

Functional Building
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Date: 1st September 2020

Request for Quotations (RfQ) for Provision of Photocopying Services

Procurement Number: RA/ADM/PRINTING/2020-21/03-Lot 1-Northern Region
Procurement Number: RA/ADM/PRINTING/2020-21/03-Lot 2-Central Region
Procurement Number: RA/ADM/PRINTING/2020-21/03-Lot 3-Southern Region

The Roads Authority invites bid for carrying out the whole of the services as described herein. 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

Description of Services and Location:

PHOTOCOPYING SERVICES OF BIDDING DOCUMENTS FOR ROADS AUTHORITY

1. Services are to commence by: **one (1) day** from the date of order.
2. Services are to be completed by: **five (5) days** from the date of order.
3. Quotations must be valid for **ninety (90) days** from the date for receipt given below.
4. Quotations and supporting documents as specified in **Section B** must be marked with the Procurement Number given above and indicate acceptance of the stated terms and conditions.
5. Quotations must be received, in sealed envelopes no later than: **10:00Hours** Local Time on **10th September, 2020**.
6. Quotations must be returned to:

The Chief Executive Officer
The Roads Authority
Functional Building, Paul Kagame Road
Private Bag B346,
Lilongwe 3, Malawi
Attention: Procurement Manager

Email: ipc@ra.org.mw / mmalinda@ra.org.mw

7. The attached Schedule of Rates and Prices at **Section C** together with any Terms of Reference or other documentation mentioned in Section C and appended, detail the services to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services including all taxes and duties. The total cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
8. 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 the issue of a Local Purchase Order.

Yours Faithfully,

Emmanuel J Matapa
CHIEF EXECUTIVE OFFICER

YOUR QUOTATION IS TO BE RETURNED ON THIS FORM BY COMPLETING AND RETURNING SECTIONS B AND C INCLUDING ANY OTHER INFORMATION AND CERTIFICATION AS STATED WITHIN THIS RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

1. Currency of Quotation: *Malawi Kwacha*
2. Services will commence withindays/weeks/months from date of Purchase Order.
3. Services to be completed bydays/weeks/months from date of Purchase Order
4. Validity period of this quotation isdays from the date for receipt of Quotations.
5. We enclose the following documents:
 - a. Section C of the Request for Quotations completed and signed;
 - b. *[Insert any other documentation required by the Procuring Entity]*
6. We confirm that our quotation is subject to 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: _____

Registered

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 Rates and Prices (to be priced by Bidder)
Lot 1 (Northern Region)

S / N		Description of Services	Unit	Qty	Unit Price (MWK)	Total Price (MWK)
1	a	Photocopying in black and white on one side of A4 white paper 80g/m ² (Normal)	Page	132,000		
	b	Binding with plastic binding strips not exceeding 20mm size complete with one bill board bottom cover and one transparency top cover page.	No	660		
2	a	Photocopying in black and white on one side of A4 white paper 80g/m ² (RTM)	Page	64,680		
	b	Binding with plastic binding strips not exceeding 20mm size complete with one bill board bottom cover and one transparency top cover page.	No	280		
3	a	Photocopying in black and white on one side of A4 white paper 80g/m ² (Tracks and Trails-Community)	Page	56,700		
	b	Binding with plastic binding strips not exceeding 20mm size complete with one bill board bottom cover and one transparency top cover page.	No	300		
4	a	Photocopying in black and white on one side of A4 white paper 80g/m ²	Page	23,460		
	b	Binding with plastic binding strips not exceeding 20mm size complete with one bill board bottom cover and one transparency top cover page. (Grass Cutting)	No	460		
TOTAL (Tax Inclusive) MWK						

Authorised By:

Signature: _____ **Name:** _____

Position: _____ **Date:** _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Section C: Schedule of Rates and Prices (to be priced by Bidder)
Lot 2 (Central Region)

S / N		Description of Services	Unit	Qty	Unit Price (MWK)	Total Price (MWK)
1	a	Photocopying in black and white on one side of A4 white paper 80g/m ² (Normal)	Page	140,000		
	b	Binding with plastic binding strips not exceeding 20mm size complete with one bill board bottom cover and one transparency top cover page.	No	660		
2	a	Photocopying in black and white on one side of A4 white paper 80g/m ² (RTM)	Page	46,200		
	b	Binding with plastic binding strips not exceeding 20mm size complete with one bill board bottom cover and one transparency top cover page.	No	200		
3	a	Photocopying in black and white on one side of A4 white paper 80g/m ² (Tracks and Trails-Community)	Page	94,500		
	b	Binding with plastic binding strips not exceeding 20mm size complete with one bill board bottom cover and one transparency top cover page.	No	500		
4	a	Photocopying in black and white on one side of A4 white paper 80g/m ²	Page	33,660		
	b	Binding with plastic binding strips not exceeding 20mm size complete with one bill board bottom cover and one transparency top cover page. (Grass Cutting)	No	660		
TOTAL (Tax Inclusive) MWK						

Authorised By:

Signature: _____ **Name:** _____

Position: _____ **Date:** _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Section C: Schedule of Rates and Prices (to be priced by Bidder)

