



## PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES, AND WORKS FOR THE YEAR APRIL 2026 TO MARCH 2027

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### MALAWI LEGAL AID BUREAU

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### 1.0. Introduction

The Malawi Legal Aid Bureau (LAB) is a government institution established under the Legal Aid Act of 2011 to provide accessible, affordable, and quality legal services to indigent and vulnerable people in Malawi. It offers legal representation, advice, and assistance in civil and criminal matters. The Bureau operates in multiple districts across the four regions of Malawi to ensure access to justice.

Legal Aid Bureau seeks to pre-qualify legally registered vendors that are reliable, competent, experienced enough to supply various goods, supplies and services for the calendar year April 2026 through March 2027.

Legal Aid Bureau invites applications from interested suppliers who wish to be shortlisted for our list of prequalified suppliers for the following:

Lot Number	Description
01	Stationery & Office Supplies e.g. Printing Paper, Pens, Toner/Cartridges, Files, Folders etc.
02	IT Equipment e.g. desktop and laptop computers, cameras, hard drives, monitors, printers, projectors, photocopiers etc.
03	Accommodation - Blantyre, Lilongwe, Zomba, Mzuzu, Salima, Mangochi and Kasungu.
04	Printing and Photocopying Services e.g. registers, posters, reports, manuals, etc.
05	Safety Equipment and Protective Wear e.g. rain coats, boots, back packs, reflective gear, etc.
06	Renovations (electrical, carpentry, plumbing and welding) – Lilongwe and Central Region Districts.

07	Office Cleaning, Fumigation and Disinfection services (both inside and outside) – Lilongwe.
08	Security Services (Guarding) – Lilongwe and Central Region District Offices.
09	Motor Vehicle & Motor Cycle Maintenance services (Toyota, Nissan, KIA, Mitsubishi, Honda, Yamaha) – Lilongwe.
10	Removals and Relocation Services.
11	Office Furniture e.g. office desk, chairs, filing cabinets, shelves etc.
12	Insurance Services (vehicles and motor cycles).
13	Construction/Renovation (up to MWK25M)- Lilongwe, Zomba,
14	Branding Services (Branding T-Shirts, Embroidery, Banners, posters, Zitenje etc).
15	Hardware Items (Plumbing, Welding, Paint etc).
16	Photography services (videography, still pictures, documentary etc)
17	Food items and groceries e.g. cooking oil, soap, sugar etc
18	Auto-spares e.g. tires, triangle plates, Jack, steering cover, mates – Lilongwe
19	Conference package (hall hire, lunch and Refreshments for Meetings and Workshops) - Blantyre, Mangochi, Salima, Nkhatabay, Lilongwe, Zomba, and Mzuzu.
20	International travel agent (air).
21	International travel insurance services.
22	Internet services.
23	Vehicle tracking services.

**Eligible suppliers should include the following information:**

1. Company Profile.
2. Physical Address.
3. Valid Contact Numbers.
4. Registration Certificate or Certificate of Incorporation.
5. MRA Tax Certificate (TPIN letter).
6. VAT Certificate.
7. Withholding Tax Certificate.
8. ODPP (PPDA) Registration Letter.
9. NICC Certificates for contractors.
10. List of References for relevant works done in the last 2 years (name of client, contract amount, contract period, and description of goods/ services supplied).
11. Indicate whether or not the supplier will accept LPOs.

Applicants may apply for one category or several categories. Note that every application for any category should be in a separate document/ envelop.

Completed applications need to be submitted in a sealed envelope clearly marked "**Prequalification of Suppliers for Goods and Services – Lot Number.**"

They must be deposited in the Tender Box at the Legal Aid Bureau Head Office Reception area on or before **18<sup>th</sup> March, 2026, at 12 noon:**

Sealed Envelopes should be submitted to the address below:

The Chairperson  
Internal Procurement and Disposal Committee  
Malawi Legal Aid Bureau  
1st Floor Shire Building  
Off Paul Kagame Road  
P.O. Box 675  
Lilongwe  
Malawi  
Cel: +265 999 754 2820 or +265 999 24 38 60  
E-Mail: [vlungu@legalaidbureau.org](mailto:vlungu@legalaidbureau.org)  
Cc: [lkachenje@legalaidbureau.org](mailto:lkachenje@legalaidbureau.org) [cmwale@legalaidbureau.org](mailto:cmwale@legalaidbureau.org)