INVITATION FOR PREQUALIFICATION OF SUPPLIERS

Background

Development Aid from People to People (DAPP) Malawi is a local, non-governmental organization, which works to promote social and economic development through health, education and training, agriculture and food security, fundraising and environmental projects and programs. The organization serves the people of Malawi and empowers them to take an active role in improving their life and the lives of others.

DAPP is implementing 21 project within education, health, agriculture and community development in 19 districts that span across the country's three regions. The districts are:


DAPP in Malawi invites applications from suppliers of goods and service providers from or have outlets in the mentioned above districts, who wish to be shortlisted and be included on the list of pre-qualified suppliers for the 2023 financial year in the following categories:

<table>
<thead>
<tr>
<th>CATEGORY NO</th>
<th>DESCRIPTION OF GOODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAPP/001/2023</td>
<td>Supply of general stationery</td>
</tr>
<tr>
<td>DAPP/002/2023</td>
<td>Supply of office equipment, office furniture and fittings</td>
</tr>
<tr>
<td>DAPP/003/2023</td>
<td>Supply of electric appliances and electronics e.g. Fridges, TVs, radios, dispensers and air conditioners.</td>
</tr>
<tr>
<td>DAPP/004/2023</td>
<td>Supply of General Groceries (Cleaning materials and Sundries)</td>
</tr>
<tr>
<td>DAPP/005/2023</td>
<td>Supply of foodstuffs (beans, maize, rice etc)</td>
</tr>
<tr>
<td>DAPP/006/2023</td>
<td>Supply of non-food relief items e.g. blankets, jerry cans, mosquito nets, kitchen sets, buckets and basins, tarpaulins</td>
</tr>
<tr>
<td>DAPP/007/2023</td>
<td>Supply of solar panels and accessories, Power and Backup systems</td>
</tr>
<tr>
<td>DAPP/008/2023</td>
<td>Supply of branded promotional materials such as T-Shirts, golf shirts, stickers, calendars, diaries, key holders, bags, posters</td>
</tr>
<tr>
<td>CATEGORY NO</td>
<td>DESCRIPTION OF SERVICE/WORKS</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>DAPP/009/2023</td>
<td>Supply of vehicle spare parts and accessories, tyres and batteries inclusive</td>
</tr>
<tr>
<td>DAPP/010/2023</td>
<td>Supply of motorcycle spare parts and accessories, tyres and batteries inclusive</td>
</tr>
<tr>
<td>DAPP/010/2023</td>
<td>Supply of bicycle spare parts and accessories and tyres</td>
</tr>
</tbody>
</table>

**CATEGORY B: PROVISION OF SERVICES AND WORKS**

<table>
<thead>
<tr>
<th>CATEGORY NO</th>
<th>DESCRIPTION OF SERVICE/WORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAPP/012/2023</td>
<td>Provision of security services and related accessories (alarm response, CCTV and access control systems)</td>
</tr>
<tr>
<td>DAPP/013/2023</td>
<td>Provision of lodging and conference services</td>
</tr>
<tr>
<td>DAPP/014/2023</td>
<td>Provision of air tickets and ticketing services</td>
</tr>
<tr>
<td>DAPP/015/2023</td>
<td>Provision of office equipment for Rental/ lease</td>
</tr>
<tr>
<td>DAPP/016/2023</td>
<td>Provision of car rental services</td>
</tr>
<tr>
<td>DAPP/017/2023</td>
<td>Provision of motor vehicles maintenance, repair services</td>
</tr>
<tr>
<td>DAPP/018/2023</td>
<td>Repair and maintenance of office furniture, fixtures and fittings</td>
</tr>
<tr>
<td>DAPP/019/2023</td>
<td>Provision of clearing and forwarding services</td>
</tr>
<tr>
<td>DAPP/020/2023</td>
<td>Supply and maintenance of generators, water pumps</td>
</tr>
<tr>
<td>DAPP/021/2023</td>
<td>Supply and installation and maintenance of fire appliances/fire hydrants trainings and safety services</td>
</tr>
<tr>
<td>DAPP/022/2023</td>
<td>Provision of electrical and plumbing maintenance services</td>
</tr>
<tr>
<td>DAPP/023/2023</td>
<td>Service and maintenance of computer equipment, printers, networking and accessories</td>
</tr>
</tbody>
</table>

**CATEGORY C – HIGH VALUE PURCHASE**

<table>
<thead>
<tr>
<th>CATEGORY NO</th>
<th>ITEM DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAPP/024/2023</td>
<td>Supply of building materials and hardware materials</td>
</tr>
<tr>
<td>DAPP/025/2023</td>
<td>Supply of motor vehicle</td>
</tr>
<tr>
<td>DAPP/026/2023</td>
<td>Supply of medical supplies, drugs and equipment</td>
</tr>
<tr>
<td>DAPP/027/2023</td>
<td>Supply of service renovation, repair and maintenance of DAPP buildings</td>
</tr>
<tr>
<td>DAPP/028/2023</td>
<td>Borehole drilling and rehabilitation services</td>
</tr>
<tr>
<td>DAPP/029/2023</td>
<td>Supply of motor bikes</td>
</tr>
</tbody>
</table>

Interested candidates may download pre-qualification/registration of supplier’s documents from the DAPP website ([www.dappmalawi.org](http://www.dappmalawi.org)) and pay a non-refundable fee of MK20,000.00.

