



## DEVELOPMENT OF DATABASE OF SUPPLIERS 2024/25

REFERENCE NO. EDF/PREQ/07/23

1. **Export Development Fund Limited (EDF)** is a development finance institution (DFI) mandated to promote the growth as well as diversification of the country's exports. EDF's mission is to accelerate structural transformation in Malawi through various financial and non-financial interventions availed to businesses in growth sectors of the economy.
2. **The Company** is inviting interested and eligible suppliers to participate in the development of supplier database exercise for 2024 - 2025 financial years towards the procurement of goods, works and services in the following categories.

CATEGORY No.	DESCRIPTION
1.	Provision of minor building maintenance – electrical, civil, mechanical (rehabilitation, partitioning, decoration, painting, signage, plumbing and repairs) and other associated works
2.	Supply, delivery and servicing of servers, storage, desktops, laptops, scanners, computer spare parts, accessories, and software
3.	Provision of internet, secure VPN, and other related connectivity services.
4.	Provision of cyber security and other related services.
5.	Provision of website development, hosting and software development services.
6.	Supplying firefighting equipment including servicing and training
7.	Provision of travel agency services
8.	Provision of courier services
9.	Provision of car rental services
10.	Provision of domestic pest control and eradication (Fumigation Services)
11.	Supply, Maintenance and delivery of office furniture, fittings & accessories
12.	Supply and maintenance of CCTV, Door access system and other related equipment and accessories.
13.	Supply of office stationery and printing of books
14.	Provision of Auctioneering services
15.	Provision of security services
16.	Provision of Property valuation services and periodic reviews
17.	Provision of legal services
18.	Provision of insurance services
19.	Provision of collateral management services
20.	Provision of catering services
21.	Provision of events management and marketing agency services
22.	Provision of debt collection services

3. Interested eligible bidders may obtain further information or request a complete set (soft copy) of bidding documents in English from the e-mail address indicated at 6(a) below for free. Bidders are

encouraged to ensure that the bidding document is read thoroughly and is well understood before completion.

4. Bids should among other things:
  - a. Clearly indicate on the envelope Lot or Category of the preferred item
  - b. Be submitted separately for each category the bidder is participating in.
5. Bids must be delivered to the tender box via the address indicated at 6(b) below on or before Thursday, 9<sup>th</sup> November 2023 at 15:00 hours' local time.
6. Addresses are as below:
  - a. Address for requesting for a copy of bidding documents: [procurement@edf.mw](mailto:procurement@edf.mw)
  - b. Physical address: The IPDC Chairperson,  
Export Development Fund Limited  
First Floor: Public Service Pension Fund House, Presidential Way,  
Capital City, Lilongwe 3, Malawi.
7. EDF is not bound to accept any application.
8. Late bids will be rejected.