



PRE-QUALIFICATION OF SUPPLIERS

DATE OF ISSUE WEDNESDAY 12TH MARCH 2025

1. The National Oil Company of Malawi Limited (NOCMA) is a wholly owned Government of Malawi Company incorporated in 2010 under the Companies Act of 1984 with the mandate to (a) Promote upstream oil and gas exploration, (b) Manage Strategic Fuel Reserve facility in accordance with the Government of Malawi's approved Strategic Fuel Reserve Management Plan and (c) Provide at a fee, hospitality to new entrants as one way of promoting competition.
2. NOCMA has budgeted funds for the procurement of routine services. The Chairman, Internal Procurement and Disposal Committee now invites sealed bids from eligible Malawians to supply the following goods:

Procurement Reference Number	Description of Goods	Target Group	Contract Period
NOC01/NCB/G/ FY2025-26	Supply and Delivery of Stationery Supplies	Small & Medium Enterprises – Women Owned	12 Months
NOC02/NCB/G/ FY2025-26	Supply and Delivery of Depot Consumables	Medium Enterprises	12 Months

3. Interested bidders must enclose the following requirements to be considered for the selection:
 - i. Original letter from the Bank to show financial capacity to access line of credit or recently Audited Accounts or Bank statements for the past six months.
 - ii. Copy of bidder's trading certificate from registrar of companies.
 - iii. Copy of valid tax clearance certificate from MRA.
 - iv. Comprehensive Company profile with business address, valid phone numbers and email addresses.
 - v. Provide at least 2 copies of similar contracts.
 - vi. Provide list of contracts performed in the past 2 years with valid phone numbers and email addresses.
 - vii. Copy of valid certificate of business registration from PPDA.
 - viii. Copy of valid MSME certificate from Ministry of Trade and Industry
 - ix. Signed application letter for the pre-qualification.
4. Submissions in sealed envelope clearly marked "**Procurement Reference Number and Description of Procurement**" must be deposited in the **Tender Box** located at the Reception of **NOCMA, Kang'ombe House, 4th Floor, West Wing, City Centre, Lilongwe, Malawi** at or before **10:00 a.m. (local time) on Monday 14th April 2025.**

5. Opening of Bids shall commence at **10:00 a.m. (local time) on Monday 14th April 2025 at NOCMA Board Room, Kang'ombe House, 4th Floor, East Wing, City Centre, Lilongwe, Malawi.** Interested bidders, their representatives and the general public are welcome to attend.

**The Chairperson,
Internal Procurement and Disposal Committee (IPDC)**