



**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS/CONTRACTORS**

**PROVISION OF GOODS, SERVICES AND WORKS FOR THE YEAR
2022/2023**

CLOSING DATE: 8TH DECEMBER 2021

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PRE-QUALIFICATION OF SUPPLIERS/SERVICES PROVIDERS FOR THE YEAR 2022

Habitat for Humanity Malawi (HFHM), affiliated to Habitat for Humanity International is a non-profit Christian organization whose aim is to improve housing conditions in Malawi. In addition to housing, HFHM has undertaken Water, Sanitation and Hygiene Projects in both urban and rural areas of several districts in Malawi. Its Head Office is in Area 14, Lilongwe and currently has field offices in Mulanje, Chikwawa, Blantyre, Salima, Phalombe and Zomba.

HFHM invites interested suppliers/service providers of one or several of the following goods and services. Successful suppliers/service providers will be on the prequalified list for HFHM for the year 2022 in the relevant categories of goods/services. There will be a possibility of entering into framework agreement with some suppliers/service providers for some lots, where possible fixed prices can be agreed upon.

Those interested may submit prequalification information for any number of categories provided. Each number of categories should have a separate submission.

Categories of goods/services needed are listed below;

CATEGORY A: FOR THE GENERAL PUBLIC			
Goods/Services	Ref No.	Goods/Services	Ref No.
Cement OPC <ul style="list-style-type: none"> • 32.5N cement • 42.5N cement 	Lot 1	Office furniture: <ul style="list-style-type: none"> • Desks, Chairs, Book Shelves • Fixtures & Fittings etc. 	Lot 9
Iron Sheets 28 Gauge Corrugated	Lot 2	Information Communication and Technology (ICT) equipment's: <ul style="list-style-type: none"> • Laptops & Desk Top Computers • Photocopiers/Printers, Antivirus software, Micros 	Lot 10
Assorted hardware items <ul style="list-style-type: none"> • Nails, glass panes, PVC pipes, DPM, wires etc. • Various Paints 	Lot 3	General Stationery	Lot 11
Cement Blocks: <ul style="list-style-type: none"> • 150x200x400 cement blocks • 200x200x400 cement blocks • SSBs 	Lot 4	Provision of Air Travel and Ticketing Services	Lot 12
Carpentry: <ul style="list-style-type: none"> • Flush Doors 	Lot 5	Information, Education and Communication Materials (IEC) <ul style="list-style-type: none"> • Communication and promotional materials/Visibility materials • Documentaries 	Lot 13
Timber: <ul style="list-style-type: none"> • Softwood Timber – various sizes 	Lot 6	<ul style="list-style-type: none"> • Motor Vehicle Services and repairs • Motor cycle services and repairs 	Lot 14
Borehole Drilling and rehabilitation Services:	Lot 7	<ul style="list-style-type: none"> • Construction companies / works • Repair works 	Lot 15
Protective Equipment: <ul style="list-style-type: none"> • Boots, Hard hats, Work Suits etc. 	Lot 8	Vehicle hire	Lot 16

CATEGORY B: FOR LOCAL SUPPLIERS/SERVICE PROVIDERS SITUATED IN THE SURROUNDING HFHM PROJECT AREAS			
Goods/Services	Ref No.	Goods/Services	Ref No.
Local Supplies of Building Materials: River Sand, Quarry stone, Hardcore etc.	Lot 17	Motor Cycle Services and repairs	Lot 21
Local Transportation Services within districts of operation (Chikwawa, Mulanje, Lilongwe & Salima, etc.). <ul style="list-style-type: none"> • 7 Ton trucks. • 10 Ton Trucks or/and • 15 Ton Trucks 	Lot 18	<ul style="list-style-type: none"> • Construction Companies /Works • Repair works 	Lot 22
Local Supplies – Carpentry: <ul style="list-style-type: none"> • FLB Hard Wood Doors • Hard wood Door Frames • Hard Wood Window Frames 	Lot 19	Timber: <ul style="list-style-type: none"> • Softwood Timber – various sizes 	Lot 23
Local Supplies – Welding Products and services: <ul style="list-style-type: none"> • Steel Window frames • Steel Door frames 	Lot 20	Local Supplies of Building Materials: <ul style="list-style-type: none"> • River Sand, Quarry stone, Hardcore etc. 	Lot 24

