



**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS/CONTRACTORS**

**PROVISION OF GOODS, SERVICES AND WORKS
FOR THE YEAR 2019/2020**

CLOSING DATE: WEDNESDAY, DECEMBER 19, 2018

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PRE-QUALIFICATION OF SUPPLIERS OF GOODS WORKS AND SERVICES FOR THE 2019–2020 FINANCIAL YEAR

Amref Health Africa in 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 2019–2020 financial period in the following categories:

CATEGORY A: SUPPLY OF GOODS

CATEGORY NO	DESCRIPTION OF GOODS
G/001/2019-2020	Supply of general stationery
G/002/2019-2020	Supply of office equipment, office furniture and fittings
G/003/2019-2020	Supply of electric appliances and electronics e.g. Fridges, TVs, radios, dispensers and air conditioners.
G/004/2019-2020	Supply of cleaning materials and sundries e.g. soaps, mops, tissues, detergents and bleaching agents.
G/005/2019-2020	Supply of foodstuffs (beans, maize, rice etc)
G/006/2019-2020	Supply of non-food relief items e.g. blankets, jerry cans, mosquito nets, kitchen sets, buckets and basins, tarpaulins
G/007/2019-2020	Supply of 20ft and 40ft storage containers
G/008/2019-2020	Supply of solar panels and accessories
G/009/2019-2020	Supply of tents
G/010/2019-2020	Supply of dispensers and bottled water
G/011/2019-2020	Supply of recreational accessories(sporting accessories, balls, indoor games, volleyball nets)
G/012/2019-2020	Supply of branded promotional materials such as T-Shirts, golf shirts, stickers , calendars, diaries, key holders, bags, posters
G/013/2019-2020	Supply of vehicle spare parts and accessories (tyres and batteries)
G/014/2019-2020	Supply of motorcycle spare parts and accessories
G/015/2019-2020	Provision of videography and photography, PA system services

CATEGORY B: PROVISION OF SERVICES AND WORKS

CATEGORY NO	DESCRIPTION OF SERVICE/WORKS
S/016/2019-2020	Provision of security services and related accessories (alarm response, dog handler, CCTV and access control systems)
S/017/2019-2020	Provision of repair, maintenance of PABX switchboard and extension lines
S/018/2019-2020	Provision of audit and legal services
S/019/2019-2020	Provision of media services (TV and radio)
S/020/2019-2020	Provision of catering services for meetings and workshops (Lilongwe)
S/021/2019-2020	Provision of air tickets and ticketing services
S/022/2019-2020	Provision of photocopying and printing services
S/023/2019-2020	Provision of car rental services
S/024/2019-2020	Provision of motor vehicles maintenance, repair services
S/025/2019-2020	Provision of insurance services (All Risk and Motor Vehicle covers)
S/026/2019-2010	Repair and maintenance of office furniture, fixtures and fittings
S/027/2019-2020	Provision of comprehensive cleaning services
S/028/2019-2020	Provision and maintenance of flowers, plants, grass and trees (gardening)
S/029/2019-2020	Provision of clearing and forwarding services
S/030/2019-2020	Provision and maintenance of curtains and curtains blinds
S/031/2019-2020	Provision of mover services- moving households items
S/032/2019-2020	Hire of tents ,tables, chair and accessories i.e décor
S/033/2019-2020	Fumigation and pest control services
S/034/2019-2020	Supply and maintenance of generators, water pumps
S/035/2019-2020	Provision of medical insurance services
S/036/2019-2020	Supply and installation and maintenance of fire appliances/fire hydrants trainings and safety services
S/037/2019-2020	Provision of electrical maintenance services

CATEGORY C: ICT EQUIPMENT AND SERVICES

CATEGORY NO	ITEM DESCRIPTION
ICT/38/2019-2020	Supply of computer equipment e.g. Computers, desktops, servers, printers, scanners, projectors
ICT/39/2019-2020	Provision of power and battery backup systems
ICT/40/2019-2020	Provision of voice data communication services and computer networks/video conference both for hire and purchase
ICT/41/2019-2020	Provision of software solutions, website development, mobile apps development, hosting and licensing
ICT/42/2019-2020	Provision of internet services
ICT/43/2019-2020	Service and maintenance of computer equipment, printers, networking and accessories
ICT/44/2019-2020	Hire of public address systems, audio visual equipment and related services

