



MZUZU CITY COUNCIL

PREQUALIFICATION OF SUPPLIERS

Mzuzu City Council intends to prequalify suppliers of goods and services shown below for the Year 2023 to 2024

1. CATEGORIES

A. GOODS

Category No.	Brief Description
1	Supply of stationery and consumables including toners, photocopying paper, thermal papers writing materials, accessible files etc
2	Supply of ICT equipment and consumables, including desktop computers, laptops, printers, data storage equipment etc
3	Supply and printing of information, promotional materials such as T-Shirts, Leaflets, Posters, Calendars, Newsletters, Booklets diaries etc
4	Supply and delivery of motor vehicle Accessories, Fire Extinguishers, jacks, wheel spanners, Towing ropes, warning Triangles etc
5	Supply and delivery of motor vehicle tyres including fitting , alignment and balancing
6	Supply and Delivery of protective clothing –suits, work suits, dustcoats, overalls, gumboots etc
7	Supply and delivery of office furniture , Desks, chairs, book shelves, curtains etc
8	Supply and delivery of light machines – Air conditioners, compressor, hoovers including services and parts and routine and ad-hoc maintenance services
9	Supply and delivery of electric equipment, camera, Electric kettles, microwave, Refrigerator, assorted electric parts ec
10	Supply and delivery of Hardware's including Timber, Polythene tubes, Nails, Electric and plumbing materials etc
11	Supply and delivery of Solar Street lamps
12	Supply of cleaning materials including brooms, moping materials , toilet cleaning materials etc
13	Supply and delivery of Chemicals, disinfectants, pesticides etc
14	Motor Vehicle Fleet Maintenance Services

B. SERVICES

Category No.	Brief Description
1	Provision of courier services
2	Provision of Promotional services including PEA system
3	Insurance services

2. Assessment Criteria

Submissions shall be assessed on the basis of the following information:

- Brief profile of the company and its key staff members indicating their technical expertise including names and address of directors, verifiable physical address, email, fax and postal addresses as well as ground and mobile phones should be provided.
 - Business registration certificates, with Registrar of companies
 - Business License with Mzuzu City Council
 - Evidence of Tax Compliance with Malawi Revenue Authority
 - Registration with Public Procurement and Disposal of Assets
 - Willingness to deliver goods or services before payment as per Public Procurement Act
 - At least three traceable referees in each of the areas that the businesses qualified for.
 - A list of previous clients for the past 3 years, address, email, and phone numbers
 - At least three reference letters from previous procuring entities
3. Interested eligible applicants may obtain further information from the department of Procurement at the address below by **14:00 hours** local time by **27th May, 2023**. Please note that applications must be in sealed envelopes clearly marked “**Prequalification of Suppliers for the year 2023 – 2024 clearly indicating the category applied for**”.

The address referred above is:

**The Chairman,
Internal Procurement and Disposal of Assets Committee,
Mzuzu City Council,
Civic Offices
Off M5, behind Mzuzu Court House
Kaning'ina
P.O. Box 1
105214
Mzuzu.
MALAWI
ATT: The Procurement Officer.**

Telephone: **(265) 310 177**; Fax number: **(265) 310 475**

Email address: info@mzuzucity.go.mw
mzuzucitycouncil@gmail.com

Mzuzu City Council is not bound to accept the lowest or any bidder.