PRE - QUALIFICATION OF SUPPLIERS FOR PROVISION OF GOODS AND SERVICES

Patient and community welfare foundation of Malawi (PAWEM) invites applications from eligible, reputable, and well-established local suppliers of goods and services for July 2026 to December 2026 period in the following categories.

CATEGORY A- PREMISES AND FACILITIES

A1 - Waterproofing Services

A2 - Provision of Electrical Services

A3 - Provision of Plumbing Services

A4 - Provision of Fumigation Services

Provision of Welding & Fabrication Services

A6 - Provision of General office maintenance

A7 - Services of Tracers (Legal)

CATEGORY B – INFORMATION TECHNOLOGY

B1 - Provision of ICT services

B2 - Supply, repair and maintenance of ICT hardware – Computers (Laptops and Desktops), IPADS & Tablets Printers, photocopiers, money counting machines, UV lights, Cheque Scanners, document scanners, Accessories, routers, Switches and of Office Equipment, and Furniture

B3 - Supply, installation and maintenance of local area Network and wide area network

B4 - Provision of specialized IT-Consulting, cloud services and satellite connectivity

B5 - Supply, installation and maintenance of fire suppression systems (ICT server rooms)

B6 - Supply of ICT Software Development

CATEGORY E – SUPPLY AND DELIVERY OF GOODS AND SERVICES

E2 - Electrical Contractors - Minor

E3 - Fumigation Services

E4 - Security Services – Supply, Installation, and Maintenance of CCTV and Access Control D8 - Security Services – Intruder Alarms

E5 - Supply, Installation, and Maintenance of Fire Fighting Equipment

E6 - Supply, Installation, Commissioning, and Maintenance of Generators

E7 - Supply, Installation, Commissioning, and Maintenance of Solar Power System A5 -

E8 - Supply, Installation, and Maintenance of Cooling Systems / Air Conditioners

CATEGORY F – SUPPLY AND DELIVERY OF GOODS AND SERVICES

F1 - Courier Services - Collection and delivery of parcels, office mails, stationery items etc.

F2 - Freight Forwarding and Custom Clearing consumables G3 - Supply and Maintenance

G4 - Supply of General Stationery / Office Consumables and ink/ Toner Cartridges

G5 - Supply Stationery

G6 - Supply of Motor Vehicle Tyres, Batteries, and Accessories

G7 - Taxi Services

G8 - Repair and Maintenance of Motor Vehicles (Garages)

G9 - Travel Agency Services

G10 - Removals and Distribution services – Transfer of personal effects for staff

CATEGORY G - GUARDING SERVICES

G1 - Provision of security personnel (guards and commissionaires)

G2 - Provision of Dog handlers at designated areas

E1 - Building and civil Contractors – Minor

members

CATEGORY C - CLEANING SERVICES

C1 - Supply of cleaning services- Offices and surroundings C2
- Provision of Sanitary Disposal Service

D1 - Supply & installation, repair & maintenance of CCTV, Biometric Access system.
D2 - Supply & Installation, Repair & Maintenance of Fire Suppression Systems-
D3 - Supply & Installation, Repair & Maintenance of Fire alarm systems & Firefighting equipment

CATEGORY H – PROVISION OF MARKETING SERVICES

H1 - Media Production and monitoring (Radio and/or Television & Digital)

H2 - Events Management

H3 - Supply of Promotional Materials
H4 - Research agency
H6 - Marketing Agency- Digital, strategy, marketing activation
H7 - videography and Photography Services
H8 - Branding Services
H9 - Live streaming of meetings- video conferencing

PRE - QUALIFICATION OF SUPPLIERS FOR PROVISION OF GOODS AND SERVICES

CATEGORY I- TRAVEL AGENCY

I1 - Provide Air tickets
I2 - Provide Airport Transfers (Optional)

CATEGORY J- HOSPITALITY

J1 - Provide hotel reservations for Accommodation, Conference Package + Venue

MANDATORY REQUIREMENTS

1. Business Registration Certificate with Registrar of Companies
2. Tax Payment Identification Certificate (TPIN) 3. Bank Statement for two years
4. Evidence of previous contracts for two years

OTHER REQUIREMENTS

1. Certificate of Registration with the respective regulatory body of the industry, it plies its business (i.e. NCIC, MERA, MACRA, e.t.c)
2. Tax Clearance Certificate (2025)

3. Public Procurement and Disposal of Assets (PPDA) Certificate
4. Confirmation of Bankers (Letters/Deposit Slips/Financial Statement)
5. Detailed Company Profile
6. Physical Address

TERMS AND CONDITIONS

1. Scoring: Submissions will be considered only if applicants provide all four mandatory requirements and at least three of the additional requirements. Applicants who provide more than three of the additional requirements will have an added advantage.
2. Applications MUST indicate CATEGORY OF INTEREST
3. Each applicant is allowed to express interest for not more than three subcategories
4. All successful applicants SHALL be communicated in writing
5. PAWEM has the right to verify the authenticity of any Information an applicant submitted without consulting the applicants
6. PAWEM RESERVES the right to or not to work with the prequalified supplier during the period
7. Successful suppliers shall sign pre-agreed prices and/or rates for some goods and services

All applications should be submitted to admin@pawem.org/pawem15@yahoo.co.uk by 10th July 2026.Those who already submitted need not resubmit.