



PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

REF. Number: FAM/GS/001 - Suppliers to supply/render services at FAM

Date of Issue: 14 January 2023

Football Association of Malawi (FAM) is a national association with perpetual succession formed with the objective of administering association football in Malawi and is registered under the Malawi National Council of Sports Act (Cap 30:05 of the Laws of Malawi). FAM is mandated to organize, administer, develop and control the game of football in consistent with Fédération Internationale de Football Association (FIFA) rules and regulations in a manner that will continuously improve the standard of football in the country and enhance the competitiveness of Malawi football while at the same time providing wholesome entertainment to Malawians.

The purpose of this exercise, therefore, is to competitively identify suppliers to be included in a pre-qualified list of providing the goods and services to FAM offices in Limbe and other districts for a period of one year from the date of signing the contract. The pre-qualified suppliers shall be invited to submit bids as appropriate, and whenever necessary; FAM might enter into a Long-Term Framework Agreement for the supply of routine services. This exercise and the subsequent tendering processes shall be subject to the FAM Procurement Regulations. The General Secretary, on behalf of the association, invites interested eligible dealers to be considered for pre-qualification for categories stated below:

CATEGORY	LOT NUMBER	DESCRIPTION
Goods	FAM/001	General Office Stationery
Goods	FAM/002	General Football wear and equipment
Goods	FAM/003	Motor vehicle Tyres and spare parts
Goods	FAM/004	ICT Equipment, Supplies, accessories, LAN and WAN Network services, IT

		Services, ICT Hardware maintenance & Service
Goods	FAM/005	General Hardware, Plumbing & Electrical items
Goods	FAM/006	Office Furniture, Equipment & related items
Goods	FAM/007	Air-conditioners supply and maintenance
Services	FAM/008	Printing services, Promotional materials & Signage
Services	FAM/009	Motor vehicle service and maintenance
Services	FAM/010	Conference Packages & Accommodations for all districts in Malawi
Services	FAM/011	Vehicle hire (3ton – 15ton) lorries and vans, 4x4 motor vehicles, saloons, taxis hire
Works	FAM/012	Minor works like electrical, plumbing, carpentry, painting, office partitioning and land scaping
Goods	FAM/013	Protective Wear and Safety Equipment
Goods	FAM/014	Cleaning materials and sundries
Services	FAM/015	Insurance Services
Services	FAM/016	Air tickets and ticketing services
Services	FAM/017	Clearing and forwarding services
Services	FAM/018	Legal Services
Services	FAM/019	Security Services
Services	FAM/020	Statutory and Internal Audit services
Works	FAM/021	Construction and renovation of buildings
Services	FAM/022	Branding of Vehicles and other office equipment
Services	FAM/023	Consultancies
Services	FAM/024	Football match gate collection services
Services	FAM/025	Laundry and cleaning services
Services	FAM/026	Market services (Full house marketing and advertising agency, Strategy formulation and execution, Market research, Experiential Marketing)
Services	FAM/027	Media (Production of print, social media, radio, and television commercials, Social media management, Media monitoring, Media Production – Editorial content, Videography and Photography)

Pre-qualification Criteria:

All suppliers wishing to be considered for pre-qualification should include the following requirements in their proposals. This will be assessed in pass or fail basis. All bidders should include a checklist indicating inclusion of the requirements listed below in chronological order.

- (a) Business profile including contact address and details of Key staff
- (b) Business registration certificate/Business License
- (c) List of current customers to the business with their contact details and at least written references of endorsement from three key/reputable organizations
- (d) Copy of Supplier's valid MRA Tax Clearance Certificate and VAT Certificates
- (e) Registration with the Office of the Public Procurement and Disposal of Assets Authority (PPDA)
- (f) Proposed delivery and payment terms
- (g) Evidence of financial capability (Recent Audited Accounts or Management Accounts and Recent Bank Statements)
- (h) Availability of key personnel and proof of competence if applying for provision of services
- (i) Physical address and all other contact details (postal, e-mail, phone and fax)
- (j) Other information relevant to back up the application

Sealed proposals clearly marked "Pre-qualification of Suppliers for Goods and Services" quoting reference No and Lot No being applied for, should be delivered before 14.00 hours on 30th January 2023 to the address below:

Further information can be obtained in writing from: FAM Procurement at procurement@fam.mw or on phone numbers +265 998 843 046 or +265 883 552 000.

Address for Submission of the proposals:

**The General Secretary,
Football Association of Malawi,
P.O Box 51657,
Limbe.**

Electronic submissions will not be allowed, and late delivery of pre-qualification documents will be rejected.