



TENDER DOCUMENT

Supply and Delivery of Personal Protective Equipment (PPE)

Tender Reference	SPR26-P-0063
Procurement Method	Open Tender
Issued By	Procurement Department
Date of Issue	25/09/2026
Submission Deadline	09/10/2026 - 23:59 hours (CAT)
Submission Address	bids@wasteadvisersmw.org

This document contains the full instructions, requirements and forms for bidders. Bidders should read it carefully before preparing their bids.

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Section 1: Invitation to Tender

1.1 Introduction

WASTE Advisers, operating through its Green Economies Made Simple (GEMS) programme, is a Malawi-based organisation working on circular economy and sustainability. WASTE Advisers invites eligible and qualified suppliers to submit bids for the supply and delivery of Personal Protective Equipment (PPE) as described in this Tender Document.

1.2 Tender Details

Tender Title	Supply and Delivery of Personal Protective Equipment (PPE)
Tender Reference	SPR26-P-0063
Scope Summary	350 PPE sets, each comprising black gumboots, a work suit with reflective lines, and PVC gloves, as specified in Section 4
Contract Type	Supply and delivery contract
Submission Deadline	09/10/2026 23:59 hours (CAT)
Clarification Deadline	30/09/2026

1.3 Eligibility

This tender is open to legally registered suppliers operating in Malawi that hold the mandatory documentation listed in Section 3 and are able to meet the specifications and delivery requirements in Sections 4 and 5.

Section 2: Instructions to Bidders

2.1 Preparation of Bids

- Bids must be prepared in English and typed or written legibly in ink.
- All pages of the bid should be numbered, and the bid should follow the order of the Bidder Checklist in Annex B.
- The Bid Submission Form (Section 8) and the Price Schedule (Annex A) must be completed, signed and stamped by an authorised representative of the bidder.
- Bidders must quote for the full quantity. Partial bids will not be considered.

2.2 Currency and Prices

All prices must be quoted in Malawi Kwacha (MWK). Prices must be firm and fixed for the validity period of the bid and must not be subject to adjustment for exchange rate movements or inflation.

2.3 Bid Validity

Bids must remain valid for **30** calendar days from the submission deadline. A bid valid for a shorter period may be rejected as non-responsive.

2.4 Clarifications

Bidders may request clarification of this Tender Document in writing to bids@wasteadvisersmw.org, quoting reference SPR26-P-0063, no later than 30 September 2026. Responses that affect all bidders will be shared with all known bidders. Verbal explanations do not form part of the tender.

2.5 Amendments

WASTE Advisers may amend this Tender Document before the submission deadline. Amendments will be communicated in writing to all bidders who have obtained the document, and the deadline may be extended where necessary.

2.6 Submission of Bids

- Bids must be submitted electronically to bids@wasteadvisersmw.org with the subject line “SPR26-P-0063 - PPE Tender - [Bidder Name]”
- Technical documents and the financial quotation should be submitted as clearly separate parts of the same bid.
- The deadline for receipt of bids 09/10/2026 - 23:59 hours (CAT).

2.7 Late Submissions

Bids received after the deadline will not be considered and will be rejected without evaluation.

2.8 Conflict of Interest, Integrity and Confidentiality

- Bidders must declare any actual or potential conflict of interest with WASTE Advisers staff or its evaluation committee.
- Offering, giving or requesting any gift, payment or favour in connection with this tender is prohibited and will result in disqualification.

- All information in bids will be treated as confidential and used only for the evaluation and award of this tender.

2.9 Right of WASTE Advisers

WASTE Advisers reserves the right to accept or reject any bid, to annul the tender process and reject all bids at any time before contract award, and to verify any information submitted by bidders, without liability to bidders.

Section 3: Eligibility and Mandatory Documentation

Bidders must submit clear, valid copies of the documents below. Bids that omit any item marked “Mandatory” may be rejected as non-compliant at the preliminary stage.

