



PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

Background

The Board of Directors and Management of the Mzuzu International Academy intends to renew a list of suppliers to be engaged for the procurement of goods, works and services for the period July 2026 to June 2028. Potential applicants are invited to make their Expression of Interest to be pre-qualified. Current pre-qualified suppliers are equally encouraged to re-apply.

MIA is a co-educational school, which offers the International General Certificate of Secondary Education (IGCSE) curriculum. Established as an essential part of the community infrastructure, for international and Malawian families. Mzuzu International Academy offers instruction in English without discrimination on the grounds of sex, religion, race or parent's employment. We believe personal development plays a significant role in academic success and therefore aim to educate the whole child.

A. Categories

Applicants are allowed to apply for one or more of the following categories:

Supply of Goods

Lot Number	Description
Lot G001	Supply and delivery of office stationery, consumables and toners
Lot G002	Supply and delivery of ICT equipment, other Hardware, networking materials and IT accessories.
Lot G003	Printing and Supply of branded promotional materials (banners, T-shirts, bags, brochures, diaries, Calendars) and Education Materials e.g. Notebooks
Lot G004	Supply and delivery of Electrical equipment and appliances
Lot G005	Supply of Furniture, Fixtures and Fittings
Lot G006	Supply and delivery of food items for the Catering Department



Lot G007	Supply of plumbing, electrical and welding materials.
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Provision of Services

Lot S008	Motor vehicles hire and taxi services
Lot S009	In-house catering services for meetings, training and student outdoor activities
Lot S010	Maintenance and repairs of ICT equipment, network infrastructure and hardware
Lot S011	Provision of Insurance Brokerage Services
Lot S012	Provision of Events Management Services
Lot S013	Provision of Courier services
Lot S014	Repairs and Maintenance of School vehicles
Lot S015	Provision of Air travel reservations and ticketing services
Lot S016	Provision of Accommodation and conference services countrywide.
Lot S017	Provision of Plumbing services
Lot S018	Provision of Electrical maintenance Services
Lot S019	Provision of Carpentry maintenance services
Lot S020	Provision of cleaning and waste management services
Lot S021	Provision of Security services

B. Mandatory Requirements

1. Company Profile with Physical addresses and Contact details
2. Certificate of registration/incorporation
3. Tax registration with Malawi Revenue Authority, WHT and/or recent Tax Clearance Certificate
4. At least three (3) trade references from recent clients
5. Evidence of relevant experience in the category applied for
6. Any other Statutory or Regulatory licenses applicable



7. Professional certifications/licensing where applicable

C. Application Process

Completed application in a sealed envelope clearly marked “Pre-qualification for (Category Name)
- 2026-2028, addressed to the:

The Chairperson
Internal Procurement and Disposal of Assets Committee (IPDAC)
Mzuzu International Academy
218Z 001 Street LU003/002 Luwinga Ward
P.O Box 20165
Luwinga
Mzuzu 2

This can be deposited in the Tender Box at Mzuzu International Academy, Luwinga, alternatively
send through email: procurement@mzuzuacademy.org

Deadline for the submission of applications is **5:00pm** on 4th June 2026