



PRE-QUALIFICATION OF SUPPLIERS/SERVICES PROVIDERS FOR THE YEARS 2026

Habitat for Humanity Malawi (HFHM), an affiliate of Habitat for Humanity International, is a non-profit Christian organization dedicated to improving housing conditions in Malawi. Established in 1986, HFHM has supported more than 133,600 people to access safe and decent housing. Guided by our vision— “A Malawi where everyone has a decent place to live”—and the 2025–2030 Strategic Plan, we focus on building more and better homes, strengthening housing systems, and advancing action for housing through partnerships, innovation, and volunteerism.

HFHM operates from its head office in Area 14, Lilongwe, with active programs in Lilongwe, Blantyre, Zomba, Thyolo, Mulanje, Dedza, and Mzuzu.

We now invite applications from qualified firms, suppliers, and service providers for prequalification in the supply of goods, works, and services for the 2026–2027 financial years. Applicants should clearly indicate the category and reference number of interest. For selected categories, HFHM may establish framework agreements with successful bidders. Separate submissions are required for each category applied for.

Categories of goods/services required are listed below:

CATEGORY A: FOR THE GENERAL PUBLIC		
Ref No.	Goods/Services	
Lot 1	Cement OPC	<ul style="list-style-type: none"> • 32.5N cement • 42.5N cement
Lot 2	Assorted hardware items	<ul style="list-style-type: none"> • Nails, glass panes, PVC pipes, DPM etc.
Lot 3	Various types of paints	<ul style="list-style-type: none"> • With a maintenance cycle of not less than 3 years.
Lot 4	Iron Sheets	<ul style="list-style-type: none"> • 26 Gauge • 28 Gauge • 30 Gauge
Lot 5	Welding Products and services	<ul style="list-style-type: none"> • Steel Window frames • Steel Door frames
Lot 6	Cement Blocks	<ul style="list-style-type: none"> • 150 × 200 × 400 cement blocks • 200 × 200 × 400 cement blocks • SSBs
Lot 7	Carpentry	<ul style="list-style-type: none"> • Flush Doors • Hardwood FLB Doors • Hardwood window Frames • Door Frames
Lot 8	Timber	<ul style="list-style-type: none"> • Softwood Timber – various sizes
Lot 9	Building Materials	<ul style="list-style-type: none"> • River Sand, • Quarry stone • Hardcore etc.
Lot 10	Local Transportation Services within districts of operation	<ul style="list-style-type: none"> • 7 Ton trucks. • 10 Ton Trucks or/and • 15 Ton Trucks etc.
Lot 11	General Office Stationery	<ul style="list-style-type: none"> • Paper, writing and marking instruments, filing and desk accessories etc.
Lot 12	Information Communication and Technology (ICT) equipment and services:	<ul style="list-style-type: none"> • Supply of Laptops & Desktop Computers • Supply of Photocopiers/Printers • Supply of Software Suppliers (antivirus, e-signing, API etc.) • IT support services (cloud, data security etc) • Hardware maintenance
Lot 13	Borehole Drilling and rehabilitation Services	<ul style="list-style-type: none"> • Hydrogeological Surveys, New Borehole Drilling, Borehole Rehabilitation, Pump Supply and Installation etc.
Lot 14	Protective Equipment:	<ul style="list-style-type: none"> • Supply of Safety Boots, Hard hats, Gloves, Goggles, Work Suits etc.
Lot 15	Office furniture:	<ul style="list-style-type: none"> • Desks, Chairs, Bookshelves • Fixtures & Fittings etc.
Lot 16	Provision of Air Travel and Ticketing Services	<ul style="list-style-type: none"> • Domestic, regional and international travel and other services like visa management etc.
Lot 17	Accommodation and conference facilities	<ul style="list-style-type: none"> • Lodging and conferencing facilities in operating districts
Lot 18	Information, Education and Communication Materials (IEC)	<ul style="list-style-type: none"> • Branded communication and, promotional and Visibility materials (t-shirts, caps, pens, mugs, banners)

