



# Malawi Revenue Authority

Private Bag 247

Blantyre

## REQUEST FOR QUOTATIONS (FOR GOODS)

Proc. No: PROC/CA BT-SIGNAGE/05/2024

Date: 19<sup>th</sup> May 2024

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

#### PRODUCTION AND INSTALLATION OF SIGNAGE FOR BLANTYRE PORT AND BLANTYRE DOMESTIC TAXES

- 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; CIP to .....
- 3) The delivery period required is **21 days** from date of order.
- 4) Quotations must be valid for **60 days** from the date for receipt given below.
- 5) The warranty/guarantee offered shall be: **12 months**.
- 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 marked labelled “**PROC/CA/BT-SIGNAGE/05/2024**” must be deposited in the RFQ box placed at the 2<sup>nd</sup> floor reception, Msonkho House, no later than: **15:00Hours on Friday 24.05.2024**.
- 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: **Miriam Jere**

Title/Position: **Head of Supply Chain Management**

For and on behalf of the Purchase



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*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 valid Annual Tax Clearance Certificate
  - v. Copy of Business registration Certificate
  - vi. Valid PPDA Certificate
  - vii. Photos of previous works (Signage/ Branding)
  - viii. At least two copies of LPOs or contracts of similar procurement
- 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***



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*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 (taxes inclusive)	Delivered Total Price Kwacha (taxes inclusive)
1	<b>Blantyre Port:</b> Wall Sign – 3D Cut outs in words below; 1. Blantyre Port 2. Malawi Revenue Authority	Each	2		
	Illuminated Pylon- 5m by 1.5m	Each	1		
2	<b>Blantyre DTD Station:</b> Illuminated Pylon- 5m by 1.5m	Each	1		
	Wall sign – Refurbishment- 1m high 3m long	Each	1		
	Door signs – alluminium Frame- 50cm long 9.5cm high	Each	45		
3	<b>Msonkho HQ:</b> Bus Shelter – Refurbishment • Replacement of panels • Branding  Back Height: 1780mm x Width: 2570mm  Sides Height: 1826mm x Width: 1557mm		1		
	Indoor sign on ground floor and Reception signs • Produce and install a curved acrylic reception counter cover with words Reception; see sample pic below		1		



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	Acrylic wall mount Indoor way finding direction sign with metal bolts		1		
	Refurbishments of Floor Indoor way finding signs- A1		1		
	Install a 3D MRA logo cut-out on the reception – green colour				
	Acrylic Free standing Welcome Desk sign- 15cm by 30 cm wide		1		
	Station Sign – Pylon 3m by 1.5		1		
4	<b>MRA Main warehouse:</b> Pylon- 3m by 1m		1		
				<i>Total Bid Price</i>	

**NB: Prices to include transport, labour and all relevant taxes**

**Authorised By:**

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

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

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

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

*(DD/MM/YY)*

Authorised for and on behalf of:

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