



Republic of Malawi

Ministry of Defence

Prequalification of Suppliers

Title : Prequalification of Suppliers for Supply and Delivery of Stationery - 2025/2026FY

Proc. Number : MOD/PQ/Stationery/2025-26/02

Procurement Method : Request for Quotation

Issue Date : 16th July, 2025.

1. The Ministry of Defence - (MOD) has budgeted resources in the 2025-2026 Financial Year towards the cost of implementing various programs, and it is intended that part of the proceeds of these funds be applied to eligible payments under the contract for supplying stationery.
2. The Chairperson, Internal Procurement and Disposal Committee of the Ministry of Defence now invites sealed quotations from eligible and qualified suppliers for **supplying stationery**.
3. Prospective service providers **Must** enclose the following requirements to be considered for the selection;
 - a. A signed application letter and Company Profile (clearly stating the current physical address, contact telephone number and valid email address and names of Directors as Beneficial Ownership Disclosure)
 - b. Written confirmation authorising the signatory of the Bid to commit the Bidder
 - c. Valid Copy of MSME Certificate
 - d. Valid Copy of Certificate of Registration/ Incorporation
 - e. Valid Copy of MRA Registration Certificate
 - f. Valid PPDA Certificate for 2025-26 Financial Year

- g. Coloured copies of National Identity Cards for Directors and Board members of the company
 - h. Liquid assets and/or Credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the contract, of no less than Ten Million Kwacha only (**MK10,000,000.00**) (Letters from the bank have to state the actual amount of credit facility available)
 - i. Evidence of past performance; (provide details of two government successfully completed, for similar services during the past two financial years (2023-2024; 2024-2025 FY) indicating volume and value- Please attach signed contracts, System / IFMIS LPO Local purchase order, Payment vouchers, as proof of the successfully executed contracts with Government. (Letters of award shall be rejected,)
 - j. Written references of endorsement from at least two key customers
 - k. All relevant regulatory certificate
4. Applications in sealed envelope clearly marked **“PRE-QUALIFICATION FOR SUPPLYING STATIONERY”** must be deposited in the tender box located at Ministry of Defence, Second Floor - Reception area **not later than Tuesday, 5th August, 2025 at 10:00 Hours:**

5. The address for submission is: -

The Chairman,
Internal Procurement and Disposal Committee,
Ministry of Defence,
Private Bag 339,
Capital Hill,
Lilongwe 3.

The Chairperson, Internal Procurement and Disposal Committee,
Ministry of Defence