



**GOVERNMENT OF MALAWI  
MINISTRY OF FOREIGN AFFAIRS**

**PRE-QUALIFICATION OF PROVISION OF AIR TRAVEL SERVICES FOR FINANCIAL  
YEAR 2024/25**

**Procurement Ref No** : 026/IPDC/MOFA/NCS/24-25/03  
**Issue Date** : 18<sup>th</sup> April , 2024

1. The Government of the Republic of Malawi, through the Ministry of Foreign Affairs has budgeted funds and it intends to apply part of the funds to payments under the provision of airtickets.
2. The Ministry of Foreign Affairs now invites interested and eligible air travel agents to submit letters of application for prequalification together with detailed pre-qualification documents to the address below.
3. The pre-qualified criteria is:

**4. Assessment Criteria**

- (a) Registration with Registrar of Companies Valid Industry Registration Certificate plus valid Business Registration Certificate
- (b) Evidence of Financial capability bank statement for 2023/2024 Financial Year access to resources
- (c) Evidence of Tax Compliance with the Malawi Revenue Authority (MRA)
- (d) VAT Certificate for those registered with Malawi Revenue Authority
- (e) Registration with International Air Transport Association (IATA)
- (f) Valid registration certificate with Public Procurement and Disposal of Assets Authority
- (g) Availability of staff, qualifications and Curricula vitae for key staff
- (h) Evidence of past performance for the past three years. Attach at least three previous contracts with government ministries/agents/other organisations (Attach copies of LPOs and signed contracts)
- (i) Verifiable physical address of the business
- (j) A Brief Company Profile of the company and its key staff members indicating their technical expertise including names and addresses of directors, physical addresses, email and postal addresses as well as ground and mobile phones should be provided. Copies of IDs of owners or directors of the company

- (k) Signed application letter for prequalification
  - (l) At least three Reference Letters from previous procuring and disposal entities
5. Prequalification will be conducted in accordance with the open tendering procedures contained in the Public Procurement Law and Regulations of the Government of Malawi.
6. Requests for clarification on Pre-qualification criteria or general questions must be sent to this address: **The Chief Procurement Officer, Ministry of Foreign Affairs, P. O. Box 30315, Capital Hill, Lilongwe 3. Email: [elestina.jere@foreignaffairs.gov.mw](mailto:elestina.jere@foreignaffairs.gov.mw)**
7. Prequalification Information Documents must be delivered to the address below paragraph 8(b) on or before 16<sup>th</sup> May, 2024 at **14:00 hours local time**. Electronic bidding *will not* be permitted. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who chose to attend at the address below paragraph 8(a) on **17<sup>th</sup> May, 2024 at 14:00 hours local time**. All bids must be valid for **120 days**.
8. Submission of Application for pre-qualification.

All interested bidders should take note that applications must be in a sealed envelope clearly marked "Prequalification of service providers air travel"

- (a) Address for Opening of Prequalification documents  
Ministry of Foreign Affairs(MoFA),  
Conference Room, First Floor  
Capital Hill Circle, P. O. Box 30315, Lilongwe 3.  
Capital Hill, Lilongwe, Malawi.
- (b) Address for Submission of Bids  
The Chairman  
Internal Procurement and Disposal Committee,  
Ministry of Foreign Affairs, Capital Hill Circle, P. O. Box 30315, Lilongwe 3.  
Tender Box; 1<sup>st</sup> Floor, behind room 67

**The Chairperson**  
**(Internal Procurement and Disposal of Assets Committee)**  
**MINISTRY OF FOREIGN AFFAIRS**