



## TOBACCO COMMISSION

### INVITATION FOR BIDS (IFB)

### PRE-QUALIFICATION OF SUPPLIERS FOR 2023-2024 FINANCIAL YEAR

Date of Issue: Monday 27<sup>th</sup> February, 2023

**Procurement Reference Number: NCB/TC/PREQUALIFICATIONS/2023-2024-01.**

The Tobacco Commission (TC) is a statutory corporation with the mandate to regulate the production and marketing of tobacco in Malawi as set out in the Tobacco Industry Act No.10 of 2019. As a statutory corporate body, the Commission subscribes to the principles of good corporate governance, openness, integrity and accountability, which are fundamental foundations on which effective organizations are built.

1. The Commission intends to apply part of its budgeted funds towards the procurement of various goods and services under **National Competitive Bidding (NCB)** procedure from eligible bidders.
2. The Chairperson, Internal Procurement Committee, **Tobacco Commission** now invites applications from well-established and reputable firms to be **Pre-Qualified** for the **Supply of Goods and Services** as indicated below:

Lot No.	Description of Services
1	Maintenance of Elevator.
2	Fumigation and Pest Control Services.
3	Printing and Publishing Services.
4	Maintenance of Equipment i.e. Printers and Photocopiers.
5	General Hardware and Electrical items.
6	Supply, Delivery and Maintenance of Office Furniture.
7	Provision of Laundry Services.
8	Fire Fighting Equipment Maintenance Services
9	Service and Maintenance of ICT Equipment, Printers, Networking and Accessories.
10	Supply and Delivery of ICT Equipment.
11	Printing, Supply and Delivery of Uniforms and Branding Promotional materials.
12	Supply and Maintenance of Air-conditions and fans
13	Supply and Repairing of Blinds.
14	Supply of Afforestation Seedlings
15	Provision of Removal Services
16	Provision of Electrical Maintenance Services as follows :- Lot 16a. Lilongwe Offices Electrical Maintenance Lot 16b. Limbe Division Electrical Maintenance Lot 16c. Mzuzu Division Electrical Maintenance. Lot 16d. Kasungu Division Electrical Maintenance

3. **Prospective Suppliers should meet the following requirements:**

- Company Registration Certificate
  - Registration Certificate with PPDA
  - Latest Tax Clearance Certificate
  - Proof of Business experience in your field
  - Company profile should clearly show the directors of the firm and banking details
  - Proof of financial capability to carry out the business.
  - Trading License from Ministry of Trade- a Micro and Small Medium Enterprise (MSME)
  - NCIC Certificate were applicable
  - MERA Certificate were applicable.
4. Interested eligible bidders may obtain further information from Tobacco Commission from 08.00 to 12-00; 13.00 to 16.00 hours' local time (**Monday to Friday**), except **National Public Holidays**).
  5. Each lot must be applied separately and not combining different lots on one document and must be Clearly marked "**PRE-QUALIFICATION OF SUPPLIERS**", indicate the lot number.

6. All applications must be **deposited in the Tender Box**, at the address below before **14.00 hours' local time on Friday 27<sup>th</sup> March, 2023** and Late bids will be rejected.

Applications must be submitted to : **The Chairperson,  
Internal Procurement & Disposal of Assets Committee,  
Tobacco Commission,  
P.O. Box 40045,  
Kanengo  
Lilongwe**