



PRE-QUALIFICATION OF SUPPLIERS FOR THE 2026/27 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 2026/2027 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 motor vehicle spare parts and accessories. |
| LCDM/G/007/2020 | Supply of motorcycle spare parts and accessories. |

Category 2 – Provision of Services

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|-----------------|---|
| LCDM/S/008/2020 | Provision of media & communication services (TV and radio).
Translation, PA system, Event Photography & Videography. |
| LCDM/S/009/2020 | Provision of car rental services. |
| LCDM/S/010/2020 | Provision of motor vehicle maintenance and repairs. |
| LCDM/S/011/2020 | Provision of motorcycle services and repairs. |
| LCDM/S/012/2020 | Provision of relocation services, moving household items for staff. |
| LCDM/S/013/2020 | Provision of Accommodation, Conference and Hotel Facilities (Lilongwe, Neno and Dedza) |

LCDM/S/014/2020 Provision of printing services,

Category 3 – Provision of IT Equipment and services

LCDM/ICT/015/2020 Supply of computer equipment (e.g. Computers, servers, printers, projectors, etc.)

LCDM/ICT/016/2020 Provision of internet services.

LCDM/ICT/017/2020 Servicing of computer equipment and networking services.

Detailed item procurement specifications will only be shared at the point of procurement with pre-qualified 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 be based 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 addressed 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 only** through the email address, link@linkedmalawi.org and must be clearly labeled **PREQUALIFICATION OF SUPPLIERS FOR 2026/27**.

Deadline for submission is 2pm (Malawi time) on **Tuesday, 7th July 2026**