CATEGORY D – HIGH VALUE PURCHASE

CATEGORY NO	ITEM DESCRIPTION
HV/45/2019-2020	Supply of building materials and hardware materials
HV/46/2019-2020	Supply of motor vehicle
HV/47/2019-2020	Supply of medical supplies, drugs and equipment
HV/48/2019-2020	Supply of plastic water tanks
HV/49/2019-2020	Construction and renovation, repair and maintenance of Amref buildings
HV/50/2019-2020	Borehole drilling and rehabilitation services
HV/51/2019-2020	Supply of motor bikes
HV/52/2019-2020	Provision of engineering services--civil and structural, mechanical and electrical

CATEGORY E – CONSULTANCY

CATEGORY NO	DESCRIPTION
C/53/2019-2020	Provision of quantity surveyor services
C/54/2019-2020	Provision of architectural services
C/55/2019-2020	Provision of engineering services- civil and structural, mechanical and electrical

Interested candidates may download pre-qualification/registration of supplier's documents from the Amref Health Africa website (www.amref.org/malawi) and pay a non-refundable fee per category number as specified below:

1. Category A – MK15,000 per category number
2. Category B – MK15,000 per category number
3. Category C – MK15,000 per category number
4. Category D – MK25,000 per category number
5. Category E – MK25,000 per category number

Payments should be made through the bank account as follows:

BANK: Standard Bank
BRANCH: City Centre
ACCOUNT NAME: Cham-Amref Local
ACCOUNT NUMBER: 910000234807

Candidates will then submit bank counterfoils to the Finance Department at the Amref Health Africa in Malawi offices situated along Linthipe Road, Area47/2 /38– Lilongwe during working hours: Monday to Thursday (**8.00AM - 4.30PM**) and Friday (**8.00AM - 1.00PM**), and obtain an official receipt.

The completed pre-qualification documents, clearly indicating tender number and category, should be placed inside plain, sealed and separate envelopes (**each category MUST be submitted in a separate envelope**) and the envelope clearly labelled as below:

PRE-QUALIFICATION OF SUPPLIERS 2019-2020: CATEGORY DESCRIPTION... (E.g. Category A and NO... (E.g. G/001/2019-2020) and addressed to:

REGIONAL FINANCE MANAGER – SOUTHERN AFRICA

Amref Health Africa

P. O. BOX 30768

Lilongwe

Or be deposited in the **TENDER BOX** at Amref Health Africa in Malawi office situated along Linthipe Road, Area 47/2/38 so as to be received on or before **December 19, 2018** at **13.00hrs**.

Bids will be opened immediately thereafter (in the presence of the bidders who choose to attend or their representatives) in the **Amref Health Africa conference room**.

Amref Health Africa reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision

NOTE: DEALERSHIPS AND DISTRIBUTORS ARE ENCOURAGED TO APPLY

2. PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

Amref Health Africa in Malawi referred to as the “Company” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Amref Health Africa to perform the contract of supply and delivery or provision of goods and services to the Company.

2.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Amref Health Africa as and when required during the stated period.

2.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Malawi in respective merchandise or services are invited to submit their pre-qualification documents to the Regional Finance Manager –Amref Health Africa so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for prequalification.

2.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to government/corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant **mandatory requirements** will be disqualified

N/B: All the documents should be bound and paginated.

2.6 Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

The Regional Finance Manager

Amref Health Africa

P. O. Box 30768

Lilongwe- Malawi

Not later than Wednesday, December 19, 2018, at 13.00 hrs.

2.7 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Tender Committee on the following address not later than **December 12, 2018:**

The Internal Procurement Committee
Amref Health Africa in Malawi
P.O. Box 30768
Lilongwe- Malawi
Email: tender.malawi@amref.org

2.8 Additional Information

Amref Health Africa reserves the right to request submission of additional information from prospective bidders.

2.9 Request for quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by Amref Health Africa at the disclosure of the tender committee after the completion of the pre-qualification process.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 *Taxes on Imported Materials*

Amref Health Africa is not exempted from any taxes.

3.2 *Customs Clearance*

The contractors shall be responsible for custom clearance of their imported goods and materials.

3.3 *Contract Price*

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Regional Finance Manager or the Tender Committee. Prices quoted should be inclusive of all delivery charges and valid for 90 days.

3.4 *Payments*

All local purchase shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

4. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Pre-Qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

4.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

4.2 Qualification

4.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Amref Health Africa in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

4.2.2 Prospective bidders will not be considered qualified unless in the judgement of Amref Health Africa they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

4.3 Essential Criteria for Pre-qualification

4.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organise supply and delivery of items, or services at short notice.

4.3.2 Personnel

The names, pertinent information and CV of the key personnel for individuals or group to execute the contract must be indicated in form PQ-3.

4.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential

suppliers/contractors will be prequalified on the satisfactory information given.

4.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on Form PQ-4.

