



## PRE-QUALIFICATION OF SUPPLIERS – 2023/2024 FINANCIAL YEAR

Orant Charities Africa (OCA) is a non-governmental organization serving in rural communities of Malawi, and we are currently based in Kasese, Dowa district. Our operations are majored in the following thematic areas:

1. Healthcare
2. Water and Sanitation
3. Education
4. Agriculture and Business

Orant Charities Africa is currently inviting interested bidders to express interest for pre-qualification of suppliers for the 2023-2024 Financial Year. Each supplier is required to indicate the lots that they are interested in as indicated in the table below:

Lot Number	Category	Description
OCA/2023-001	Medical Supplies	Syrups, Tablets/capsules, injectables, Laboratory and Other medical supplies
OCA/2023-002	Stationery and Printing Materials	Tonner, Files, Pens, Plain papers, receipt books, logbooks, etc.
OCA/2023-003	Supply of promotional and branded materials	Banners, Golf shirts, T-shirts, Diaries and Calendars etc.
OCA/2023-004	Borehole drilling	Drilling and rehabilitation of boreholes.
OCA/2023-004B	Supply of Afridev pump spare parts	PVC pipes, Pump Cylinder, Pump rods, Plungers, foot valves etc.
OCA/2023-005	Repairs and Maintenance of Motor vehicles	Repair of motor vehicles
OCA/2023-006	Supply of motor vehicle parts and accessories	Motor Vehicle parts and accessories
OCA/2023-007	Auditing Services	Conducting audit exercise
OCA/2023-008	Supply of ICT equipment	Laptops, Printers, Scanners, servers etc.
OCA/2023-009	Supply of office furniture, fittings, fixtures, and equipment	Desks, Office Chairs, office cabinets, hospital beds, etc.
OCA/2023-010	Supply of Building Materials	Cement, Concrete blocks, Timber, Plumbing and electrical materials, Solar accessories e.t.c

OCA/2023-011	Supply of portable solar water pumps	Surface water pumps, submersible pumps etc.
OCA/2023-12	Supply of farm inputs	Seeds, Pesticides, Fertilizers e.t.c

Detailed item procurement specification will only be shared with the successful pre-qualified suppliers at the point of sourcing for quotations only, and all prospective suppliers are requested to submit copies of the following mandatory requirements:

1. Copies of business registration certificate
2. Company profile including Postal, physical and email address and phone numbers
3. Tax Payment Identification Certificate (TPIN)
4. Evidence of Previous Contracts (within the last two years). Note that Orant Charities Africa reserves the right to contact referees as may become necessary without the bidder's knowledge.
5. Registration with the Ministry of Trade if it is a Micro and Small Medium Enterprise (MSME).
6. Full banking details
7. Any terms and conditions (e.g., bulk purchase discount, and delivery terms and conditions)

#### Notes

1. Suppliers can bid for one or more lots.
2. Participation is open and on equal terms to all prospective suppliers.
3. Pre-qualification awarding will be based on legal compliance, establishment, quality, track record and financial capacity among others.
4. Interested Suppliers must be willing to deliver the services or products in Kasese, Dowa.

#### Conditions

Please note that this is only a supplier registration process and does not constitute any offer of business. Orant Charities Africa shall undertake evaluation, including supplier's site visits (without issuing a notice) as part of the evaluation process and only successful bidders will be notified.

#### Submission

All expressions of interest shall be addressed to:

**The Chairperson**

**Internal Procurement and Disposal Committee**

**Orant Charities Africa**

**P.O. Box 365**

**Lilongwe**

**Malawi**

Applications are to be submitted electronically or posted or physically at our offices (Kasese in Dowa)

Our email address is: [fchawango@orantcharitiesafrica.org](mailto:fchawango@orantcharitiesafrica.org), copying [jmwambene@orantcharitiesafrica.org](mailto:jmwambene@orantcharitiesafrica.org), and must be clearly labeled **PREQUALIFICATION OF SUPPLIERS 2023-2024** on the envelope or subject line.

**Deadline for submission is 31<sup>st</sup> May 2023.**