



## **PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES: 2025-2026**

**Date of issue 28<sup>th</sup> April 2025**

The National Initiative for Civic Education (NICE) was established in 1999. In 2012 NICE became a Public Trust incorporated under the Public Trustees Act of 1962. The overall objective of NICE as an independent and autonomous Trust is to contribute towards strengthening and deepening of democratic process and improved governance in Malawi for accelerated economic growth and poverty reduction.

The Trust intends to develop a concise list of suppliers to be used for the purposes of an invitation to Bid (ITB) and Request for Quotation (RFQ) procurement methods for the 2025-2026 fiscal year.

The National Initiative for Civic Education Public Trust invites potential bidders for expression of interest to be pre-qualified for the supply of goods, works and services to the Trust. Small and medium businesses are encouraged to apply. Bidders are allowed to apply for prequalification in more than one of the following categories:

### **SUPPLY OF GOODS**

<b>NO</b>	<b>DESCRIPTION</b>
G1	Supply of office stationery
G2	Supply of computers, printers, photocopiers and computer related peripherals
G3	Supply of voice, data networks. PABX systems, internet services
G4	Supply of motor vehicles, spare parts and accessories
G5	Supply of office furniture and fittings
G6	Supply of branded promotional materials
G7	Supply of information, education and communication materials
G8	Supply and installation of air conditioners

## **SUPPLY OF WORKS**

W1	Maintenance of generator and electricals
W2	Maintenance of computers, photocopiers, and related peripherals
W3	Maintenance of telephone and installation of voice and data network/ materials, PABX systems
W4	Repairs of office furniture and fittings

## **SUPPLY OF SERVICES**

S1	Provision of printing services
S2	Provision of security services for office premises
S3	Provision of insurance services
S4	Provision of courier/mail delivery services
S5	Provision of car hire services
S6	Provision of accommodation and conferencing facilities
S7	Provision of team building consultancy services
S8	Provision of functional review services
S9	Motor vehicle garage services
S10	Cleaning and landscaping services
S11	Event management and decoration services
S12	Service of air-conditioners

## **SUPPLY OF CONSTRUCTION RELATED SERVICES**

C1	Architectural consultancies
C2	Structural consulting engineers
C3	Building surveyors
C4	Quantity surveyors
C5	Electrical contractors
C6	Plumbing contractors
C7	Project consultants

## **PRE-QUALIFICATION CRITERIA**

Interested suppliers should submit their applications together with the following

1. Business registration certificates

2. Detailed profile of the business including the name, registered address, telephone numbers, location, physical address, e-mail and profile of the key staff.
3. A copy of Tax Registration Certificate and Tax Clearance Certificate for the 2024-2025 financial year
4. A valid PPDA Certificate
5. Valid MRA Certificates
6. Valid MSME Certificates
7. Valid NCIC Certificate for those applying in Construction category
8. Minimum of three clientele references from reputable Organizations

### **SUMBMISSION**

The deadline for submission is 16th May 2025 at 2:00 PM.

The bid opening will take place at the same time. Bidders are invited to attend the opening.

Submission in sealed envelopes must be clearly labelled “**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES: 2025-2026**’ and deposited in the tender box at NICE Secretariat, Area 47 sector 5, Plot number 109/110, Near African Bible College, Lilongwe and addressed to:

**The Chairperson**

**Internal Procurement and Disposal Committee**

**National Initiative for Civic Education**

**P. O. Box 1046**

**Lilongwe**

**Submissions that shall be received after 23<sup>rd</sup> May 2025 shall be rejected.**