



AIRPORT DEVELOPMENTS LIMITED

PRE-QUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES

Date of Issue: 10th February, 2024

Airport Developments Limited (ADL) invites applications from eligible bidders to be pre-qualified for twelve months for the supply, delivery and provision of various goods and services as follows:

Category	Ref. Number	Description	PERIOD
Goods	ADL/PREQ/1	Supply of Office Stationery	12 Months
	ADL/PREQ/2	Supply of Servers, Desktops, Laptops, Photocopiers, Computer Spare Parts, Accessories and Software	12 Months
	ADL/PREQ/3	Supply of Office furniture, carpets and fittings	12 Months
	ADL/PREQ/4	Supply of Motor vehicle Spare Parts, Tractor Spares, Oils and Bolts and Nuts	12 Months
	ADL/PREQ/5	Supply of Vehicle Batteries and tyres	12 Months
	ADL/PREQ/6	Supply of Electrical and electronic equipment, Electrical Appliances, Pumps, Motors, Motor Rewinding Air Conditioners, and Plumbing Materials	12 Months
	ADL/PREQ/7	Supply of General Building Materials e.g. Plumbing Materials, Electrical Materials, Carpentry Materials, Metals and Paints	12 Months
	ADL/PREQ/8	Supply of cleaning materials, chemicals, safety wear and Uniforms	12 Months
	ADL/PREQ/9	Provision of Promotional Branded Materials and Marketing Services	12 Months
	ADL/PREQ/10	Supply of Alluminium Profiles, Glasses and Glass Fittings	12 Months
	ADL/PREQ/11	Supply of Pest Control Chemicals and	12 Months

		fumigation Chemicals	
	ADL/PREQ/12	Supply of Duty-Free Shop Stocks	12 Months
SERVICES	ADL/PREQ/13	Supply of Car Hire Services	12 Months
	ADL/PREQ/14	Supply of MRA Clearing Services for Airfreight and Road freight Cargo	12 Months
	ADL/PREQ/15	Supply of Firefighting Equipment Service	12 Months
	ADL/PREQ/16	Supply of Maintenance Services for Weighing Scales	12 Months

1. Pre-qualification will be conducted in full compliance with the provisions of Malawi's Public Procurement and Disposal of Public Assets Act No 27 of 2017 and its Subsidiary Legislations. Pre-qualification is open to all eligible Suppliers.
2. Interested eligible suppliers may obtain further information from the Procurement and Disposal Unit at the following address: Airport Developments Limited, Kamuzu International Airport, P.O Box 30311, Lilongwe 3.

Email Address: jmunthali@adlmw.com

3. Interested bidders must enclose the following requirements to be considered for the selection:
 - Name(s) and contact details of the business owner/directors(s)
 - Comprehensive Company profile with business address, valid phone numbers and email addresses
 - Name of the authorised signatory of the supplier
 - Valid MRA Tax Compliance Certificate
 - Valid Public Procurement and Disposal of Assets Authority (PPDA) Registration Certificate
 - Registration Certificate of the supplier (Registrar of Companies)
 - Addresses of previous clients that may provide references if contacted by the Procuring Entity
 - Those registered for SME categories should provide their registration certificates and a copy of their National ID.
 - Evidence of access to financial resources (Audited Accounts, Bank Statements or Current Lines of Credit)
 - Proof of good performance for the past three years (3 reference letters from reputable organisations or attach copies of LPOs or Contracts awarded)
 - Availability of key personnel and proof of competence if applying for provision of services
 - Proposed payment terms

- Signed application letter for pre-qualification which includes a declaration that the supplier is not debarred from participating in public procurement in Malawi
4. Applicants can apply for one or more categories depending on their capabilities and they must not combine different categories under one submission as that will lead to disqualification.
 5. Sealed pre-qualification applications clearly marked “**Pre-qualification of Suppliers for Goods and Services**” indicating the Reference Number and the Category of goods and services being applied for should be submitted in hard copies only to the address indicated in (8) below.
 6. The applications should be delivered at ADL Reception and dropped in the tender box on or before **Monday, 13th March 2024 at 14:00 Hours** local time at which time they will be opened in the ADL Board Room. Late and incomplete submissions will be disqualified.
 7. Airport Developments Limited is not in any way bound to accept any applications but reserves the right to reject any or all applications and cancel the procurement proceedings at any stage.
 8. The address for submission is:

**The Chairperson
Internal Procurement and Disposal of Asset Committee
Airport Developments Limited
Kamuzu International Airport
Operations Building
P.O Box 30311
LILONGWE 3.**