



## Invitation for Supplier Prequalification

**Theatre for a Change (TfaC)** invites applications from reputable, qualified and suitably experienced companies, firms, organisations and individual service providers for **prequalification and inclusion on its Approved Supplier List (ASL)** for the Financial Years **2026/2027 and 2027/2028**.

TfaC is a Malawian non-governmental organisation working to promote social and behavioural change through participatory theatre, education, community engagement and other innovative approaches.

The prequalification exercise aims to establish a pool of competent, reliable and qualified suppliers, contractors and service providers from whom TfaC may procure goods, works and services during the stated financial years, subject to its procurement policies, procedures and available funding.

### 1. Categories of Goods and Services

Applications are invited for one or more of the following categories:

1. Office Supplies and Stationery
2. ICT Equipment, Software and ICT Support Services
3. Printing, Branding, Graphic Design and Publishing
4. Motor Vehicle Maintenance, Repairs and Spare Parts
5. Building Maintenance, Construction and General Repairs
6. Electrical, Plumbing and Other Technical Services
7. Catering and Refreshment Services
8. Travel, Transport and Ticketing Services
9. Security Services
10. Courier, Delivery and Logistics Services
11. Communication, Media, Marketing and Advertising Services
12. Photography, Videography and Documentation Services
13. Translation, Editing, Formatting, Transcription, Interpretation and Manual Adaptation Services
14. Consultancy Services, including Research, Data Collection, Evaluations, Organisational Development and Strategic Planning
15. Event Management Services
16. Motor Vehicle Hire and Transport Services
17. Equipment Hire and Rental Services
18. Promotional Materials, Corporate Gifts and Branded Items
19. Fuel, Lubricants and Petroleum Products
20. Accommodation and Conference Services
21. Cleaning Services, Cleaning Materials and Waste Disposal
22. Office Furniture and Equipment

23. Internet, Telecommunications and Network Services
24. Legal, Audit and Financial Services
25. Insurance Services, including Medical and Asset Insurance
26. Pharmaceutical Services
27. Fleet Management Services
28. Health and Safety Supplies and Services
29. Landscaping, Grounds Maintenance and Gardening Services
30. Pest Control and Fumigation Services
31. Air Conditioning, Refrigeration and Ventilation Services
32. Solar Energy, Generator and Renewable Energy Services
33. Security Systems, CCTV and Access Control Services
34. Studio, Audio-Visual and Production Equipment Services
35. Professional Training, Facilitation and Capacity Development Services
36. Research, Evaluation, Learning and Consultancy Services

Applicants may apply for **one or more categories** for which they have the relevant qualifications, experience, capacity and resources.

## 2. Minimum Eligibility Requirements

Applicants should submit the following:

- Company/service provider profile;
- Valid Certificate of Business Registration/Incorporation;
- Valid Taxpayer Identification Number (TPIN) Certificate;
- Valid Tax Clearance Certificate;
- Relevant business/trading licence and PPDA registration/certificate, where applicable;
- Evidence of relevant experience and previous contracts/work undertaken;
- At least two recent client references for similar goods or services supplied within the last five years;
- Physical and postal address, telephone number, email address and contact person;
- Bank details;
- Relevant professional certificates, licences or memberships, where applicable;
- Product/service catalogue, where applicable; and
- Any other documentation relevant to the category applied for.

TfaC reserves the right to request additional information or documentation where necessary.

## 3. Evaluation and Prequalification

Applications will be assessed based on relevant experience, legal and statutory compliance, technical and operational capacity, quality of goods/services, reliability, customer service, financial capacity, value for money and other relevant criteria.



**Submission of an application does not guarantee prequalification or future business with TfaC.**

Prequalified suppliers may be invited to participate in subsequent procurement processes in accordance with TfaC's procurement policies and procedures.

TfaC reserves the right to verify information provided and to accept or reject any application without assigning reasons.

#### **4. Submission of Applications**

Applications should clearly indicate the **category/categories** for which the applicant is applying and should be submitted in a sealed envelope clearly marked:

**"APPLICATION FOR SUPPLIER PREQUALIFICATION – FY 2026/2027 & 2027/2028"**

Applications may be delivered to:

**Theatre for a Change (TfaC)**

Area 3, Plot 3/559, along Likuni Road  
Lilongwe, Malawi

Alternatively, applications may be submitted electronically to:

Email: [applications@tfacafrika.com](mailto:applications@tfacafrika.com)

#### **5. Closing Date**

Completed applications must reach TfaC **no later than 12:30 hours on 16 October 2026.**

**Late applications may not be considered.**

For further information, please contact:

**Operations & HR Department**

Theatre for a Change

Tel: +265 888 576 652

Email: [applications@tfacafrika.com](mailto:applications@tfacafrika.com)

**TfaC reserves the right to accept or reject any application and is under no obligation to award business to any prequalified supplier.**