



THE DIGITAL OPPORTUNITY TRUST: GOING BEYOND PROJECT

PROJECT NUMBER: P02

ADVERTISEMENT

REF. No.: DOT/GB/19-05-2025-06

Request for Quotations

**SUPPLY AND DELIVERY OF ICT EQUIPMENT TO EMERGE LIVELIHOODS IN
MZUZU.**

27th May 2025

SECTION A – REQUEST FOR QUOTATIONS

To:

Date: **27th May 2025**

The Procuring and Disposing Entity named above invites you to submit your quotation for the supply and delivery of 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: ICT Equipment (Android Tablets)** as described in Section C
Quotation prices should be based on: for goods supplied from within Malawi; **DAP** – insured and delivered to **Emerge Livelihoods, Kwawala House, second floor, P, O Box 20094, Mzuzu** or for goods supplied from outside of Malawi; **DDP to Mzuzu**.
- 2) The delivery period required is within **Ten days** from date of order.
- 3) Quotations must be valid for **Thirty(30)** days from the date for receipt given below.
- 4) The warranty/guarantee offered shall be: **twelve (12) months**.
- 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: 15:00 hours Local Time on **31th May 2025**.
- 7) Quotations must be returned to:
The Chairman
Internal Procurement and Disposal Committee
Emerge Livelihoods
P.O. Box 20094
MZUZU
Tel: +265 996033781
OR
Email: procurement@emergelivelihoods.org
Subject should read: **“SUPPLY AND DELIVERY OF ANDROID TABLETS TO EMERGE LIVELIHOODS”**

- 8)** 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.
- 9)** 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.
- 11)** The personnel of the Purchaser and the Service Providers should adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract. In pursuance of this principle, they should abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:
- (i) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution;
 - (ii) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
 - (iii) "Collusive practices" means a scheme or arrangement between two or more suppliers with or without the knowledge of the Borrower, designed to establish prices at artificial, noncompetitive levels;
- 12)** The Purchaser will reject a proposal for award if it determines that the Service Provider recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question

Signed: _____ Title/Position: Procurement Specialist.

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 and certification as stated 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 **2025 Financial Year**),
 - iv. A list of any **Two (2) recent contracts performed in ICT Equipment**,
 - v. Must be registered with PPDA. Evidence required: Valid PPDA registration Certificate.
- 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	Android Tablets	Each	20		
				Sub Total	
				VAT 16.5%	
				Grand Total	

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Appendix A – Detailed Specifications

Tablets- Quantity 20

Item No.	Technical Specification		Mandatory	Compliance of specification offered
A	B		C	D
	Android Tablets			
i	Good Camera Quality		M	
ii	Microphone		M	
iii	GPS Accuracy		M	
iv	Battery Capacity	5000mAh	M	
v	Internal Memory	4GB RAM	M	
vi	Display Size + HD Quality	8 inches to 10inch	M	
vii	Storage	256 GB	M	