



NATIONAL PLANNING COMMISSION

## REQUEST FOR QUOTATION

Procurement Reference No: 277-NPC-PU-19/20-G-RFQ-07

Issued Date: 27th March, 2020

1. **The Government of Malawi** through the **National Planning Commission** has budgeted resources in the 2019/2020 financial year budget towards the procurement of various office items.
2. The National Planning Commission now invites interested and eligible bidders to submit their sealed bids for the supply of the following:

Lot No	Description of Goods and related Services	Quantity	Delivery Period
1	Supply and Delivery of i7 Laptops	5	2-4 weeks
2	Supply and Delivery of i5 Laptops	20	2-4 weeks
3	Supply and Delivery i5 Desktop (Complete set with UPS)	6	2-4 weeks
4	Printers	8	2-4 weeks
5	Supply and Delivery of various Office Furniture	100	2-4 weeks

3. Bidding will be conducted through the Request for Quotation (RFQ) procedures specified in the Malawi Public Procurement and Disposal of Assets Act of 2017 and Public Procurement Regulations of the Government of the Republic of Malawi, and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the Bidding Document at the address given at 9 below from 7:30 to 12:00 noon and 13:00 to 16:30 hours local time (Monday to Friday), except during national public holidays and weekends.
5. A complete set of Bidding Documents in English language can be collected at the National Planning Commission offices.
6. Sealed bids clearly marked with the subject of procurement and procurement reference number should be delivered to the address under 9 below during working hours only and should be deposited in the Tender Box placed on the second floor.
7. It is the responsibility of the each bidder to ensure that the tender submitted is in accordance with the instruction to bidders contained in the tender document, as non-compliance with the instruction will lead to disqualification and rejection of the tender.
8. The deadline for bid submission will be **2:00 pm** local time on **2nd April, 2020**. Electronic bidding will not be accepted and late bids will be rejected.
9. **Address for inspection, purchase, collection, submission and opening of bids:**
  - a) Address for Inspection and clarifications of documents  
**National Planning Commission  
Procurement Unit, 217, 2nd Floor  
Chief M'belwa House  
Private Bag B316  
Lilongwe, Malawi.**
  - b) Address for issuing of Bids  
**National Planning Commission  
Procurement Unit, 217, 2nd Floor  
Chief M'belwa House  
Private Bag B316  
Lilongwe, Malawi.**
  - c) Address for Submission of Bids and Bid Opening  
**Tender Box Located on the 2nd Floor, Landing  
National Planning Commission  
Chief M'belwa House  
Private Bag B316  
Lilongwe, Malawi.**