# Competition and Fair Trading Commission

MERA Office Complex, 1st Floor
Along Convention Drive
Next to Civic Offices
Private Bag 332
Lilongwe
Telephone: +2659887738749
E-mail: procurement@cftc.mw


## REQUEST FOR QUOTATIONS (FOR GOODS)

**Procurement Number: CFTC/RFQ/ICT/PBX/2024-25**

To: …….

……  **Date:** May 10, 2024

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) Description of Supply and Delivery**

i. Supply and delivery of Yeastar S-Series 550 VOIP PABX and Accessories

**2)** Quotation prices should be based on:

for goods supplied from within Malawi; EXW – insured and delivered to:

**Competition and Fair Trading Commission**,
**New MERA Office Complex,**
**Along Convention,**
**Private Bag 332,**
**City Centre Lilongwe**

**Qualification Criteria**

**3)** The delivery period required is **seven (7) days** from date of order.

**4)** Quotations must be valid for **Sixty (*60) days*** from the date for receipt given below.

**5)** The warranty/guarantee offered shall be: **twelve (12)** months.

**6)** Manufacture's Authorization/ Dealership- (to be verified)

**7)** Evidence of Previous Assignment LPOs/Contracts

**8)** Evidence of Completion of Assignment –Payment Vouchers/ Signed Delivery Notes/ Certificate of Completion

**9)** 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.

**10)** Quotations must be received, in sealed envelopes or through electronic mail, no later than: **10:00 hours on Thursday 16th May, 2024.**

**11)** Quotations must be returned to:

**IPDC Chairperson,**
**Competition and Fair Trading Commission,**
**Along Convention Drive, New MERA Complex,1st Floor,**
**Private Bag 332,**

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**Lilongwe.**

**12)** 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.

**13)** Additional services:

*(a)* Delivery at CFTC Offices

*(b)* Office Key

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:

Title/Position: Senior Procurement Officer
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/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. Copy of Certificate of Registration

iii. TPIN Certificate and valid Tax Clearance Certificate;

iv. Withholding Tax Certificate. If not registered, the invoice shall be deducted for the withholding tax

v. A valid copy PPDA Certificate

vi. Evidence of past experience of supplying similar goods (attach at least three copies of contracts or LPOs)

vii. [*Insert any other documentation required by the Procuring Entity*].

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**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) | UoM | Qty | Delivered Unit Price *Kwacha* | Delivered Total Price *Kwacha* |
|---|---|---|---|---|---|
| 1. | Yeastar S-Series 550 VOIP PABX | Each | 1 | | |
| 2. | V65 Prime Business Phones | Each | 1 | | |
| 3. | V64 Prime Business Phone | Each | 6 | | |
| 4. | 303W Entry Level Phone | Each | 13 | | |
| 5. | Linus Mobile Software- | Users/ No | 26 | | |
| | | | **Sub-Total** | | |
| | | | **16.5% VAT** | | |
| | | | **Total** | | |

The following attachments are appended to clarify the Description of Goods:

[*List any attachments providing additional specification of the goods required*]

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_____