

# PRE-QUALIFICATION OF SUPPLIERS/ CONTRACTORS/SERVICE PROVIDERS

National Bank of Malawi PLC is hereby inviting applications from eligible and reputable suppliers who wish to be short-listed and be included on the list of the Bank's pre-qualified suppliers for 2019 – 2021 period in the following categories:

Reference Number	CATEGORY A – SUPPLY OF GOODS
NBM/01/STAT	<b>Supply of Office Stationery</b> - Paper products, Toners - Printing inks, plates and all raw materials - Date stamps
NBM/02/ICT	<b>Supply and maintenance of ICT equipment</b> - Desktop Computers, laptops, scanners, printers - Servers - Network equipment and all peripherals
NBM/03/EQUIP	<b>Supply Office equipment</b> – Photocopying machines, Uninterruptible Power Supply (UPS), Note Counting & Currency authentication machines, shredders
NBM/04/FURN	<b>Supply of Office Furniture</b> – Desks, Chairs, Filing Cabinets
NBM/05/VEH	<b>Supply of Motor Vehicle and Motor Cycle accessories</b> – Tires; Cleaning chemicals and other accessories, Batteries, Mats
NBM/06/SEC	<b>Supply, installation and maintenance of Security and CCTV equipment, alarms and guarding services</b>
NBM/07/FIRE	<b>Supply, Installation and maintenance of fire suppression systems, fire-fighting equipment, Protective Wear and materials</b>
NBM/08/UNIF	<b>Supply of Corporate Apparel (uniforms)</b> – suits, shoes
NBM/09/PROM	<b>Supply of branded promotion materials:</b> - Golf Shirts & Caps, T-Shirts, roll-up banners, telescopic & Panorama banners - Event branding services - Customer gifts & novelties - Creative services - Advertising: Print – newspapers, brochures, fliers, posters & magazines, Electronic, outdoor – billboard, street light poles, bus shelters - Signage: Production, installation and commissioning as well as maintenance - Media Consultancy services
NBM/10/SURV	<b>Research and customer Insights:</b> - Customer Satisfaction Survey - Mystery Shopping - Market trends and habits

Reference Number	CATEGORY B – SERVICES
NBM/11/COUR	Provision of courier and mail delivery services – both local and international
NBM/12/FREIG	Provision of Freight Forwarding, Transit Bond and Customs Clearance Services
NBM/13/REM	Provision of Freight Logistics and removals
NBM/14/TRAV	Provision of air travel, reservations and ticketing services
NBM/15/FUM	Provision of fumigation and pest control services
NBM/16/GS	Provision of guarding service – guards, dog patrols, security surveys
NBM/17/COMP	Provision of maintenance and repair service of: - Computer equipment - Network repairs (electronic)
	<b>CATEGORY C – CONSTRUCTION</b>
NBM/18/CON	Civil Works – all categories; building maintenance: - minor works – painting, waterproofing, plumbing, welding - major repairs – refurbishments, face-lifts
NBM/19/ELEC	Electrical installations and repairs – Southern, Central and Northern Region
NBM/20/FURN	Furniture and fixtures – shop fitting, teller cubicles
NBM/21/LAN	Local Area Network (LAN) Installations and all computer networking
NBM/22/QS	Provision of Quantity Surveyor Service
NBM/23/ENG	Provision of Civil Engineering Service
NBM/24/SOLAR	Solar and backup installations

#### REQUIREMENTS:

- Detailed company profile
- Physical address
- Business Registration Certificate / Business License
- VAT Registration Certificate
- Income Tax Compliance Certificate
- Recent Audited Accounts and / or Bank Statement of accounts for the last one year
- References of past works conducted with reputable organizations
- Suppliers who are in the current list MUST re-apply as the current list will not be carried forward
- The Bank will confirm the information provided by applicants from available and credible sources to validate the information

Sealed applications should be dropped in a Tender Box at NBM Towers duly marked "PRE-QUALIFICATION" and reference number and description of the category being applied for. The Applications should be addressed to:

**The Chairman – Tender Committee**  
**NBM Towers**  
**Henderson Street**  
**National Bank of Malawi**  
**P O Box 945**  
**BLANTYRE**

To reach him by close of business on **14th January 2019**

**National Bank reserves the right to accept or reject any application**