RFP Requirement (For Lots 1 to Lots 16)

1. Interested bidders will be required to request for a Bid Document through email @ inquiries@habitat.mw. Or download the bid document from HFHM Website: <https://www.habitatforhumanitymalawi.mw/downloads/>
2. Interested bidders will be required to pay MK10,000 non-refundable processing fee for each Lot. Payments should be done via Habitat for Humanity Malawi current account number: 609609, National bank, Victoria Avenue with description **PQ - [business name]**
A receipt should be attached to each submission for each LOT as proof of payment. Bids with no proof of payment will be disqualified.
3. A completed pre-qualification document and all requested additional documents MUST be submitted and properly labelled with the category and Lot Number applied for.
4. Competitive price list with clearly displayed terms and conditions, set up charges, delivery and other relevant charges.
5. Submission of copies of valid business registration certificate, Tax Payment Identification Certificate (TPIN), Tax Clearance Certificate for 2020 – 2021 Financial Year,
6. Submission of copy of Valid PPDA Certificate of Registration and all valid membership evidence relevant to the Lot applied for.
7. Evidence of previous contracts and names of at least three referees including evidence of past performance such as LPOs, signed contracts and certificates of work completion.
8. All suppliers currently on pre-qualified list need to re-apply
9. If applying for more than One Lot, submit each lot separately.

RFP Requirement (For Lots 17 to Lots 24)

1. RFP Requirement Point Nos 1,2,3, and 4 for section above also apply.
2. Local bidders surrounding Habitat for Humanity Malawi working districts and have the capacity to deliver are encouraged to apply.
3. Local bidders can collect bids at our district offices if they cannot access electronic copies upon payment of MK10,000 during collection.
4. Local bidders with business registration certificates will have added advantage.

Evaluation Criteria

Applications will be evaluated based on the following criteria:

- Evidence of proven knowledge, expertise and experience in the provision of goods and services for a minimum of **two years**.
- Technical capacity
- Ability to reach to our remotest impact areas.
- Physical presence within our impact area is an added advantage.
- Provision of copies of at least three separate previous contracts, service Completion Certificate or LPOs with public institutions or non-governmental organizations.
- Copy of valid business registration certificate (and other licenses such as NWRA for borehole drillers)
- Copy of valid tax registration Certificate with Malawi Revenue Authority
- Copy of business license if applicable.
- Copy of valid PPDA Certificate of Registration
- Completeness of the pricing e.g., price list presented on a letter head, signed and stamped.
- Reference letter from Environmental Affairs Department for the Bidders interested in ESIA.

Submission Guidelines

Submit 3 sets of your proposal (one original and 2 copies) physically or by courier to our offices. Your bid document should indicate “**Pre-qualification of Suppliers - Lot No. ...**” (indicate the Lot number you are applying for).

Proposals should be addressed to:

The Chairperson, Procurement Committee
Habitat for Humanity Malawi
Off Presidential Drive, Next to Pacific Villas, Area 14
P.O Box 1638
LILONGWE

All inquiries and requests for information affecting this RFQ must be submitted by email to inquiries@habitat.mw.

Closing date for receiving bids is 8th December 2021 before 4pm

Note: Due to COVID-19 pandemic, we will not conduct public bid opening

Please note: This RFQ represents only a definition of requirements and does not legally obligate HFHM. Only the execution of a written contract shall obligate HFHM in accordance with the terms and conditions contained in such contract.

2. PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

Habitat for Humanity Malawi (HFHM) would like to invite interested candidates who must qualify by meeting the set criteria as provided by HFHM to perform the contract of supply and delivery or provision of goods and services to HFHM.

2.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tender/quotations to HFHM as and when required during the stated period.

2.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Malawi in respective goods and services are invited to submit their pre-qualification documents. The prospective suppliers are required to supply mandatory information for prequalification.

2.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to government/corporation/NGOs of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.

N/B: All the documents should be bound and paginated.

2.6 Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

The Chair Person

Internal Procurement Committee

Habitat for Humanity Malawi

Area 14

P O Box 1638

Lilongwe

Not later than 8th December 2021 before 4pm

2.7 Questions that may arise from the pre-qualification documents should be directed to Internal Procurement Committee (IPC) via the following email address: inquiries@habitat.mw not later than **7th December 2021**

2.8 Additional Information

HFHM reserves the right to request submission of additional information from prospective bidders.

