



## PRE-QUALIFICATION OF SUPPLIERS FOR THE 2022/23 FINANCIAL YEAR

### Terms of Reference

Link Community Development Malawi invites applications from suppliers and service providers who wish to be shortlisted and be included on the list of pre-qualified suppliers for the 2022-2023 financial period in the following categories;

#### Category 1 – Supply of Goods

- LCDM/G/001/2020 Supply of general office stationery.
- LCDM/G/002/2020 Supply of office equipment, office furniture and fittings.
- LCDM/G/003/2020 Supply and servicing of electric appliances and electronics e.g. Air conditioners, etc.
- LCDM/ G/004/2020 Supply of water dispensers and bottled water.
- LCDM/G/005/2020 Supply of branded promotional materials of any kind.
- LCDM/G/006/2020 Supply of vehicle spare parts and accessories.
- LCDM/G/007/2020 Supply of motorcycle spare parts and accessories.

#### Category 2 – Provision of Services

- LCDM/S/008/2020 Provision of Audit and Legal services.
- LCDM/S/009/2020 Provision of media & communication services (TV and radio).  
Translation, PA system, Event Photography & Videography.
- LCDM/S/010/2020 Provision of car rental services.
- LCDM/S/011/2020 Provision of motor vehicle maintenance and repairs.
- LCDM/S/012/2020 Provision of motorcycle services and repairs.
- LCDM/S/013/2020 Provision of insurance services (all risk and motor vehicles, motorcycles covers).
- LCDM/S/014/2020 Provision of relocation services, moving household's items for staff.

LCDM/S/015/2020 Provision of Accommodation, Conference and Hotel Facilities (Lilongwe, Mchinji and Dedza only)

LCDM/S/016/2020 Provision of printing services,

### **Category 3 – Provision of IT Equipment and services**

LCDM/ICT/016/2020 Supply of computer equipment (e.g. Computers, servers, printers, projectors, etc.)

LCDM/ICT/017/2020 Provision of internet services.

LCDM/ICT/018/2020 Servicing of computer equipment and networking services.

Detailed item procurement specifications will only be shared at the point of procurement with prequalified suppliers.

### **All prospective suppliers are requested to submit copies of the following mandatory requirements**

- Copies of business registration certificates
- Copy of Valid Tax Clearance Certificate, VAT Certificate, and TPN
- Company profile - Postal, physical and email address, telephone numbers
- List of company directors and addresses
- List of past and present clients (Link Malawi reserve the right to contact referees as may become necessary)
- Full banking details
- Description of financial capability, business set-up (branches, franchises etc.)
- Any terms and conditions (e.g. bulk purchase discounts, delivery conditions etc.)

### **Notes**

- Suppliers can bid for one or more items in each category
- Suppliers can bid for one or more categories

### **Prequalification criteria**

- Participation is open and on equal terms to all prospective suppliers
- Prequalification awarding will base on in-country legal compliance, establishment, quality, track record, and financial capacity among others.

## Conditions

Please note that this is only a Supplier Registration Process and does not constitute any offer of business. Link Malawi shall undertake evaluation, including suppliers' visits as part of the evaluation process, and only successful firms will be notified.

## Submission

All bid documents should be address to

The Chairperson  
Internal Procurement and Asset Disposal Committee,  
Link Community Development Malawi  
P.O. Box 1608,  
Lilongwe.  
Malawi.

All applications are to be submitted **electronically or physically at our Link Offices (Lilongwe, Mchinji and Dedza)**. Our email address is:- [link@linkedmalawi.org](mailto:link@linkedmalawi.org) and must be clearly labeled **PREQUALIFICATION OF SUPPLIERS FOR 2022/23**.

Deadline for submission is 2pm (Malawi time), 7<sup>th</sup> June 2022.