

PROCUREMENT NOTICE



NATIONAL AIDS COMMISSION

DATABASE OF SUPPLIERS OF GOODS, SERVICES AND MINOR WORKS TO NATIONAL AIDS COMMISSION (NAC) FOR FINANCIAL YEARS 2024 TO 2027.

1.0. INTRODUCTION

The National AIDS Commission (NAC), as mandated by the HIV and AIDS (Prevention and Management) Act Number 9 of 2018, is responsible for provision of leadership, technical guidance, and coordination of the National Response to HIV and AIDS in Malawi. Among the broad objectives of the Commission are providing leadership and enhancing management and administrative systems to support implementation of the National HIV and AIDS Strategic Plan (NSP); Strengthening the multi-sectoral and multi-disciplinary coordination and implementation of HIV and AIDS Programmes; and Strengthening monitoring and evaluation of the national response to HIV and AIDS

The **National AIDS Commission (NAC)** receives funding from the Government of Malawi and from various partners towards the implementation of the **Malawi National HIV and AIDS Strategic Plan (NSP) and** applies part of the funding for the procurement of assorted goods and services for the NAC secretariat and its stakeholders.

2.0. OBJECTIVE OF THE ASSIGNMENT

The National AIDS Commission wishes to compile a database of suppliers/service providers for the supply of the Goods, Services and Minor Works shown below for its use for three years thus from 2024 to 2027.

The goods, minor works, and services for which the database of suppliers will be maintained are described in the table below. Interested suppliers are free to indicate a maximum of three areas i.e. goods, minor works, and services they will provide and supply with evidence of their capacity and demonstrated experience in the supply and delivery of similar items.

3.0. CATEGORIES

A. GOODS

LOT	Procurement Reference Number	Brief Description
1	NAC/PDD/G/2023-2025/01	Supply and Delivery of Light Machines – Generators (size), Air Conditioners, binder, Hoovers, Refrigerators, water urn, tea urn, including the provision of after Sales Service and Parts, etc
2	NAC/PDD/G/2023-2025/02	Supply and Delivery of Electric Equipment – Public Address Systems, Cameras, TVs, DVD Players, Recorders, Electric kettles, Microwaves, power extensions, Assorted Electrical Appliances and parts etc
3	NAC/PDD/G/2023-2025/03	Supply and Delivery of Computer Equipment and Network Accessories – Desk Top Computers, fax machines, Photocopiers, UPSs, Printers, Scanners, Projectors, Laptops, Laptop batteries and extensions, Tablets, Mobile Phones, Network Cards, cables, connectors, and switches), Software, Servers, Backup Tapes, Flash Drives etc
4	NAC/PDD/G/2023-2025/04	Supply and Delivery of Office Furniture – Desks and tables, Chairs; Benches, stools, office coffee tables, Bookshelves, Office cabinets, Curtains, etc
5	NAC/PDD/G/2023-2025/05	Supply and Delivery of Information, Education and Communication /Promotional Materials - T-Shirts, Golf Shirts, Caps, Banners, Placards, branded shirts, car stickers (with logo), Branded Cloth and Scarfs and other Publicity Materials,
6	NAC/PDD/G/2023-2025/06	Supply and Delivery of Office Stationery – paper (all size and colours), binding paper, binding transparent plastics, envelops of all sizes, pens, markers, rulers, pencils, staplers, stapler pins (big and small), pin removers, stick it pads, writing pads, pin remover, glue, Office consumables. Punching Machines, Staplers, date stamps etc
7	NAC/PDD/G/2023-2025/07	Supply and Delivery of Toners – Printer and Photocopier Toners, Cartridges, copier, and printer rollers, etc
8	NAC/PDD/G/2023-2025/08	Supply and Printing of Materials – Leaflets, Posters, Calendars, Newsletters, Booklets,

		Diaries, banners, printing reports, folders, writing pads, etc
9	NAC/PDD/G/2023-2025/09	Supply and Delivery of Motor vehicle tyres Including Fitting, Alignment and Balancing, etc
10	NAC/PDD/G/2023-2025/10	Supply and Delivery of Motor Vehicles Accessories – Alarm fitting, Fire Extinguishers, Bottle & Scissors Jacks, Wheel Spanners, Towing Ropes, Warning Triangles, Shifting Spanners, Assorted Screw Drivers, seat covers etc
11	NAC/PDD/G/2023-2025/11	Supply and Delivery of Staff Uniforms and Protective Clothing - Suits, Shirts, worksuits, dustcoats, Shoes

