



PREQUALIFICATION OF SUPPLIERS TO SUPPLY VARIOUS PRODUCTS AND SERVICES FOR THE FINANCIAL YEAR 2021 TO THE CENTRE FOR TICKS AND TICK-BORNE DISEASES

The Centre for Ticks and Tick-Borne Diseases (CTTBD) was established by the African Union as a self-financing Trust to assist with the management of ticks and tick-borne diseases on the African continent. We have been in operation for more than 40 years, conducting research, training, manufacturing and marketing safe and efficacious animal vaccines.

CTTBD hereby invites eligible and capable suppliers and service providers for the prequalification for the supply of goods and services of the following categories:

CATEGORY NUMBER	CATEGORY DESCRIPTION
A1	Supply of Motor vehicle spare parts, tyres, tubes & batteries
A2	Air Travel Ticketing Services
A3	Provision of Vehicle Maintenance and Repair
A4	Building Engineering Services and Construction and Building Materials
A5	Visibility Materials – Printing Services
A6	Insurance Services that include motor vehicles, buildings, domestic and office furniture & equipment
A7	Cold room and Air Conditioners, Servicing and Maintenance
A8	Office Furniture and Equipment Supply
A9	Supply of ICT Materials and Accessories, Repairs and Maintenance – Printers, Photocopiers, Projectors, Laptops, Desktops etc.
A10	Supply of Office Stationery and Supplies
A11	Supply of Toners and Ink, Cartridges, Accessories for Printers and Copiers
A12	Provision of Courier Services – Domestic and International
A13	Supply of Laboratory Consumables
A14	Provision of Security Services
A15	Standby Generator Maintenance and Repairs
A16	General Printing Services: Manuals, Brochures, Banners, Pamphlets and Business Cards
A17	Provision of Media & Publicity Services- Photography, Media mobilization
A18	Provision of Cleaning, Fumigation, Pest Control and Sanitary Services
A19	Provision of Catering services for Meetings and Workshops
A20	Event hiring and events management: PA system, chairs, tables, tents etc.
A21	Calibration, validation and Servicing of laboratory equipment and instruments
A22	Transport hire and Taxi Services
A23	Liquid Nitrogen Plant Servicing and Repairs



QUALIFICATION REQUIREMENTS

Interested suppliers and service providers are invited to apply to be considered in the prequalification process and should ensure that they satisfy the following criteria:

- a. Company profile
- b. Evidence of Company Registration/incorporation.
- c. Evidence of Tax Compliance for 2019/2020 Financial Year from the Malawi Revenue Authority.
- d. Proof of registration with Malawi Public Procurement and Disposal Authority
- e. Postal address and verifiable contact telephone / cellphone numbers.
- f. Physical address of the vendor and name(s) of Directors.
- g. Past performance with at least two (2) customer references, (copies of previous contracts with contacts awarded in the recent past 3 years must be attached)

APPLICATION METHOD

Eligible suppliers meeting all the stated requirements are requested to:

- a) Submit one application for each category they are applying for. If a supplier is applying for two or more different categories, each lot should have a separate application documentation with supporting evidence specifically for that category. Applications should be presentable and neatly bound.
- b) Submit applications in sealed envelopes clearly marked "**Prequalification Request for ...** (Category No. and Description) by 17:00 hours on Friday 16th April, 2021 at the tender box located at the Centre for Ticks and Tick-Borne Diseases reception addressed to:

Internal Procurement Committee
Centre for Ticks and Tick-Borne Diseases
Bwemba Complex off Likuni Road
Private Bag A-130.
LILONGWE
Cell: +265 999 743 057
Electronic Applications submitted through email will not be accepted.

Disclaimer

CTTBD is at liberty to select specific suppliers and service providers.
CTTBD maintains a 'Zero Tolerance' policy towards fraudulent, dishonest, and any form of corruption, practices please call +265 999 743 057 to report any malpractice.

APPLICATIONS NOT FOUND IN THE TENDER BOX AND NOT CLEARLY MARKED AS STATED ABOVE WILL BE AUTOMATICALLY REJECTED.