



COMPETITION AND FAIR TRADING COMMISSION

2022-23 PREQUALIFICATION OF SUPPLIERS

Date of Issue: 1st March, 2022

The Competition and Fair Trading Commission (the Commission) is a body corporate established under the Competition and Fair Trading Act, Cap 48:09 of the Laws of Malawi.

In order to comply with the Public Procurement and Disposal of Public Asset Act Cap. 37:03 of the laws of Malawi, the Commission is inviting interested bidders to express interest for pre-qualification of suppliers.

The goods and services required are as detailed in the table below.

Category	Description of Goods / Services	Frequency of Orders	Target Group
1	Production of radio programmes	As need arises	MSME & Others
2	Production of TV programmes; jingles; animation; and comedies	As need arises	MSME & Others
3	Supply and delivery of Outdoor Advertising	As need arises	MSME
4	Information, Communication and Educational Materials (IEC)	As need arises	MSME
5	Routine Maintenance, and repairing of ICT equipment	As need arises	MSME
6	Stationery and office supplies	As need arises	MSME
7	Supply and delivery of promotional materials	As need arises	MSME
8	Calendars, Diaries, and Notebooks	As need arises	MSME
9	Supply and delivery of ICT Equipment	As need arises	MSME
10	Supply and delivery of office furniture, fittings, fixtures and equipments	As need arises	MSME
11	Provision of Air Travel Agency Services	As need arises	MSME
12	Repair and Maintenance of motor vehicles	As need arises	MSME

Interested bidders must include the following in their bid for consideration for into a shortlist of supplier database for the Commission:

1. Eligibility:

- a. Business Registration Certificate,
- b. Tax Payment Identification Certificate (TPIN),
- c. Tax Clearance Certificate if has been in the business for more than two years.
- d. Professional Registration where applicable.
- e. Evidence of Previous Contracts (within the last two years)
- f. Names of Directors.

g. Registration with Ministry of Trade if is a Micro and Small Medium Enterprise (MSME).

A completed application for pre-qualification document and all requested additional document **MUST** be returned not later than **14th March 2022 at 10:00 hours** in a **SEALED** envelope to:

**The Chairperson,
Internal Procurement and Disposal Committee
Competition and Fair Trading Commission,
Golden Peacock Office Building, 6th Floor, Off Presidential Driveway,
Private Bag 332,
City Centre,
Lilongwe**

CLARIFICATION

For clarification, contact Senior Procurement Officer on phone number +265 310 001 440/1 (office) or +265 888 550 539 (mobile). Or through email procurement@cftc.mw. All calls **MUST** be during working hours **ONLY**.

**REGISTER YOUR SUBMISSION BEFORE DEPOSITING YOUR BID INTO THE BID TENDER BOX. A
BID SUBMITTED INTO THE TENDER BOX WITHOUT BEING REGISTERED SHALL BE REJECTED /
DISQUALIFIED**

Just Competition. Fair Trading