



## CALL FOR PREQUALIFICATION OF SUPPLIERS OF GOODS AND SERVICES

### INTRODUCTION

**Water Services Association of Malawi (WASAMA)** is a governing member for Malawi to the International Water Association (IWA) and Eastern and Southern Africa Water and Sanitation (ESAWAS) Regulators' Association, which are global networks of water professionals. The Association was established with the aim of ensuring maximum exchange of information in the water sector, experiences, research, and water management, which later extended to the sanitation and hygiene sector. WASAMA intends to adopt a prequalified list of suppliers to streamline procurement processes and ensure quality service delivery.

### AREAS OF PREQUALIFICATION

WASAMA intends to have supplies of goods and services for the period beginning May 2025 to March 2026; hence invites interested bidders to express their interest in the list for prequalification.

The expanded categories of goods and services are detailed below:

Ref. No	Description
1	Supply and delivery of office furniture, fittings, and fixtures
2	Supply of general office stationery
3	Supply of computers and laptops
4	Provision of printing, branding, and promotional services
5	Supply of branded items
6	Provision of courier and mail delivery services
7	Provision of garage services, motor vehicle repair, and maintenance
8	Supply of security services
9	Supply of motor vehicle insurance services
10	Supply of office equipment insurance services
11	IT and Communication Services
12	Training and Capacity Building Services
13	Utilities and Maintenance
14	Catering Services
15	Event Management
16	Media and Public Relations
17	Financial and Legal Services
18	Transportation and Travel
19	Health and Safety
20	Engineering and Technical Support.

### ELIGIBILITY

Prospective suppliers should submit the following for consideration to be included in the database of suppliers for the organization:

- Valid Business Registration Certificate.
- Tax registration certificate with Malawi Revenue Authority or recent Tax Clearance Certificate.
- A comprehensive one-page business profile including physical and registered address, year of establishment, working telephone, and email address.
- Evidence of at least one previous contract or Local Purchase Order (LPO) executed within the last two years, if possible.
- Names of directors to meet the beneficial ownership disclosure requirement.

### SUBMISSION

Interested applicants are requested collect a form from our offices in Area 14 or by writing to [chifundodimasi@wasama.org.mw](mailto:chifundodimasi@wasama.org.mw) or call 0999343498.

Applicants are required to pay a non-refundable application fee of **MK30,000.00** which should be deposited into the following bank account:

- **Bank Name:** National Bank
- **Account Name:** Water Services Association of Malawi (WASAMA)
- **Account Number:** 2094576
- **Branch Name:** Lilongwe

Applicants should fill the form and send it together with a proof of payment and relevant documents to [info@wasama.org.mw](mailto:info@wasama.org.mw) or **P.O. Box 1752, Lilongwe**, clearly marked "Pre-qualification of suppliers 2025" not later than **Wednesday, April 30th, 2025, at 4:00 PM.**

### CONDITIONS

WASAMA reserves the right to verify authenticity of information provided without consulting applicants.