Payments should be made through the direct transfer to the account details provided below:
BANK: Standard Bank
BRANCH: CBC
ACCOUNT NAME: DAPP
ACCOUNT NO. 9100000882833

Original copy of the deposit slip should be attached to the tender document.

Tender documents in a clearly labelled and sealed envelope should be deposited before October 27, 2022 at 16:00 hrs, into the tender box at DAPP Malawi offices situated at Maselema, Opposite Polypack in Limbe, Blantyre and address to;

THE CHAIRMAN
INTERNAL PROCUREMENT COMMITTEE
DAPP MALAWI
P.O BOX 2732
BLANTYRE

Bids will be opened on 10.00am on 28th October, 2022 in the presence of the bidders who choose to attend or their representatives.

DAPP 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
DAPP in Malawi would like to invite interested candidates who must qualify by meeting the set criteria as provided by the DAPP 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 goods and also provide services under relevant tenders/quotations to DAPP 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 IPC Chairman – DAPP 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, prospectivesuppliers 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: Not later than Friday 30 September, 2022, at 14.30 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: Thursday 29 September, 2022

The Internal Procurement Committee
DAPP in Malawi
P.O. Box 2732
2.8 Additional Information
DAPP 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 DAPP 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
DAPP is not exempted from any taxes unless advised.

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

3.3 Payments
All local purchase shall be on credit of a minimum of sixty (30) days or as maybe 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 and PQ-7 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 DAPP 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 DAPP 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 statements 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 organizations—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 DAPP 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. DAPP will not procure goods or services from suppliers where the employees have not declared conflict of interest.

4.6.3 DAPP may carry out a source audit exercise for the shortlisted prequalified suppliers
4.6.4 Any effort by the tenderer to influence DAPP in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers’ tender.
4.7 Prequalification Criteria

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Form Type</th>
<th>Points Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registration Documentation</td>
<td>PQ-1</td>
<td>(30 Marks)</td>
</tr>
<tr>
<td>2. Pre-qualification Data</td>
<td>PQ-2</td>
<td>(5 Points)</td>
</tr>
<tr>
<td>3. Supervisory Personnel</td>
<td>PQ-3</td>
<td>(10 Points)</td>
</tr>
<tr>
<td>4. Financial Position</td>
<td>PQ-4</td>
<td>(20 Points)</td>
</tr>
<tr>
<td>5. Confidential Report</td>
<td>PQ-5</td>
<td>(15 Points)</td>
</tr>
<tr>
<td>6. Past Experience</td>
<td>PQ-6</td>
<td>(10 Points)</td>
</tr>
<tr>
<td>7. Litigation History</td>
<td>PQ-7</td>
<td>(5 Marks)</td>
</tr>
<tr>
<td>8. Sworn Statement</td>
<td>PQ-8</td>
<td>(5 Marks)</td>
</tr>
</tbody>
</table>

**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 (September 2021 to August 2022).
4. Copy of valid Tax Compliance Certificate from Malawi Revenue Authority.
5. Copy of valid Trade License/Current business licenses from relevant authorities e.g. City council or Ministry of Trade.
6. Copy of Registration certificate as a contractor by National Construction Industrial Council (NCIC).
7. Copy of Registration certificate as a Lodges and Car hire firms by Tourism and Hotel board.
8. Copy of Letter of recommendation from 3 previous organizations served with similar works.
9. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated Bodies/associations (Pharmacist license, legal, medical, license).
10. Copy of Memorandum of Understanding or Articles of Association.
11. Transport Hire firms must attach evidence of having taken all the Insurance covers.
12. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling.

**NOTE:** A COPY OF THE ORIGINAL BANKING SLIPS INTO DAPP 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. Date 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

1. Name .................................................................
   Age ...........................................................................
   Academic Qualification ......................................................
   Undergraduate....................................................................
   Post graduate.....................................................................
   Diploma...........................................................................
   High School......................................................................
   Professional Qualification ...................................................
   ................................................................................................. (Attach Certificates if any)

   Length of service with Contractor or Supplier position held

2. Name .................................................................
   Age ...........................................................................
   Academic Qualification ......................................................
   Undergraduate....................................................................
   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) - 5 points 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 2020 and above). 10 marks

(2) Attach letters of recommendation from the firm's bankers. 10 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.

2 (a) 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..................................
**Part 2 (b) Partnership**

*Given details of partners as follows:*

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship</th>
<th>Details/Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship</th>
<th>Details</th>
<th>Shares</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

4. Others .................................................................................................
(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.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>AWARD FOR OR AGAINST</th>
<th>NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE</th>
<th>DISPUTED AMOUNT (CURRENT VALUE, MWK EQUIVALENT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(5 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)

(5 points)