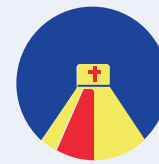


# PRE-QUALIFICATION OF SUPPLIERS



Centenary  
Bank

A member of Centenary Group

- i. Centenary Bank Limited is a registered financial institution in the country providing financial services to the general public.
- ii. The Bank would like to develop a list of suppliers for the request of quotations and proposals in its process of procuring various goods and services.
- iii. The Bank is therefore inviting applications for the supply of and delivery of the following goods and services:

## CATEGORY A - MARKETING

1. Supply of Promotional Materials & Corporate Gifts.
2. Digital, Social Media Marketing and Website Maintenance.
3. Marketing & Advertising Agency.
4. Supply and Installation of Signage & Queuing Poles.
5. Media Production (Radio, TV, photography and PA system).
6. Events Management.
7. Experiential Marketing.
8. Research.

## CATEGORY B - INFORMATION TECHNOLOGY

1. Supply and Maintenance of ICT Equipment and Accessories (Computers, Printers, Photocopiers, Scanners, and Consumables).
2. Provision of VPN and Internet Services.
3. Provision of ICT Hardware and Software maintenance.
4. Supply, Installation and Maintenance of UPSs.

## CATEGORY C - SECURITY SERVICES

1. Provision of Office Security and Guarding Services.
2. Supply, Installation and Maintenance of Security Systems; Surveillance (CCTV) and Access Control Systems (Biometrics and Mantraps).
3. Supply, Installation and Service of Firefighting Equipment and Fire Detection Systems.

## CATEGORY D - ADMINISTRATION

1. Courier Services.
2. Car Hire Services.
3. Cleaning Services.
4. Landscaping and Gardening Services.
5. Transportation & Removals.
6. Travel Agency Services.
7. Supply of rubber stamps.
8. Supply of Motor Vehicle Tyres, Batteries, and Accessories.
9. Supply of General Stationery or Office Consumables.
10. Supply of Printed Stationery.
11. Supply of Office Furniture.
12. Supply and Service of Vaults, Chubs and Safes.
13. Supply and Service of Cash Counting Machines, Rate Boards and Counterfeit Currency Detectors.
14. Supply and Service of Auto Teller Machines (ATMs).
15. Provision of Insurance Services.

## CATEGORY E - PREMISES AND FACILITIES

1. Civil & Building Works Contractors.
2. Electrical Contractors.
3. Pest Control and Eradication.
4. Property Valuers and Managers.
5. Quantity Surveyors.
6. Supply & Service of Air conditioners.
7. Supply & Service of standby Generators.
8. General Services (Plumbing, Carpentry, Painting, Welding and Fabrication).

## PRE-QUALIFICATION CRITERIA

- Prospective suppliers should submit their detailed company profile which should include experience in providing similar services, reference sites/buyers, evidence of availability of working capital including banking details and payment terms.
- Participation is open and on equal terms to all responding suppliers.
- Prospective suppliers may express interest for not more than two subcategories.
- Award/pre-qualification criteria will be based on price where applicable, quality, track record and financial capacity of the prospective supplier.

## SUBMISSION

Interested applicants are requested to collect a form from the Bank's Head Office, in Ekistics House upon payment of a non-refundable fee of **K1,000.00** which should be deposited into the following account: **5010010545008** Centenary Bank Head Office Petty Cash. Alternatively, the form can also be downloaded from the Bank's website on [www.centenarybank.co.mw](http://www.centenarybank.co.mw).

Applicants should fill in the form and send it together with a copy of their company profile in sealed envelopes clearly marked "**Pre-qualification of Suppliers 2024**" to the address below:

The Chairperson  
Procurement and Cost Management Committee  
Centenary Bank Limited  
Ekistics House  
PO Box 31567  
City Centre  
LILONGWE 3

## CONDITIONS

Centenary Bank Limited reserved the right to verify authenticity of information provided without consulting applicants.

Only successful applicants will be notified in writing.

Closing date for submission is **Friday, 15<sup>th</sup> December, 2023.**