



PROCUREMENT NOTICE

INVITATION FOR PRE-QUALIFICATION FOR THE SUPPLY OF GOODS, SERVICES AND WORKS

REF. Number: FAM/GS/25/001
Date of Issue: 21st October, 2025

1. 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).
2. Football Association of Malawi has budgeted funds for the procurement of goods, services and works in the fiscal year 2025-2026
3. FAM would like to prequalify firms for the supply of goods, services and works listed in the table below.
4. FAM will procure the goods, services and works shown in the following lots from prequalified suppliers in compliance with FAM Procurement Regulations

DESCRIPTION OF GOODS, SERVICES AND WORKS	
LOT NO.	
FAM/001	Stationery - Office Consumables
FAM/002	ICT Equipment, supplies, accessories - Computers and Printers
FAM/003	General Hardware, Plumbing and Electrical Items
FAM/004	General Football wear and Equipment
FAM/005	Motor Vehicle Tyres and Spare Parts
FAM/006	Office Furniture, Equipment and Related Items
FAM/007	Air Conditioners - supply
FAM/008	Protective Wear and Safety Equipment
FAM/009	Cleaning Materials and Sundries
FAM/010	Supply of Motor Vehicles
FOOD STUFFS	
FAM/011	Dry Goods – Rice, Maize, Maize Flour, Wheat Flour, Beans
FAM/012	Poultry and Poultry Products – Chicken, Local Chicken, Zinziri, Chicken Fillet, Chicken Wings, Chicken Drumstick, Fresh Eggs
FAM/013	Goat Meat, Mutton, Beef and Beef Products
FAM/014	Fish – Chambo, Mcheni
FAM/015	Irish Potatoes
FAM/016	Fresh Vegetables – Onion, Tomatoes, Bell Peppers, Rape, Chinese, Mpiru, Nkhwani, Khwanya, Fresh Kambuzi
FAM/017	Dairy Products – Fresh Milk, Yoghurt, Cheese, Ice Cream

SERVICE	
FAM/018	Maintenance of Office ICT Equipment/Machinery
FAM/019	Maintenance of Air Conditioners
FAM/020	Printing services, Promotional Materials and Signage/ Branding of Vehicles and other Office Equipment
FAM/021	Motor Vehicle Repairs and Machinery Services
FAM/022	Conference Packages and Accommodation for all districts
FAM/023	Motor Vehicle Hire - (3ton-5ton), Lorries, Vans, 4x4, Salons and Taxis
FAM/024	Insurance Services
FAM/025	Air Travel Services
FAM/026	Clearing and Forwarding Services
FAM/027	Legal Services
FAM/028	Security Services
FAM/029	Landscaping Services
FAM/030	Construction Management Consultancies
FAM/031	Football Match Gate Collection Services
FAM/032	Laundry and Cleaning Services
FAM/033	Fumigation Services
FAM/034	Debt Collection Services
FAM/035	Market Services (Full House marketing and advertising agency, Strategy Formulation and Execution, Market Research, Experiential Marketing, Media - Production of Print, Social Media and Television Commercials, Media Monitoring, Media Production - Videography and Photography)
FAM/036	Catering Services
FAM/037	Accounting Software
FAM/038	Audit Services
FAM/039	Team Building/Staff Retreat Services
WORKS	
FAM/040	Minor Works - Plumbing, Electrical, Carpentry, Painting, Office Partitioning, Landscaping
FAM/041	Construction and Renovation of Buildings

Pre-qualification Criteria:

All suppliers wishing to be considered for pre-qualification should include the following requirements in their proposals. This will be assessed on a 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) Valid 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) Valid Registration with the Office of the Public Procurement and Disposal of Assets Authority (PPDA)
- (f) Manufacturers' authorization for suppliers of laptops, printers and toners
- (g) Proposed delivery and payment terms
- (h) Evidence of financial capability (Most Recent Audited Accounts or Management Accounts -and Recent Bank Statements)
- (i) Availability of key personnel and proof of competence if applying for provision of services
- (j) Physical address and all other contact details (postal, e-mail, phone and fax)
- (k) Other information relevant to back up the application

Applicable to Category (Works)

- i. Principle place of Business
- ii. Experience as a prime contractor in Building Projects of at least MK100,000,000.00 within the last Five (5) years (applicable to Category C2 – Works)
- iii. Average Annual Turnover over the past five (5) years and work underway (applicable to Category C2 – Works)
- iv. List of major items of construction plant and equipment (applicable to Category C2 – Works)
- v. Qualification and experience of key management and technical personnel (applicable to Category C2 – Works)
 - a) Managing Director
 - b) Site Agent
 - c) Quantity Surveyor
 - d) Building Foreman

CONDITIONS

1. FAM RESERVES the right to verify the authenticity of any information of an applicant submitted without consulting the applicants
2. Electronic submissions will not be allowed, and late delivery of pre-qualification documents will be rejected.
3. Successful applicants shall be communicated in writing.
4. 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 29th October 2025 to the address below **(Late Submissions will be rejected):**

SUBMISSION AND CLARIFICATION

Further information and clarification can be obtained in writing from: admin@fam.mw copying procurement@fam.mw.

Address for Submission of the proposals:

**The Chairperson,
Internal Procurement and Disposal Committee,
Football Association of Malawi,
P.O Box 51657,
Limbe**