No.	Document	Status	Notes
1	Certificate of Registration / Incorporation	Mandatory	Issued by the Registrar General
2	TPIN Certificate	Mandatory	Issued by the Malawi Revenue Authority (MRA)
3	Valid MRA Tax Clearance Certificate	Mandatory	Must be valid on the submission deadline
4	Withholding Tax Exception Certificate	Where applicable	Issued by the Malawi Revenue Authority (MRA)
5	Valid Business Licence	Mandatory	Must cover the supply of the goods tendered
6	PPDA Registration Certificate	Mandatory	Must be registered with PPDA
7	Company Profile	Mandatory	Including physical address and contact persons
8	Relevant Experience and References	Mandatory	At least two similar supply contracts in the last three years, with client contact details
9	Signed Bid Submission Form (Section 8)	Mandatory	Signed and stamped
10	Completed Price Schedule (Annex A)	Mandatory	Separate financial proposal
11	Other applicable statutory documents	Where applicable	For example, proof of manufacturer or authorised distributor status

Section 4: Technical Specifications

4.1 Scope of Supply

The bidder shall supply and deliver 350 PPE sets. Each set consists of the following items:

No.	Item	Qty per Set	Specification
Black gumboots	1 pair	Black gumboots, standard height, waterproof, with anti-slip sole. Sizes 6, 7, 8 and 9 in the proportions in 4.2.	Black gumboots
Work suit	1 unit	Durable work suit with reflective lines (see 4.3). Blue for Group A and Red for Group B. Sizes M, L and XL in the proportions in 4.2. Branded as described in 4.4.	Work suit
PVC gloves	1 pair	Red PVC gloves for adults, standard quality and size.	PVC gloves

4.2 Quantities and Sizes

Total quantity: 350 sets. The size distribution is as follows. Bidders must be able to supply all listed sizes.

Group	Sets	Work Suit Colour	Gumboots (pairs)	Work Suits (units)	PVC Gloves (pairs)
Group A	250	Blue	250	250	250
Group B	100	Red	100	100	100
TOTAL	350		350	350	350

Size distribution (bidders must supply all sizes in these proportions):

Item and Size	Share	Group A	Group B	Total
Gumboots – Size 6	30%	75	30	105
Gumboots – Size 7	40%	100	40	140
Gumboots – Size 8	20%	50	20	70
Gumboots – Size 9	10%	25	10	35
Work suits – Medium (M)	40%	100	40	140
Work suits – Large (L)	40%	100	40	140
Work suits – Extra Large (XL)	20%	50	20	70

4.3 Reflective Lines and Colours

- Work suits must carry reflective lines (reflective tape) of at least [50 mm] width, placed around the torso, arms and legs.
- Reflective tape must be securely stitched, not glued, and must remain intact after washing.
- Work suit colour: Blue (Group A, 250 units) and Red (Group B, 100 units).
- Gumboots: Black.
- PVC gloves: Red.

4.4 Branding Requirements

Each work suit must be branded with the logos of the project and the name of the beneficiary. The logo files and beneficiary names for each group will be supplied by WASTE Advisers to bidders on request and to the successful bidder after award.

4.5 Quality and Compliance

- All items must be new, unused and of good merchantable quality, free from defects in materials and workmanship.
- Goods must be fit for the intended field and waste-management work environment.
- Bidders must provide product descriptions or brochures and may be asked to submit samples of each item for evaluation, at the bidder's cost.
- The supplier will replace, at no cost to WASTE Advisers, any item found defective or not conforming to specification at delivery or within 30 days of delivery.

Section 5: Delivery Requirements

Delivery Location	WASTE Advisers Lilongwe Branch, Four Seasons Complex, Lilongwe
Required Delivery Date	Within 10 calendar days of receipt of the signed Local Purchase Order expected no later than 30 October 2026.
Delivery Terms	Delivered Duty Paid to the delivery location, with the supplier bearing transport, loading, offloading and insurance costs until acceptance by WASTE Advisers
Packaging	Goods must be packed by item and size in clearly labelled packaging
Delivery Documents	A delivery note and invoice, both quoting reference SPR26-P-0063

5.1 Supplier's Delivery Commitment

In the Bid Submission Form, bidders must confirm the delivery period they commit to and their ability to deliver within the required timeline(s).

5.2 Inspection and Acceptance

WASTE Advisers will inspect the goods against this specification and the delivery note on receipt. Goods that do not conform will be rejected and must be replaced by the supplier within 7 days at no cost to WASTE Advisers. Delivery is complete only when the goods are signed for as accepted.