2.9 Request for quotations

Request for quotations or framework agreements for some categories will be made available only to those bidders whose qualifications are accepted by HFHM after the completion of the pre-qualification process.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Payments

- All purchases shall be on credit of a minimum of (30) days or as may be stipulated in the Contract Agreement.
- Suppliers will be required to submit electronical fiscal devise (EFD) Receipt upon issuing of invoice.

4. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Pre-Qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of bid document for the specific LOT. If bidding for more than one Lot, separate sets of Data forms should be completed.

4.1.1 The pre-qualification of suppliers' application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

4.2 Qualification

4.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by HFHM in determining, according to its sole judgement and discretion, the qualifications of prospective bidders to perform in respect to the prequalification Category as described by the client.

4.2.2 Prospective bidders will not be considered qualified unless in the judgement of HFHM they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract in line with category applied for.

4.3 Essential Criteria for Pre-qualification

4.3.1 (a) **Experience:** Prospective bidders shall have at least 3 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

- (b) Prospective supplier requires special experience and capability to organise supply and delivery of items, or services at short notice.

4.3.2 Personnel

The names, pertinent information and CV of the key personnel for individuals or group to execute the contract must be indicated in form PQ-3

4.3.3 Financial Condition

The supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers'/contractors' credit position. Potential suppliers/contractors will be prequalified on the satisfactory information given.

4.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/provided on Form PQ-4.

However, potential bidders should provide evidence of financial capability to execute the contract.

4.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers (not HFHM) should be included in Form PQ-6 (at least from three organisations – attach copies of local purchase orders/contract or completion certificate).

4.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

4.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then HFHM reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

4.6 Information of Suppliers

The firm must have a fixed business premise and must be registered in Malawi, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

4.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

4.6.2 The firm must declare any conflict of interest in relation to any member of staff. HFHM will not procure goods or services from suppliers where the employees have not declared conflict of interest.

4.6.3 HFHM may carryout a source audit exercise for the shortlisted prequalified suppliers

4.6.4 Any effort by the tenderer to influence HFHM in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender

4.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	(30 Points)
2. Pre-qualification Data	PQ-2	(5 Points)
3. Supervisory Personnel	PQ-3	(10 Points)
4. Financial Position	PQ-4	(20 Points)
5. Confidential Report	PQ-5	(10 Points)
6. Past Experience	PQ-6	(15 Points)
7. Litigation History	PQ-7	(10 Points)
	TOTAL	100

4.8 The qualification is 70 points and above; all suppliers who will score 70 and below will not be considered.

5. FORM PQ-1 REGISTRATION DOCUMENTATION (30 POINTS)

Mandatory Requirements - Attachments:

1. Copy of Certificate of Registration/Incorporation of business Name.
2. Copy of valid TPIN Certificate of firm/company/individual from Malawi Revenue Authority.
3. Must submit certified bank statements for the most recent 12 months
4. Copy of valid Compliance Certificate from Malawi Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable.
5. Copy of valid trade License/current licenses from relevant authorities e.g. city Council
6. Copy of Registration certificate as a contractor by Ministry of Roads and Public Works and other relevant authorities for all civil/works contractors
7. Copy of Letter of recommendation from 3 previous organisations served with similar works.
8. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations.
9. Copy of Memorandum of Understanding or Articles of Association
10. Transport Hire firms must attach evidence of having taken all the Insurance covers
11. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. PPDA Certificate
- 12. A COPY OF HFHM PAYMENT RECEIPT MUST BE ATTACHED**

(Max 30 Points)

**6. FORM PQ-2: PRE-QUALIFICATION DATA (5 POINTS)
REGISTRATION OF SUPPLIERS' APPLICATION FORM**

I / We hereby
apply for registration as supplier(s) of (Item)

Category

Post Office Address
.....

Town

Street

Name of building

Room / Office No. Floor No.

District

Telephone Nos.

Email address (MUST)

Full Name of applicant

Branches (if applicable).....
(Districts/locations)

Organisation & Business Information Management Personnel

Chief Executive/Managing Director

Secretary if applicable

General Manager if applicable

Treasurer if applicable

Other partnership if applicable (Names of Partners)
.....

