



INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS

FAWEMA is a registered non-governmental organization which brings together educationalists to support and promote girls' and women's education in Malawi. FAWEMA was established in 1993 and implements interventions in all the 28 districts in the country through its membership base and projects. FAWEMA works in close partnership with the Ministry of Education, other relevant ministries and stakeholders in Malawi to support girls and women to acquire education and training for development.

FAWEMA Vision

A self-reliant and inclusive society where girls and women are creative, innovative and skilled for their well-being.

FAWEMA Mission

To promote gender responsive policies, attitudes and practices that provide opportunities to girls and women through evidence-based interventions that to allow them to prosper.

FAWEMA invites applications from potential and eligible suppliers and service providers for one or more of the underlisted goods and services for two years.

The pre-qualified list of suppliers will be used by FAWEMA for 2026 and 2027 financial years.

CATEGORY A. GOODS

1. Supply of general office stationery and consumables
2. Supply of computer supplies and accessories
3. Supply and maintenance of office furniture, furnishings and fittings
4. Supply of computers, printers, UPS, projectors, photocopiers and office equipment and fittings
5. Supply of telecommunication equipment and accessories
6. Supply of ICT software
7. Supply and maintenance of electrical equipment and appliances
8. Supply of motor vehicle tyres, tubes, batteries and other spare parts
9. Supply of motorcycle tyres, tubes, batteries and other spare parts
10. Supply of personal protective wear/equipment

CATEGORY B. SERVICES

1. Provision of legal services
2. Provision of property valuation services
3. Printing of posters, brochures, booklets, books, business cards, leaflets, etc
4. Provision of designing, branding and printing of T-shirts, Golf shirts, banners, diaries, calendars and other IEC materials
5. Provision of motor vehicle and motorcycle maintenance and repair services
6. Provision of repairs and maintenance of computers, UPS, projectors, printers, photocopier and other office equipment
7. Provision of plumbing materials and services
8. Provision of internet services
9. Provision of cleaning and fumigation services
10. Provision office building renovation/maintenance services
11. Provision of web design and web hosting services
12. Provision of security services
13. Provision of catering services
14. Provision of public address (PA) system equipment
15. Provision of photography, videography, audiovisual production, documentary and editing services
16. Provision of creative and graphics designing services
17. Provision of events management services
18. Provision of vehicle hiring services and taxis

Requirements

1. Name of supplier/service provider
2. Name(s) of shareholder(s) and directors
3. Physical and postal address and contact details
4. Company profile
5. Relevant business documents such as registration certificates, MRA certificates, TPN, VAT registration, valid PPDA documents
6. Past business experience as supplier or service provider and at least three referees
7. Period the supplier has been in the business being applied for
8. Evidence that the supplier is in that business.

Submit your completed pre-qualification documents in sealed envelopes clearly marked on the envelope **'Pre-qualification of Suppliers/Service Providers'** to the address below by close of business on **Tuesday 30th June, 2026**.

The Chairperson
Internal Procurement Committee
FAWEMA
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Ring Road, Area 47, Sector 3
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LILONGWE 3