

PRE-QUALIFICATION OF SUPPLIERS/SERVICES PROVIDERS FOR THE YEARS 2024-2026

BASEflow is an award-winning Malawian social enterprise, founded in 2017, that is working to improve the sustainability of groundwater sources for rural population to access safe drinking water. BASEflow is legally registered in Malawi with NGO Board (registration number NGO/L/18/054) and CONGOMA (registration number C1150/2018).

BASEflow invites interested suppliers/service providers to apply for one or several of the following lots of goods and services. Successful suppliers/service providers will be on BASEflow's List of Prequalified Suppliers for the 2024-2026 fiscal period in the relevant categories of goods and/or services. Where applicable, BASEflow will enter into formal contractual agreements with the successful suppliers/service providers for specific lots of goods and services.

Those firms/individuals who would like to be considered for this opportunity should submit their prequalification information for the categories (see below) that align with their experience. If a firm/individual is applying for more than one lot or category, separate applications MUST be submitted for each lot or category. Please Note: all suppliers currently on BASEflow's List of Prequalified Suppliers under the lots or categories below MUST re-apply.

LOT	CATEGORY	DESCRIPTION
A. GOODS		
1.	Supply and delivery of general computer equipment and consumables	Laptops, phones, tablets, recorders, laptop bags, power banks, flash drives, projectors etc.
2.	Office equipment and furniture	Desks, tables, chairs, filing cabinets etc.
3.	General office stationery and supplies	Papers, tonner, writing materials etc.
4.	Promotional materials	Branded items such as T-shirts, caps, motor vehicles etc.
5.	Safety gear	Hard hats, gumboots, work suits etc.
6.	Water quality equipment and consumables	
7.	Hand pump spare parts	
8.	Motor vehicle spare parts	Batteries, tyres, service kit etc.
B. SERVICES		
9.	Photography and videography services	
10.	Graphic design	
11.	Website management/ software development	
12.	ICT equipment repair services	Phones, laptops, printers, projector
13.	Air travel services	
14.	Catering services	
15.	Vehicle hire services	
16.	Motor vehicle maintenance services	
17.	Motor insurance services	
18.	Audit and eligibility checks services	
19.	Borehole drillers	

Applicants should submit a complete business profile and include the following supporting documents:

1. Name of Business, physical address, and contact details (phone numbers and e-mail address)
2. Name of Business owners/Directors and their contact details
3. Copy of valid business registration certificate (and other licences such as NWRA permit for borehole drillers)
4. Copy of relevant Business Licenses
5. Copy of the recent tax registration certificate and tax clearance certificate
6. Copy of audited financial statements for last 2 years (signed pages displaying audit opinion and Statements of Financial Position, Comprehensive Income, Changes In Funds and Cashflow will suffice)
7. Evidence of previous or recent referees, service completion certificate or LPOs with public institutions or non-governmental organisations for the last 2 years (including contact details of previous clients)
8. Evidence of proven knowledge, expertise, and experience in the provision of goods and services for a minimum of two years

Submission Guidelines

Applications with relevant supporting documentation must be submitted in sealed envelopes marked "Pre-qualification of Supplies Lot No...." Please indicate the Lot number you are applying for. Failure to indicate the Lot Number on the sealed envelope will result in automatic disqualification.

These should be addressed to:

The Chairperson,
Internal Procurement Committee
BASEflow
Box 30467
Blantyre

Or hand delivered at

BASEflow
Galaxy House
Second Floor
Opposite Axa Bus Terminal

Closing date for receiving applications is Monday 23rd October 2023.

