



University of Malawi

**Project Name:** Skills for a Vibrant Economy (SAVE) Project  
**Project ID** : P172627  
**Credit Number** : IDA-V3480

---

## REQUEST FOR QUOTATION (For Goods)

**Procurement Number: MW-UNIMA-312473-GO-RFQ**

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 and Delivery**

*Office Equipment and Filing cabinet*

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

for goods supplied from within Malawi; EXW – insured and delivered to **University of Malawi Stores in Zomba**

**3) The delivery period required is **Four** 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: **10.00HRS** on **25<sup>th</sup> October 2022****

Quotations must be returned to:

Mr George Pahuwa  
University of Malawi  
P.O. Box 280  
Zomba

**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.

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 lot.

Signed: ..... Name.....

Title/Position: .....

*For and on behalf of the Purchaser*



University of Malawi

### Skills for a Vibrant Economy (SAVE) Project

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: ..... weeks from date of Purchase Order.
- 3) The validity period of this Quotation is: ..... days from the date for receipt of Quotations.
- 4) Warranty period: ..... 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 last Financial Year 2021-22),
  - iv. A list of recent Government contracts performed,
  - v. Letter of Acceptance of the World Bank's Anticorruption Guidelines and Sanctions Framework
  - vi. Past experience on the similar supply and delivery
  - vii. Copy of Company profile
  - viii. Reference letters from at least two (2) reputable organisation
  - ix. Financial Audited accounts for the past two years
- 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**  
**Skills for a Vibrant Economy (SAVE) Project**

**SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)**

Lot No	Item No	Description of Goods	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
01	01	Steel filling cabinets	1	10		
02	02	Laptop computers	1	20		
02	03	Laptop and Document bag	1	15		
02	04	Laptop and Document bag	1	5		
02	05	Desk top computer All in One	1	10		
03	06	Heavy duty Photocopier machine	1	1		
04	07	Office printer	1	3		
05	08	LCD projectors	1	3		
06	07	Photocopying paper A4	Box	100		
06	08	Suspending files,	Box	1000		
06	09	Flat files	1	1000		
06	10	Box files	1	50		
					Total Amount	
					16.5% VAT (if applicable)	
					<b>TOTAL AMOUNT</b>	

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)*

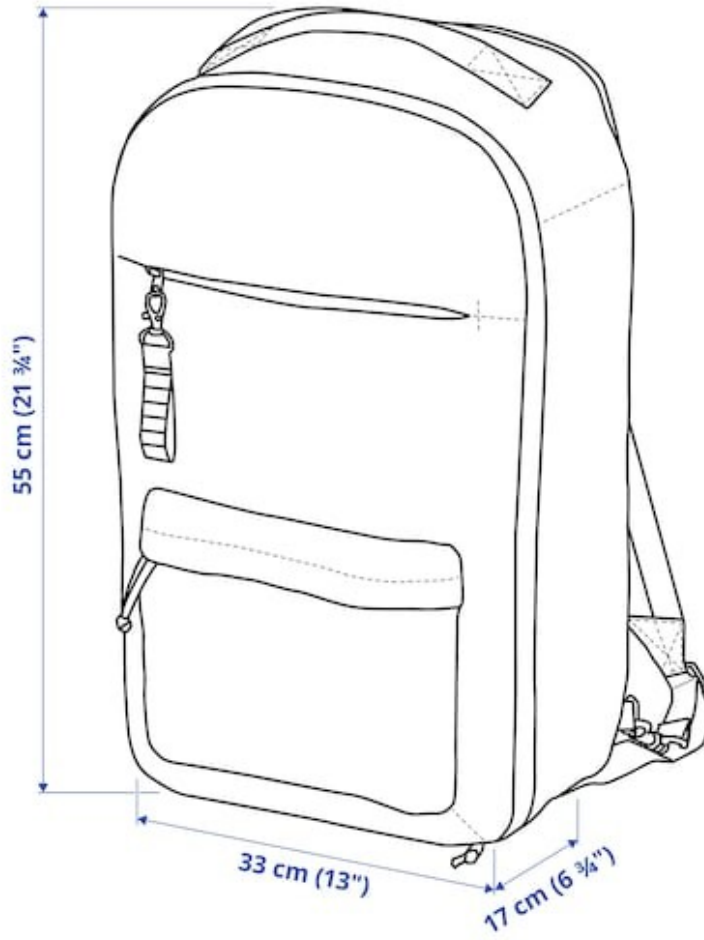
Authorised for and on behalf of:

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

## TECHNICAL SPECIFICATIONS

No	Technical specification	Qty	Responses
01	<p><b>Steel Filling cabinet</b></p> <p>Four-drawer type. For top of cabinet - 20 mm,            b) For each side of cabinet - 10 mm, and            c) For depth of cabinet -5mm            Demission Overall height from 380            finished floor level to            top of the cabinet            including pedestal            ii) Depth from face to 700            back            iii) Width 470</p>	10	
02	<p><b>Laptop Computer</b></p> <ul style="list-style-type: none"> <li>• Processor: 11th Generation Intel® Core™ i7-1165G7 Processor (2.80 GHz, up to 4.70 GHz with Turbo Boost, 4 Cores, 8 Threads, 12 MB Cache)</li> <li>• Operating System: Windows 11 Pro 64</li> <li>• Operating System Language: Windows 11 Pro 64 English</li> <li>• Memory: 16 GB LPDDR4X 4266MHz (Soldered)</li> <li>• Solid State Drive: 1 TB PCIe SSD, OPAL</li> <li>• Display: 14.0" FHD+ (1920 x 1200) IPS, anti-glare, touchscreen, low power, 400 nits</li> <li>• Ports: USB, HDMI, type C</li> <li>• Graphic Card: Integrated Intel® Iris® Xe Graphics</li> <li>• Camera: 720p HD</li> <li>• Top Cover Material: Carbon Fiber with Black Paint</li> <li>• Wireless: Intel® Wi-Fi 6 AX201 802.11AX (2 x 2) &amp; Bluetooth® 5.2 with vPro®</li> <li>• 4G/5G Mobile Broadband: EM120R-GL 4G LTE CAT12</li> <li>• Integrated Wireless Antenna: WWAN Antenna</li> <li>• GSM Simcard slot</li> <li>• (Must come with appropriate slot and all enabling accessories to connect to internet using a sim card)</li> <li>• Fingerprint Reader: Fingerprint Reader</li> <li>• Keyboard: Backlit - US English</li> <li>• TPM Setting: Enabled Discrete TPM2.0</li> <li>• Evo Certified Model: Evo Certified</li> <li>• Absolute BIOS Selection: BIOS Absolute Enabled</li> <li>• Battery: 4 Cell Li-Polymer 57Wh</li> <li>• Power Cord: 65W AC</li> <li>• Language Pack: Publication-English</li> <li>• Warranty: 1 Year Depot or Carry-in</li> </ul>	20	

03



**Depth:** 17 cm  
**Height:** 55 cm  
**Volume:** 36 l  
**Width:** 33 cm

**Laptop and Document bag**

15

**Laptop and Document bag**

- At the back should have a padded compartment that holds a 15” laptop,
- Two zipped front compartments
- 1 large and 2 small open compartments inside the backpack
- 2 slots for pens.
- Must have a removable small extra bag inside
- Must have padded adjustable removable shoulder strap

Must have key chain located in one of the bag's inner compartments.

There's space for both a water bottle and a larger umbrella in the side pockets.

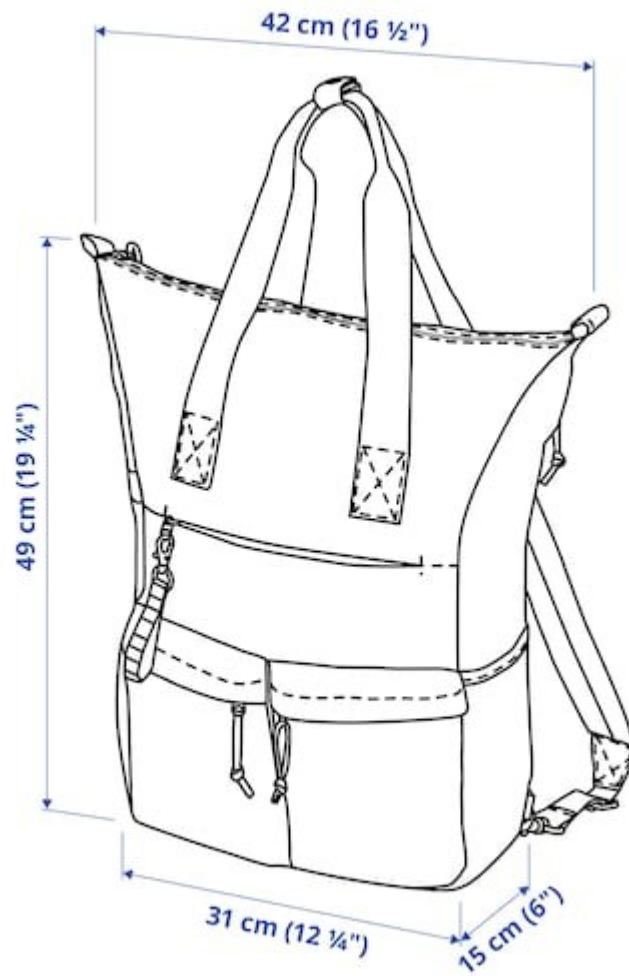
The striped key chain on the front is removable – smart if you want to use it for your own keys or attach it to another bag.

