



# **THE DIGITAL MALAWI PROJECT**

**PROJECT NO. P160533**

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## **REQUEST FOR QUOTATIONS**

**FOR THE SUPPLY AND DELIVERY OF ICT EQUIPMENT**

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**Procurement Reference Number**

PPPC/DGMAP/GDS/03/06-2017

**Date of Issue**

7<sup>th</sup> June, 2017

The Procuring Entity named above invites you to submit your quotation for the goods described herein. Partial Quotations maybe 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 Goods and Related Services**

Supply and Delivery of ICT Equipment as specified in Section D.

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

for goods supplied from within Malawi; EXW – insured and delivered to **the PPPC**  
**or** for goods supplied from outside of Malawi; CIP **to PPPC**

**3) The delivery period required is Three to Four weeks 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 must be received, in sealed envelopes, no later than: 14:00 hours on 22<sup>nd</sup> June, 2017**

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

**The Chairman  
Internal Procurement Committee  
The Public Private Partnership Commission  
2<sup>nd</sup> Floor, Livingstone Towers  
Glyn Jones Road  
P.O. Box 937  
Blantyre.**

**Tel: +265 (1) 823 655**

**E-mail: [info@pppc.mw](mailto:info@pppc.mw)**

**9) The attached Schedule of Requirements at Section D, details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B, C and D.**

Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest evaluated quotation by item or by total through the issue of a Local Purchase Order.

Signed: .....

Name: **Isaac Chimutu**

Title/Position: **Projects 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/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 copy of our Trading Licence,
  - iii. A copy of our Annual Tax Clearance Certificate (for the last Financial Year),
  - iv. A list of recent Government contracts performed,
  - v. [Insert any other documentation required by the Procuring Entity].
- 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)	Unit of Measure	Quantity	Delivered Unit Price Kwacha	Delivered Total Price Kwacha
1	Laptop Computers	Each	2		
2	All-in-one Desktop Computers	Each	2		
3	Black & White Printer	Each	1		
4	Binding Machine	Each	1		
5	External Hard Drives	Each	7		
<b>Total</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: \_\_\_\_\_

**SECTION D:**
**Technical Specifications and Compliance Sheet**
**Procurement Reference Number:**
**Laptop Computers: Quantity 2**

Item No.	Technical Specification		Mandatory	Compliance of specification offered
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
1	Processor	Intel Core i7-6600U with Intel Graphics 520 (2.6GHz, up to 3.4 GHz with Turbo Boost Technology, 4 MB cache, 2 cores)	M	
2	RAM	8GB DDR3 – 1600 SDRAM	M	
3	Memory & Storage	More than 250GB SSD Storage	M	
5	Display Size (Diagonal	13.3”	M	
6	External I/O Interface (Ports)	<ul style="list-style-type: none"> <li>• 3 USB 3.0</li> <li>• 1 Mini Display Port 1.2</li> <li>• 1 HDMI</li> <li>• 1 Headphone / Microphone combo</li> <li>• 1 AC Power</li> </ul>		
7	Input devices	<ul style="list-style-type: none"> <li>• Full sized island style, backlit keyboard</li> <li>• Touchpad with multi-touch gestures enabled</li> </ul>		
8	Sound	HD Audio; dual speakers; supports voice recognition with Windows 10		
10	Operating System	Genuine Windows 10 Pro 64	M	
11	Power and operating requirements	<ul style="list-style-type: none"> <li>• Long life 3-cell, 56 Wh Li-ion</li> <li>• 45 W Smart AC Adapter</li> </ul>		
12	Camera	HD Webcam	M	
13	Carry Case	Executive case suitable for the propose laptop and its accessories		
14	Manual Language	English	M	
15	Warranty	12 months minimum	M	

The detailed technical evaluation will examine the technical specification of the items offered in column D and determine or verify compliance with the minimum specification required in column B. **Bidders must complete column D or the bid will be rejected. Bidders are required to include technical literature to support the details provided in column D**

