optical mouse		
36.	Keyboard		
37.	Laptop Hinge		
	ICs		
38.	Heat Sink and Fan		
39.	Laptop Bags		
40.	Laptop locks		
<b>LAPTOPS PARTS (HP Envy Series)</b>			
41.	Laptop power adaptor		
42.	Laptop batteries		
43.	Laptop Screen		
44.	Hard disks 1 TB SSD		
45.	16 GB DDR4 RAM		
46.	Motherboard (HP)		
47.	Central Processing Unit Intel i7 Processor		
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49.	Optical mouse		
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52.	Heat Sink and Fan		
53.	Laptop Bags		
54.	Laptop locks		
55.			
56.			
<b>UPS PARTS</b>			
57.	APC UPS batteries 12V -7 AH		
58.	UPS batteries 12V - 12 AH		
59.	750VA APC UPS batteries		
<b>NETWORK PARTS</b>			
60.	Cisco Business CBS250-24P-4G Smart Switch		
61.	Cable clips		
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64.	CAT 6 Cable		
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66.	10/1000 Network interface card		
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68.	Junction boxes		
69.	Trunking (15x16)		
70.	9u Wall Mounting Data Cabinet		
71.	Power distribution unit		
72.	Dual Data Sockets		
73.	Gigabit Switch		
74.	Ubiquiti Wireless Access Points UAP-AC		
<b>PRINTERS/SCANNERS</b>			
75.	Rollers HP LaserJet Pro M404dn		

Item	Required Items to be repaired or replaced by the service provider	Can the Bidder Repair or Replace (Yes/No)	Compliance (We Comply/ Do not Comply)
(a)	(b)	(c)	(d)
76.	Rollers HP Color LaserJet MFP M477		
77.	Rollers HP LaserJet Pro M479dw		
78.	Rollers HP LaserJet Enterprise M607dn		
79.	Rollers Kyocera Ecosys P3145dn		
80.	Rollers HP 577		
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<b>COMPUTER ACCESSORIES</b>			
97.	Flash Disks (32GB) Branded with RA Logo		
98.	External hard drives (1TB)		
99.	Jablar Speaker Phone		
100.	External SSD drives (2 TB)		
101.	Anker Zoom Unit		
102.	USB to Ethernet Adapter		
103.	12 in 1 C-TYPE USB HUB		
104.	WIFI Adaptor		
105.	HDMI Cable		

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_