- Must have 15-inch laptop compartment
- 

**Depth:** 15 cm  
**Height:** 49 cm

5

**Volume:** 26 l  
**Width:** 31 cm



**04**

**Photocopier machines**

Standard functions : Copy, Email, Print, Scan  
Copy/print speed : up to 65 ppm  
Duty cycle : Up to 250,000 images/month<sup>1</sup>  
Connectivity : 10/100/1000 BaseT Ethernet, High-Speed USB 2.0 direct

Controller features : Print  
: Configuration Cloning, Online Support, and Remote Control

Hard drive : Panel, Unified Address Book  
: 250 GB (min)  
Processor : Dual-core 1.02 GHz  
Device memory : 2 GB max

Finishing Functions  
Offsetting catch tray : 300-sheet tray  
Office Finisher : Multi-position stapling (Hole punch), 2000+250-sheet tray  
Office Finisher with Booklet Maker: Multi-position stapling, Saddle-stitch booklet maker (Hole punch), 2000+250-sheet tray  
High-Volume Finisher: Multi-position stapling (optional: Hole punch), 3000+250-sheet tray

**1**



	<p>Media Handling  Document handler  Single-pass Automatic Document Feeder  Capacity: 200 sheets  125 x 138 mm to 297 x 432 mm  Maximum paper capacity  8,700 sheets  Paper capacity  Tray (Bypass tray): 100 sheets  Tray 1: 500 sheets  Tray 2: 500 sheets  Tray (High-capacity tandem tray): 3,600 sheets  Tray (High-capacity feeder): 4,000 sheets  Tray (High-capacity feeder kits (HCF required)): 2,000 sheets  Paper size  Tray (Bypass tray): Custom sizes: 105 x 148 mm to 297 x 420 mm  Tray 1: Custom sizes: 148 x 210 mm to 297 x 420 mm  Tray 2: Custom sizes: 148 x 210 mm to 297 x 420 mm  Tray (High-capacity tandem tray): Sizes: A4, Letter  Tray (High-capacity feeder): Sizes: A4, Letter</p>		
05	<p><b>Desk Top computer All in One</b>  Operating System  Windows 11 Pro 64bit  Processor  Intel® Core™ i7+ 8700T (2.4 GHz base frequency, up to 4.6 GHz with Intel® Turbo Boost Technology, 12 MB cache, 6 cores)  Processor Family  12th Generation Intel® Core™ i7+ processor (Core™ i7 and Intel® Optane™ memory)  Memory  16 GB DDR4-2400 SDRAM  Memory Slots  2 DIMM  STORAGE  1 TB 7200 rpm SATA  Optical Drive  DVD-Writer  DISPLAY AND GRAPHICS  AMD Radeon™ 530 Graphics (4 GB GDDR5 dedicated)  EXPANSION FEATURES  I/O Port location  Rear  Ports  1 USB 3.1 Gen 1; 1 USB 3.1 Gen 1 (Battery Charging 1.2); 2 USB 2.0  I/O Port location  Bottom  Ports  1 headphone/microphone combo; 1 USB Type-C™ 3.1 Gen 1  MEDIA DEVICES  Audio Features  B&amp;O PLAY, dual 2 W speakers</p>	10	

