



UNIVERSITY OF MALAWI
INVITATION FOR REQUEST FOR QUOTATION (RFQ)
SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF
SOLAR EQUIPMENT AND ACCESSORIES, FOR UNIVERSITY OF
MALAWI

PROCUREMENT REFERENCE NO: G33-09-22

1. The **University of Malawi (UNIMA)** has budgeted funds to be used to procure solar equipment and accessories as listed below

Item No	Lot	Description	Contract type	Unit of measure	Delivery period	Qty
01	1	Biology Lab	Lump sum	1	Within 4 weeks	1
02	2	Chemistry Lab	Lump sum	1	Within 4 weeks	1
03	3	Computer Saver Room	Lump sum	1	Within 4 weeks	1
04	4	Chikowi lecture theatre	Lump sum	1	Within 4 weeks	1
05	5	Mwambo lecture theatre	Lump sum	1	Within 4 weeks	1

2. The **Chairperson, Internal Procurement and Disposal Committee (IPDC)**, now invites sealed bids from eligible bidders for the Supply, Delivery, Installation and Commissioning of Solar Equipment and Accessories. Interested bidders should obtain the request for quotation (RFQ) document or more information from www.unima.ac.mw
3. Bidders must deposit their sealed quotations into tender box at Porters Lodge formerly Chancellor college now University of Malawi Zomba before 29th September, 2022 at 10.am. Late RFQ will be rejected. Public bid opening will be conducted soon after bid submission deadlines at University of Malawi senior common room. Bidders or their representatives are free to attend the bid opening.

4. Site visit shall be held on Tuesday 27th September 2022 at all sites starting from 9.30 am at Procurement and Disposal Unit offices.
5. All quotations should be address to
The IPDC Chairperson
University of Malawi
P.O. Box 280
Zomba



University of Malawi

REQUEST FOR QUOTATION (For Goods)

Procurement Number: G33-09-22

To:

.....

.....

Date:

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, Delivery, Installation and Commissioning of Solar Equipment and Accessories.

{Brief Description of the goods required and the point of delivery}

2) Quotation prices should be based on:

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

or for goods supplied from outside of Malawi; CIP to site of installing

3) The delivery period required is 4 weeks 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: 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 must be received, in sealed envelopes, no later than: 10.00 hrs on 29th September, 2022

8) Quotations must be returned to:

IPDC Chairperson

University of Malawi

P.O. Box 280

- 1) 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.
- 2) [*List any other requirements e.g. the provision of samples*]

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.....

Title/Position:

For and on behalf of the Purchaser



University of Malawi

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 certified copy of the Bidder’s Certificate of Business Incorporation or Registration or equivalent;
 - iii. a certified current copy of the Bidders Tax clearance Certificate from Malawi Revenue Authority. 2022-23 FY
 - iv. A list of recent two contracts performed of similar nature and two reference letters from the institutions previously dealt with.
 - v. List of technical teams and with their experience for installation
 - vi. Copy of MERA certificate 2022-23 FY
 - vii. copy of technical drawings and installation manual
 - viii. Copy of PPDA certificates 2022-23 FY
 - ix. Basic prices for materials and labour
- 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.



University of Malawi

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
LO T 1	Biology Lab <ul style="list-style-type: none"> ● 5Kva 48v 5000w growatt parallel hybrid inverter. ● kw 100ah 48v lithium ion battery ● 300-380w All-weather Solar panels ● Panel mounting rails 6 metres ● Zink roof hooks ● Anti-theft panel clamps ● Solar Cable 6mm RED ● Solar Cable 6mm BLACK ● Battery cable 35mm ● 4 core 4mm Flex Cable ● In-line Fuse 100 amp with holder ● Complete DB Box 	1 1 1 1 1 1 1 1 1 1 1 1	1 2 12 5 15 48 100 100 30 30 1 1 1		
LO T 2	Chemistry Lab <ul style="list-style-type: none"> ● 5kva 48v 5000w Growatt parallel Hybrid inverter ● 4.8kw 100ah 48v Lithium ion battery ● 300-380w All-weather Solar panels ● Panel mounting rails 6 metres ● Zink roof hooks ● Anti-theft panel clamps ● Solar Cable 6mm RED ● Solar Cable 6mm BLACK ● Battery cable 35mm ● 4 core 4mm Flex Cable ● In-line Fuse 100 amp with holder ● Complete DB Box 	1 1 1 1 1 1 1 1 1 1 1	1 2 12 5 15 48 100 100 30 30 1 1 1		

LO T 3	Computer Saver Room <ul style="list-style-type: none"> ● 5kva 48v 5000w Growatt parallel Hybrid inverter ● 4.8kw 100ah 48v Lithium ion battery ● 300-380w All-weather Solar panels ● Panel mounting rails 6 metres ● Zink roof hooks ● Anti-theft panel clamps ● Solar Cable 6mm RED ● Solar Cable 6mm BLACK ● Battery cable 35mm ● 4 core 4mm Flex Cable ● In-line Fuse 100 amp with holder ● Complete DB Box 	1 1 1 1 1 1 1 1 1 1 1 1 1	1 2 12 5 15 48 100 100 30 30 1 1 1		
LO T 4	Chikowi lecture theatre <ul style="list-style-type: none"> ● 300w PV module ● 5kw parallel compatible PCU inverter ● AC cables 6mm/meter ● DC cables 6mm/ meter ● AJB/SCB ● Lighting arrester ● Earthling systems ● Data acquisition system 				
LO T 5	Mwambo lecture theatre <ul style="list-style-type: none"> ● 300w PV module ● 5kw parallel compatible PCU inverter ● AC cables 6mm/meter ● DC cables 6mm/ meter ● AJB/SCB ● Lighting arrester ● Earthling systems ● Data acquisition system 	1	1		
Total Amount					

16.5% VAT (if applicable)

PPDA levy 1%

TOTAL AMOUNT

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: _____

NOTE

- Bidders are requested to bid all items on a LOT
- Site visit will be held on 27th September 2022 at all sites
- Bidders are required to provide drawings and designs and have to handover to UNIMA EDOS office