However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organisations—attach copies of local purchase orders/contract).

4.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

4.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Amref Health Africa reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

4.6 Information on Suppliers

The firm must have a fixed business premise and must be registered in Malawi, with certificate of registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

4.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

4.6.2 The firm must declare any conflict of interest in relation to any member of staff. Amref Health Africa will not procure goods or services from suppliers where the employees have not declared conflict of interest.

4.6.3 Amref Health Africa may carry out a source audit exercise for the shortlisted prequalified suppliers

4.6.4 Any effort by the tenderer to influence Amref Health Africa in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

4.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	(30 Marks)
2. Pre-qualification Data	PQ-2	(5 Points)
3. Supervisory Personnel	PQ-3	(10 Points)
4. Financial Position	PQ-4	(20 Points)
5. Confidential Report	PQ-5	(15 Points)
6. Past Experience	PQ-6	(10 Points)
7. Litigation History	PQ-7	(10 Marks)

TOTAL 100

4.8 The qualification is 70 points and above; all suppliers who will score 70 and below will not be considered

5. FORM PQ-1 REGISTRATION DOCUMENTATION (30 Points)

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name.
2. Copy of a valid TPIN Certificate of firm/company/individual from Malawi Revenue Authority.
3. Must submit certified bank statements for the most recent 12 months (December 2017 to November 2018)
4. Copy of valid Tax Compliance Certificate from Malawi Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable
5. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council
6. Copy of Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/ works contractors
7. Copy of Letter of recommendation from 3 previous organizations served with similar works
8. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated Bodies/associations (Pharmacist license, legal, medical, engineering licence)
9. Copy of Memorandum of Understanding or Articles of Association
10. Transport Hire firms must attach evidence of having taken all the Insurance covers.
11. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,
12. Copy of quality assurance certificates if any e.g. ISO 9000/9001

**NOTE: A COPY OF THE AMREF HEALTH AFRICA PAYMENT RECEIPT/ORIGINAL BANKING SLIPS MUST BE ATTACHED
(Max 30 points)**

6. FORM PQ-2: PRE-QUALIFICATION DATA (5 Points)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I /We hereby apply for registration as supplier(s) of (Item Description)

Category.....

Post Office Address
.....

Town

Street

Name of building

Room /Office No. Floor No.

Telephone Nos.

Email address (MUST).....

Full Name of applicant

Other branch location

Organization & Business Information
Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable)
Names of Partners.....

3. Business founded or incorporated

4. Under present management since
5. Net worth equivalent in MK.....
6. Bank reference and address
7. Bonding company reference address.....
8. Enclose copy of organization chart of the firm indicating the main fields of activities.....
9. State any technological innovations or specific attributes which distinguish you from your competitors
-
10. Indicate terms of trade/sale _____

7. FORM PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification

.....

(Attach Certificates if any)

Length of service with Contractor or Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)-

5marks each

(10 Points)

8. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE (20 points)

(1) Attach a copy of the most recent one year audited accounts (From 2016 and above). 7 marks

(2) Attach letters of recommendation from the firm's bankers. 7 marks

(3) State Credit period (minimum proposed is 60 days). 6 marks

9. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c), which ever applies to your type of business.

You are advised that it is a serious offence to give false information on this form *if Malawian Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Part I - General

Business Name

Location of business premises.....

Plot No.

Street/Road.....

Postal Address.....

Tel. No.....

Email address (MUST).....

Nature of business.....

Current Trade License. No..... Expiring date.....

Maximum value of business which you can handle at any one time:
MK.....

Name of your bankers:

Account No.....Branch.....

Swift code.....Branch code.....

Bank Currency.....

Part 2 (b) Partnership

Given details of partners as follows:

Name Nationality Citizenship Details/Shares

.....
.....
.....
.....

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company

Nominal MK.....

Issued MK.....

Given details of all directors as follows:-

Name Nationality Citizenship Details Shares

1.

2.

3.

4.

Date **Signature of Candidate**.....

(15 Points)

10. FORM PQ-6: PAST EXPERIENCE
NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1) Name of Client (organization)

III) Address of Client (organization)

III) Name of Contact Person at the client (organization)

IV Telephone No. of Client

V) Value of Contract

VI) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at the client (organization)

.....

IV) Telephone No. of Client

V) Value of Contract

VI) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at client (organization)

IV) Telephone No. of Client

V) Value of Contract

VI) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4Others

(10 Points)

Three (3) marks each and an additional point for one other.

11. FORM PQ-7: LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT OF CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, MWK EQUIVALENT)

(10 points)

12. FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above project, we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the prequalification evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

(Full name and designation of the person signing and stamp or seal)