### Desktop Computers: Quantity – 2

Item No.	Technical Specification		Mandatory	Compliance of specification offered
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
1	Type	All-in-one		
2	Processor	Intel core i7-6500 with Intel HD Graphics 530; 3.20GHz with Turbo Boost, 6MB cache, 4 cores		
3	RAM	8GB DDR4-2133 SDRAM	M	
4	Hard Disk	500GB, 7200 rpm SATA	M	
5	Optical Drive	Slim-Tray Load DVD-ROM		
6	Display/LCD Panel (Monitor)	53.4cm (23”) diagonal IPS widescreen backlight 10 point capacitive touch LCD (1920x1080) with Height adjustable stand	M	
7	External I/O Interface	2 USB 3.0 (1 charging); 1 Headphone; 1 Microphone; 4 USB 3.0; 1 Display Port 1.2 1 RJ-45 Audio line in Audio line out		
8	Connectivity	Intel 8260 802 11ac wireless M2 with Bluetooth; WLAN; LAN	M	
9	Sound	Integrated high performance stereo 2.2W internal speakers, Microphone array, headphone jack, line-out jack and microphone jack		
10	Input Devices	USB Business slim keyboard and USB Mouse		
11	Operating System	Genuine Windows 10 Professional (64 bit) with DVD/CD		
12	Input Voltage	240V at 60Hz, auto ranging, power factor corrected	M	
13	Manual Language	English	M	
14	Warranty	12 months minimum	M	

The detailed technical evaluation will examine the technical specification of the items offered in column D and determine or verify compliance with the minimum specification required in column B. **Bidders must complete column D or the bid will be rejected. Bidders are required to include technical literature to support the details provided in column D**

### Black and White Printer: Quantity – 1

Item No.	Technical Specification		Mandatory	Compliance of specification offered
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
1	Print Technology	Laser	M	
2	Processor Speed	600MHz		
3	Print speed	Up to 35ppm	M	
4	Print Memory	128 MB Minimum	M	
5	Resolution	Up to 1200 x 1200dpi		
6	Connectivity	High speed USB 2.0, built in print server (10/100 Base – fast Ethernet)	M	
7	Duty cycle	Up to 8,000 pages per month		
8	Paper Handling	250-sheet input tray 2		
		150-sheets maximum output capacity		
		Automatic two sided printing		
9	First page out	As fast as 8 Sec		
10	Installation CDs	To be supplied with printer	M	
11	Printer cables	To be supplied with printer	M	
12	Power Supply	220 to 240 VAC	M	
13	Power cables	To be supplied with printer	M	
14	Spare Parts	To be locally available		
15	Manual Language	English	M	
16	Warranty	12 Months minimum	M	

The detailed technical evaluation will examine the technical specification of the items offered in column D and determine or verify compliance with the minimum specification required in column B. **Bidders must complete column D or the bid will be rejected. Bidders are required to include technical literature to support the details provided in column D**

### Heavy Duty Binding Machine: Quantity – 1

Item No.	Technical Specification		Mandatory	Compliance of specification offered
<i>A</i>	<i>B</i>		<i>C</i>	<i>D</i>
1	Punching capacity	At least 28 sheets at a time		
2	Removable binding mechanism	Yes		
3	Releasable dies for different document sizes			
4	Vertical document loading			
5	Built-in comb storage tray			
6	Accuracy edge guide			
7	Document thickness guide			

The detailed technical evaluation will examine the technical specification of the items offered in column D and determine or verify compliance with the minimum specification required in column B. **Bidders must complete column D or the bid will be rejected. Bidders are required to include technical literature to support the details provided in column D**



**Portable External Hard Drives: Quantity – 7**

<b>Item No.</b>	<b>Technical Specification</b>		<b>Mandatory</b>	<b>Compliance of specification offered</b>
<b>A</b>	<b>B</b>		<b>C</b>	<b>D</b>
1	Capacity	Not less than 1TB	M	
2	Interface	USB 3.0	M	
3	Maximum Data Transfer	120MB/s		
4	Back-up Software	Included		

The detailed technical evaluation will examine the technical specification of the items offered in column D and determine or verify compliance with the minimum specification required in column B. **Bidders must complete column D or the bid will be rejected. Bidders are required to include technical literature to support the details provided in column D**