	<p>Webcam  FHD Camera with dual array digital microphone</p> <p>INPUT DEVICES  Pointing devices  USB Mouse  Keyboard  USB Keyboard</p> <p>COMMUNICATIONS  Network  Integrated 10/100/1000 GbE LAN  Wireless  802.11a/b/g/n/ac (2x2) and Bluetooth® 4.2 combo</p>		
06	<p><b>LCD</b>  Display Type:  LCD  Light Output:  3200 Lumens  Features:  Digital Keystone Correction, HDMI Input, Speakers  Audio:  Mono  Life of Lamp - Full Usage:  3000 Hours  Life of Lamp - Standard Usage:  5000 Hours  Life of Lamp - Eco Usage:  7000 Hours  Screen Coverage:  30 to 300 Inches  Contrast Ratio:  2500:1  Throw Ratio:  1.37 to 1.80:1  Aspect Ratio:  4:3  Resolution:  XGA (1024 x 768)  Audio Output:  1 Watts  Projector Lens:  1.3xManual Zoom/Manual Focus</p>	3	
07	<p><b>All in one Copier, Printer Scanner</b></p> <ul style="list-style-type: none"> <li>• Black and white</li> <li>• Copy, print, email and scan</li> <li>• Should be capable of scanning direct to USB drive</li> <li>• Should be capable of printing direct from USB drive</li> <li>• Should be able to print from local area network</li> <li>• Should print up to 17 000 pages per month</li> <li>• Should print not less than 30 pages per minute</li> <li>• Should have duplex printing and photocopying</li> </ul>	3	

	<ul style="list-style-type: none"> <li>Should have automatic paper feed tray</li> <li>Should be able to print and copy to from and to A4 and A3 paper sizes</li> </ul>		
<b>08</b>	Suspending files, Foolscap, Tabs Included, Blue, Pack of 25, 360 x 240 mm	<b>1000</b>	
<b>09</b>	Flat files	<b>1000</b>	
<b>10</b>	Box files 24 x 5 x 25 cm with polythene cover	<b>400</b>	
<b>11</b>	Photocopier paper A4 Size: A4 (210mm x 297mm) Substance: 80gsm Brightness: 104-106% above Color: White	<b>1000</b>	

## **Letter of Acceptance of the World Bank's Anticorruption Guidelines and Sanctions Framework**

Date:

Invitation of Bids No. \_\_\_\_\_

To:

The Project Manager, SAVE Project, Ministry of Education, Private Bag 328, Lilongwe 3/  
Malawi

We, along with our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not) consultants and personnel, acknowledge and agree to abide by the World Bank's policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank's Anti-Corruption Guidelines in connection with the procurement and execution of the contract (in case of award), including any amendments thereto.

We declare and warrant that we, along our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not), consultants and personnel, are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group, including, inter alia, a cross-debarment imposed by the World Bank Group as agreed with other international financial institutions (including multilateral development banks), or through the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement. Further, we are not ineligible under the laws or official regulations of [Insert name of Employer as per bidding document] or pursuant to a decision of the United Nations Security Council.

We confirm our understanding of the consequences of not complying with the World Bank's Anti-Corruption Guidelines, which may include the following:

- a. rejection of our Bid for award of contract;
- b. in the case of award, termination of the contract, without prejudice to any other remedy for breach of contract; and
- c. sanctions, pursuant to the Bank's Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the Bank's Sanctions Framework. This may include a public declaration of ineligibility, either indefinitely or for a stated period of time, (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner; (ii) to be a nominated sub-contractor, sub-consultant, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project.

We understand that we may be declared ineligible as set out above upon:

- a. completion of World Bank Group sanctions proceedings according to its prevailing sanctions procedures;

- b. cross-debarment as agreed with other international financial institutions (including multilateral development banks);
- c. the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement; or
- d. temporary suspension or early temporary suspension in connection with an ongoing World Bank Group sanctions proceeding.

For avoidance of doubt, the foregoing effects of ineligibility do not extend to a sanctioned firm's or individual's execution of its ongoing Bank-financed contracts (or its ongoing sub-agreements under such contracts) that are not the subject of a material modification, as determined by the Bank.

We shall permit, and shall cause our sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the procurement process and/or contract execution (in the case of award), and to have them audited by auditors appointed by the Bank.

We agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the contract.

Name of the Bidder:

Name of the person duly authorized to sign the Bid on behalf of the Bidder:

Title of the person signing the Letter: