



DEVELOPMENT OF A DATABASE OF SUPPLIERS FOR 2025-2027

REFERENCE NO.: TEVETA/SDB/25/26/06/001

TEVET Authority is inviting sealed applications from interested and eligible suppliers, contractors, and service providers to participate in the development of a supplier database exercise for 2025 - 2027 towards the procurement of goods, works and services in the following categories.

Category A – Building and civil works	
A1	Provision of minor building maintenance involving rehabilitation works - electrical, plumbing and repairs, partitioning, painting, decoration, signage, and other associated works.
A2	Supply and delivery of hardware materials, including plumbing, electrical materials.
A3	Supply and delivery of cement products, i.e., hollow blocks, and associated products.
Category B – IECT Equipment and related services	
B1	Supply, delivery and servicing, lease of printers, photocopying machines, scanners, servers, desktop computers, laptops, computer spare parts and accessories, software, and other associated ICT equipment.
B2	Provision of Internet, e-mail hosting, secure VPN, and other related connectivity services.

B3	Website development, hosting, and software development services.
B4	Provision of cyber security, networking, and other related services.
B5	Supply, delivery, installation and maintenance of CCTV systems, Door access systems, and related equipment and accessories.
B6	Provision of design and printing services for a range of corporate documents including newsletters, curriculum materials, brochures, and posters; supply of branded stationery such as notepads and calendars; provision of billboard advertising services; production of radio and video content; and development and supply of promotional and visibility materials including branded golf shirts, T-shirts, caps, banners, and other Information, Education, and Communication (IEC) materials as required.
Category C – Supply and maintenance Office Furniture and other office Equipment	
C1	Supply, delivery and maintenance of office furniture, fittings, and accessories.
C2	Supply, delivery, installation, and maintenance of Air conditioners.
C3	Supply, delivery, and servicing of fire detectors, firefighting and suppression equipment, including user training and servicing.
Category D – Supply & delivery of motor vehicle spares & accessories and servicing; and supply and fitting of motor vehicle tyres and associated services	
D1	Supply and delivery of different types and models of motor vehicle spares and accessories.
D2	Supply and delivery of motor vehicle tyres and associated services.
D3	Servicing of various types and models of motor vehicles (<i>specify the type of motor vehicles you are specialized in</i>).
Category E – Supply of Office Stationery and Consumables	
E1	Supply and delivery of general office stationery and tonners.
E2	Supply and delivery of cleaning materials.
Category F – Supply and Delivery of Apprenticeship Training Tools and Materials	
F1	Bricklaying, Plumbing, Electrical installation and Electronics, Carpentry and Joinery, Tailoring and Fashion Design, Fabrication

	and welding, Solar Photovoltaic Installation, Food Production, Painting and Decoration, Edible Horticulture, Cosmetology, Artisanal and small-scale mining, Administrative Studies, Automobile Mechanics, General Fitting, Information and Communication Technology, Motorcycle Mechanics, Vehicle Body Repairing and Refinishing, Woodwork Machining.
Category G – Provision of Services	
G1	Provision of motor vehicle rentals.
G2	Provision of courier services
G3	Provision of travel agency services.
G4	Provision of events management and marketing agency services.
G5	Provision of security services.
G6	Provision of legal services.
G7	Provision of property valuation and periodic review services.
G8	Provision of insurance services.
G9	Provision auctioneering services.
G10	Grounds maintenance services
G11	Cleaning services
G12	Fumigation services
G13	General maintenance (plumbing electrical, Carpentry & Joinery, Welding, Telephone, Switchboard)
G14	Catering services
G15	Hospitality services, (including lodging and hotel accommodation, conferences and workshops hosting).

Applications should among other things contain the following information:

- a) Clearly indicate on the envelope the preferred Category.
- b) Be submitted separately for each category the applicant is participating in.
- c) A copy of a valid Business registration certificate or certificate of incorporation.
- d) A comprehensive company profile with traceable physical business address, postal address, valid phone numbers and email addresses.
- e) MRA required documents for the business relating to Tax payment compliance, i.e., Tax clearance and VAT registration certificates.

- f) Evidence of payment of TEVET Levy in accordance with the provisions under Section 20 of the TEVET Act.
- g) A copy of a valid PPDA registration certificate.
- h) A copy of a valid MSME registration certificate.
- i) A copy of coloured Malawi National Identity Card.
- j) Copy of comprehensive insurance policy for motor vehicle hiring services.
- k) NCIC registration certificate (for works contracts), and any relevant professional certificates and licences for all categories that require such.

Interested eligible applicants are urged to request for free a complete set (soft copy) of English application documents from the e-mail address procurement@tevetamw.com

Applicants are encouraged to ensure that the application documents are read thoroughly and are well understood before completion.

The sealed applications clearly marked with the category number should be addressed to:

**The Chairperson,
Internal Procurement and Disposal Committee,
TEVETA
Private Bag B406,
LILONGWE 3.**

Applications must be deposited in the tender box placed at TEVETA House's Procurement and Disposal Unit, City Centre Lilongwe, not later than **16:00 hours local time, on Thursday, 10th July 2025.**

TEVET Authority is not bound to accept any application.

Late submissions will be rejected.