B. SERVICES

LOT	Procurement Reference Number	Brief Description
1	NAC/PDD/S/2023-2025/01	Production of Radio and TV Programmes – Jingles, Announcements, Panel Discussions, Radio Drama Series, TV drama, TV Documentaries Radio Documentaries, etc
2	NAC/PDD/S/2023-2025/02	Photocopying and printing Services – Photocopying, Laminating, Binding, printing and Associated Services, etc.
3	NAC/PDD/S/2023-2025/03	IT Equipment Maintenance – Maintenance of laptops, desktops, printers, network equipment, projectors, TV screens, etc.
4	NAC/PDD/S/2023-2025/04	Provision of Air tickets
5	NAC/PDD/S/2023-2025/05	Motor Vehicle Fleet Maintenance Services – Routine and General Servicing, Ad-hoc Repairs – Both Mechanical and Electrical, Panel Beating and Spray Painting, Vehicle Recovery and Towing, etc
6	NAC/PDD/S/2023-2025/06	Internal Road Freight – Removal Services for Personal and Corporate effects, etc
7	NAC/PDD/S/2023-2025/07	Disinfection, Fumigation and Pest Control Services
8	NAC/PDD/S/2023-2025/08	Customs Clearing Services
9	NAC/PDD/S/2023-2025/09	Events Management – Organizing and Managing Public Events – Formal and Informal, Social Gatherings, Including the provision of Florist and Decoration Services
10	NAC/PDD/S/2023-2025/10	Catering Services

11	NAC/PDD/S/2023-2025/11	Auctioneering Services
12	NAC/PDD/S/2023-2025/12	Refuse Collection
13	NAC/PDD/S/2023-2025/13	Asset Tagging Services
14]	NAC/PDD/S/2023-2025/14	Software licenses and certificates
15	NAC/PDD/S/2023-2025/15	Provision of Courier Services
16	NAC/PDD/S/2023-2025/16	Provision of Van Removal Services
17	NAC/PDD/S/2023-2025/17	Provision of Car Hire Services

C. MINOR WORKS

No.	Procurement Reference Number	Brief Description
1	NAC/PDD/MW/2023-2025/01	Supply, Delivery and Installation of Carports Including maintenance
2	NAC/PDD/MW/2023-2025/02	Provision of Office Partitioning Works, provision of electrical works and electrical maintenance
3	NAC/PDD/MW/2023-2025/03	Provision of redecoration and painting, rehabilitation or renovation of buildings, maintenance of fittings, replacement and maintenance of locks, maintenance
4	NAC/PDD/MW/2023-2025/04	Provision of Landscape and ground clearance Works

4.0. ASSESSEMENT CRITERIA

Submissions from interested local businesses shall be considered for inclusion in the database of Suppliers on the basis of the following information, which must be included in the submissions;

- i. Brief profile of the company and its key staff members indicating their technical expertise including names and addresses of directors. Verifiable Physical adress, email and postal addresses as well as ground and mobile phones should be provided. Copies of IDs of owners or directors of the company.
- ii. Evidence of past performance for the past 3 years. Attach at least two previous contracts with Government Ministries/agents/other organisations (attach copies of LPOs and signed contracts).
- iii. Evidence of financial Capability- Bank Statement for 2023-2024 Financial Year and audited financial report for the past two years
- iv. Evidence of Tax Compliance with Malawi Revenue Authority
- v. Registration with Registrar of Companies
- vi. Vali Registration with Public Procurement and Disposal of Assest Authority (PPDA).

- vii. Evidence of registration with the National Construction industry council for building contractors
- viii. Evidence of registration with Malawi Energy Regulatory Authority (MERA) for Electrical Contractors
- ix. At least three traceable referees in each of the areas of spend that the business is qualified for.
- x. A list of previous clients for the past 3 years , addresses, Email and their Phone Numbers
- xi. At least three reference letters from previous procuring entities.

In line with the Public Procurement and Disposal of Public Assets (participation by Micro, Small and Medium Enterprise) order, 2020, The National AIDS Commission will consider participation by MSME's in the supply and delivery of various categories of goods, services and works as provided for in the Second Schedule (Paragraph 13) of 2020 MSME order provided that the MSME meet the following requirements:

- i. Provide Proof that they are registered under SMES 2020 order by attaching a registration certificate by Ministry of Trade
- ii. Proof that they are a registered business entity
- iii. Have Assets of MK1 Million (minimum) to MK 500 Million (maximum)
- iv. Annual Turn Over of MK5 Million (minimum) to MK500 Million (maximum)
- v. Employs between 1 to 99 Employees

5.0. SUBMISSION OF APPLICATIONS

All interested local businesses should submit their applications by **Thursday 2nd May 2024** at **14:00 Hours** and these should be **deposited in the Tender Box** located at the reception at the address on 5 (b) below. Please take note that application must be in a sealed envelope clearly marked, "**Database of suppliers for the Years 2024-2027 clearly indicating the category applied for**".

- a) Address for requests for clarifications:

The Procurement and Disposal Division
National AIDS Commission (NAC)
CP Properties House; Plot No. 47/1/1185, Area 47 Sector 1
Off Mchinji Road, Behind Automotive Products
P. O. Box 30622,
Lilongwe 3, MALAWI

Attention: Head of Procurement

Tel: +265 999 492 014

Email: procurement@aidsmalawi.org.mw

b. Address for submission of Applications:

The IPDC Chairperson
National AIDS Commission
CP Properties House; Plot No. 47/1/1185, Area 47 Sector 1
Off Mchinji Road, Behind Automotive Products
P. O. Box 30622, Lilongwe 3, MALAWI