



MALAWI ELECTORAL COMMISSION

Pre-qualification of Suppliers for Goods, Works and Services for the Financial Years 2018/19 and 2019/20

Date of Issue : 4th May 2018

Closing Date : 24th May 2018

1. The Malawi Electoral Commission (MEC) is inviting sealed Applications to Pre-qualify from eligible and reputable interested Suppliers of Goods, Works and Services that wish to be considered for pre-qualification in 2018/2019 and 2019/2020 financial years. Successful applicants shall be on MEC's Pre-qualified List of Suppliers for a period of one year subject to renewal based on satisfactory performance.
2. The type of Goods, Works or Services required are described in table below. Interested bidders are free to submit applications to pre-qualify for one or any combination of items but should submit separate applications for each of the items applied for.

CATEGORY A - SUPPLY OF GOODS

| CATEGORY NO: | ITEM DESCRIPTION |
|---------------------|--|
| A1 | Supply of General Stationery |
| A2 | Supply of ICT Equipment's, Computers and accessories |
| A3 | Supply of Office Furniture, Furnishings and Fittings |
| A4 | Supply of Hardware and Electrical Items |

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|----|--|
| A5 | Supply of Motor Vehicle Tyres, Tubes, Batteries, Spare parts, Tyre Fitting and Alignment |
| A6 | Supply of Promotion Materials |

CATEGORY B – PROVISION OF SERVICES

| CATEGORY NO: | ITEM DESCRIPTION |
|---------------------|--|
| B1 | Provision of Accommodation Services |
| B2 | Provision of Conference Packages |
| B3 | Provision of Outside Catering Services |
| B4 | Provision of Courier Services/ Mail Delivery |
| B5 | Repair and servicing of Motor Vehicles, Motor Cycles |
| B6 | Provision of Service, repairs and maintenance of servers, Backups, Equipment and related ICT Materials |
| B7 | Provision of Motor Vehicle Hiring Services |
| B8 | Media and advertising Agencies (Radios, Television, Print Media) |
| B9 | Travel Agency Services |
| B10 | Provision of Legal Services |
| B11 | Printing Services |

CATEGORY C- WORKS

| CATEGORY NO: | ITEM DESCRIPTION |
|---------------------|--|
| C1 | Repair and Maintenance of office buildings |
| C2 | Provision of Plumbing Services |
| C3 | Provision of Electrical Services |
| C4 | Provision of waterproofing services |

3. Pre-qualification will be conducted in accordance with the Pre-qualification procedures contained in the Government of Malawi's Public Procurement Legal Framework and is open to all bidders from eligible source countries.
4. Pre-qualification documents in English can be obtained from the Office of the Procurement Manager, Malawi Electoral Commission Headquarters, Blantyre upon payment of a Non Refundable Fee of **K3,500.00** at MEC's cash office.
5. Applications to pre-qualify for the Goods, Works and Services described above should among other things contain the following information:
 - a) A copy of business registration Certificate
 - b) Company's business profile including physical and registered address, year of establishment, telephone/fax numbers and e-mail address
 - c) Copy of tax registration certificate and current annual tax clearance certificate
 - d) Copy of current registration certificate with Public Procurement and Disposal Assets Authority(PPDA) for applications in the Goods and Services Categories
 - e) Copy of registration certificate with National Construction and Industry Council of Malawi(NCIC) for applications in the Works Category
 - f) Copy of Registration Certificate with Tourism Industry for Suppliers in Category B- Items B1-B2
 - g) Letter of undertaking that the firm (i) has not been suspended by the Public Procurement and Disposal Assets Authority (PPDA) in Malawi from participating in public procurement; (ii) do not have any conflict of interest; and (iii) is not under investigation by the Anti-Corruption Bureau or any other law enforcement body in Malawi relating to participation in any public procurement process.
 - h) Details of similar assignments successfully performed in the past two years including names of clients and contact persons, duration and dates as well as contract values (Please attach documentary evidence in form of copies of Local Purchase Orders or signed contracts or reference letters from respective clients)
 - i) Evidence of Printing facilities for those in printing services
 - j) Any other documents interested firms may consider necessary for pre-qualification
6. Applications in sealed Envelopes clearly marked "***Pre-qualification of Suppliers for Goods, Works and Services***" indicating the Category and Description of the item applied for, must be deposited in the tender box located at the **Reception Area-Ground Floor of Chisankho House, Malawi Electoral Commission Headquarters, Blantyre** at or before **14:00 hours local time on 24th May , 2018**. Applications to pre-qualify must be addressed to;

**The Chairperson,
Internal Procurement Committee,
Malawi Electoral Commission, Chisankho House,
Off Chileka Road, Opposite Mwaiwathu Hospital,
Private Bag 113,
Blantyre.**

7. Electronic Submissions will Not be permitted and Late applications shall be rejected.