3. Business founded or incorporated
4. Under present management since
5. Net worth equivalent in MK
6. Bank reference and address
7. Bonding company reference address
8. Enclose copy of organisation chart of the firm indicating the main fields of activities ...
9. State any technological innovations or specific attributes which distinguish you from your competitors
-
10. Attach price list of your products, include all specifications and Indicate terms of trade/sale

7. FORM PQ-3: SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under Graduate

Post Graduate

Diploma

High School

Professional Qualification

(Attach Certificate if any)

Length of service with Contractor or supplier position held

.....
(Attach copies of certificate of at least 2 key personnel in the organisation) –
5 marks each

(10 Points)

- 8. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE (20 POINTS)**
- (1) Attach a copy of the most recent one year audited accounts 7 marks
 - (2) Attach letters from recommendation from the firm's bankers..... 7 marks
 - (3) State Credit period (minimum proposed is 30 days)..... 6 marks

9. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2 (c), whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form *if Malawian Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Part I - General

Business Name

Location of business premises

Plot No.

Street/Road

Postal Address

Tel No.

Email address (MUST)

Nature of business

Current Trade License No. Expiry Date

Maximum value of business which you can handle at any one time: MK

Name of your bankers:

Account No. Branch

Bank Currency

Part 2 (a) Partnership

Given details of partners

Name Nationality Citizenship Details/Shares

.....
.....
.....
.....

Part 2 (b) – Registered Company:

Private or Public?

Given details of all directors, name nationality citizenship details shares

1.
2.
3.
4.

Date Signature of Candidate

Business Stamp

(10 Points)

10. FORM PQ-6: PAST EXPERIENCE

**NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

- A. Name of 1st Client (organisation)
- 1) Address of client (organisation)
- 2) Name of contact person at the client (organisation)
- 3) Telephone No. of Client
- 4) Value of contract
- 5) Duration of contract (date)
(Attach documental evidence of existence of contract)

- B. Name of 2nd Client (Organisation)
- 1) Address of client (organisation)
- 2) Name of contact person at the client (organisation)
- 3) Telephone No. of Client
- 4) Value of contract
- 5) Duration of contract (date)
(Attach documental evidence of existence of contract)

- C. Name of 3rd Client (organisation)
- 1) Address of client (organisation)
- 2) Name of contact person at the client (organisation)
- 3) Telephone No. of Client
- 4) Value of contract
- 5) Duration of contract (date)
(Attach documental evidence of existence of contract)

- D. Other

(15 Points)

Three (3) marks each and an additional point for one other.

11. FORM PQ-7: LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contacts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, MK EQUIVALENT)

(10 Points)

12. FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above project, we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for prequalification evaluation.

Date:

Applicant's Name:

Represented by:

Signature

(Full name and designation of the person signing and stamp or seal)

LIST OF MATERIALS FOR LOT 3: **HARDWARE MATERIALS**

Goods/Services	Quantity	Unit Measure	Unit price before VAT	VAT 16.5%	Unit Price VAT Inclusive	Total Price VAT Inclusive (MK)
DPC 9" 30M						
Y12 Reinforcements						
Y16 Reinforcements						
Brick force wire						
Mortice locks SABS Union						
6" wire nails						
5" wire nails						
4" wire nails						
3" wire nails						
1.5" wood screws						
Soft wire 16gg						
Soft wire (binding as links)						
Galvanized wire						
110mm 6m pvc pipe						
pipe cover + gauze mesh						
A98 Mesh wire						
Ant poison (chloridane)						
Antipoison - Solignum						
Ring Bars (already formed)						
Silicon						
Airvents						
Putty non grainy						
Glass panes 4mm; 17" x11"						
Wood screws						

LIST OF MATERIALS ON TIMBER

Goods/Services	Quantity	Unit Measure	Unit price before VAT	VAT 16.5%	Unit Price VAT Inclusive	Total Price VAT Inclusive (MK)
Soft Wood 2x2x18						
softwood[lintel] 1x8x18						
Soft Wood 2x6x18						
2x3X18 - length 4.8 meters						
Soft Wood 2x6x18						
Fascia Board - planed timber 1x8x18						