		<ul style="list-style-type: none"> Educative materials (brochures, posters, leaflets, training manuals, radio jingles, billboards, infographics)
Lot 19	Photography and Videography services	<ul style="list-style-type: none"> Video Documentaries Documentary and editorial photography Event coverage
Lot 20	Motor Vehicle and Hire Service	<ul style="list-style-type: none"> Motor Vehicle and Motorcycle Garage Services and repairs Motor Accessories (Tires, batteries etc.) Car Rental/hire services
Lot 21	Construction Related Services	<ul style="list-style-type: none"> General Construction Architectural Services Structural Consulting Engineering Services Maintenance Services
Lot 22	Courier Services	<ul style="list-style-type: none"> Mail and delivery services Household removals
Lot 23	Catering Services	<ul style="list-style-type: none"> Office catering – full service - buffet or Snack and Tea Break Services

Interested bidders shall be required to pay MK10,000 non-refundable processing fee for each Lot. Payments shall be done via Habitat for Humanity Malawi current account number: 609609, National bank, Victoria Avenue with description of applicant's business name (ensure copy of deposit slip is attached to each bid you are applying for).

A receipt shall be attached to each submission for each LOT as proof of payment. Bids with no proof of payment shall be disqualified.

A complete business profile with all the required supporting documents as specified below MUST be properly labelled with the category and Lot Number applied for, sealed in an envelope and the envelope must also be well labelled with the same reference number.

Evaluation Criteria

Applicants will be evaluated based on their demonstration of business legality, financial capacity, relevant experience, technical competence, logistical and geographical capability, and strict adherence to the application instructions. The detailed evaluation criteria are provided below:

- Name of Business, Physical address and contact details.
- Names of business owners/Directors and their contact details
- Copy of valid business registration certificate (and other licenses such as NCIC for contractors, NWRA for borehole drillers and Reference letter from Environmental Affairs Department for the Bidders interested in ESIA)
- Submission of a Copy of valid business registration license/certificate, Tax Payment Identification Number (TPIN), Tax clearance certificate for the year 2023-2024 with Malawi Revenue Authority
- Completeness of the pricing e.g., price list presented on a letterhead, signed and stamped.
- Competitive price list with clearly displayed terms and conditions, setting up charges, delivery and other relevant charges.
- Audited financial statements for the past three years.
- Evidence of previous contracts and names of at least three referees including evidence of past performance within the past 3 years (2022-2025)
- Evidence of proven knowledge, expertise and experience in the provision of goods and services for a minimum of three years.
- Provision of copies of at least three separate previous contracts, service Completion Certificate or LPOs with public institutions or non-governmental organizations, signed contracts and certificates of work completion.
- Ability to reach HFHM remotest impact areas.
- Physical presence within our impact area is an added advantage.
- All suppliers currently on pre-qualified list under the above categories need to re-apply
- If applying for more than One Lot, each lot separately must be submitted separately and submission fees apply per lot.
- Local suppliers that are based in the HFHM working districts and have capacity to deliver, especially for the supply of local building materials such as river sand, hardcore etc. are highly encouraged to apply and they shall be exempted in some of the above requirements.

Submission Guidelines

Submit 3 sets of physical documents, (one original and 2 copies) to our offices. Your document should indicate **"Pre-qualification of Suppliers - Lot No. ..."** (indicate the Lot number you are applying for).

Interested companies must ensure that their proposals are organized in the following order:

- Annex 1: Cover page and letter of submission

- Annex 2: Registration documents, including Tax Registration, Tax clearance, NCIC/NWRA Registration, accreditation and membership where necessary and etc.
- Annex 3: Qualification information, including particulars of key personnel such as copies of certificates.
- Annex 4: Financial statements for the past three years
- Annex 5: Evidence of three traceable referees, such as copies of contracts or purchase orders for similar works
- Annex 6: Company profile.
- Annex 7: Any additional relevant documents, organized in a series of annexes and clearly separated with labelled sections following Annex 6.

Please note that submission of incomplete or ineligible documents will result in automatic disqualification.

Proposals should be addressed to:

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

Closing date for receiving bids is 29th October 2025 at 12:00hrs.

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.