5.3 Delivery Schedule

Delivery shall be made in stages in line with the WASTE Advisers' requirements and project timelines. The successful supplier shall maintain the quoted unit prices for the full quantity throughout the delivery period, with WASTE Advisers providing reasonable notice for each delivery.

5.4 Delay

Where the supplier fails to deliver within the agreed period, WASTE Advisers may apply liquidated damages of 0.5% of the contract value per week of delay, up to a maximum of 10%, or cancel the order and procure elsewhere at the supplier's risk.

Section 6: Financial Bid Requirements

Bidders must present their prices using the Price Schedule in Annex A and follow these requirements:

- Unit prices must be stated in Malawi Kwacha (MWK) for each item.
- Quantities must match those in Section 4, and the total for each line must equal unit price multiplied by quantity.
- Prices must be shown exclusive of VAT, with VAT at the prevailing rate shown as a separate line.
- Delivery costs to the delivery location must be shown as a separate line.
- The grand total (including VAT and delivery) must be shown in figures and in words. Where figures and words differ, the words will prevail.
- Quotations must be valid for at least the bid validity period in Section 2.3.
- Arithmetical errors will be corrected by WASTE Advisers, and the corrected total will be used for evaluation.
- No price will be accepted for items outside the specification or for quantities different from those stated, unless offered as a clearly labelled alternative.

Payment Terms

Payment will be made in MWK by bank transfer within 30 days of receipt of a valid invoice, after acceptance of the goods. No advance payment will be made unless otherwise agreed in writing.

Section 7: Evaluation and Award

Bids will be evaluated by a WASTE Advisers Internal Procurement Committee (IPC) in three stages. Only bids that pass a stage will proceed to the next.

Stage	Focus	Criteria
Stage 1	Preliminary / administrative compliance (pass or fail)	• Bid received by the deadline • All mandatory documents in Section 3 provided and valid • Bid Submission Form and Price Schedule completed, signed and stamped • Bid valid for the required period
Stage 2	Technical evaluation (pass or fail, with scoring where noted)	• Compliance of offered items with the specifications in Section 4, including sizes, colours, reflective lines and branding • Quality of samples or product information, where requested • Delivery capability and delivery period offered (Section 5) • Relevant experience and references
Stage 3	Financial evaluation	• Comparison of total evaluated prices (grand total including VAT and delivery) of technically compliant bids • Correction of arithmetical errors

7.1 Award

The contract will be awarded to the bidder whose bid is substantially responsive to this Tender Document and offers the lowest evaluated price. WASTE Advisers may negotiate delivery arrangements, but not the unit prices, with the successful bidder.

7.2 Notification

The successful bidder will be notified in writing and issued with a Purchase Order. Unsuccessful bidders will be informed after the award.

7.3 Complaints

Bidders who wish to raise a concern about the process should write to the Procurement Department within seven (7) days of the award notification.

Section 8: Bid Submission Form and Declaration

To: WASTE Advisers, P.O. Box 2504, Blantyre, Malawi

Tender Reference: SPR26-P-0063 - Supply and Delivery of Personal Protective Equipment (PPE)

Having examined the Tender Document, we, the undersigned, offer to supply and deliver the goods in conformity with the specifications and delivery requirements for the total bid price of MWK _____ (in figures)

(in words), inclusive of VAT and delivery.

We confirm that:

1. Our bid is valid for 30 days from the submission deadline.
2. We will deliver the goods within _____ calendar days of receiving a Purchase Order.
3. All documents and information submitted with this bid are true and correct.
4. We have no conflict of interest in relation to this tender and have not engaged in any corrupt or fraudulent practice.
5. We understand that WASTE Advisers is not bound to accept the lowest or any bid.

Bidder's Company Name	
Physical / Postal Address	
Telephone / Email	
TPIN	
Name of Authorised Signatory	
Position	
Signature	
Date	
Company Stamp	

Annex A - Price Schedule

Bidder: _____

Tender Reference: SPR26-P-0063

Currency: Malawi Kwacha (MWK)

No.	Description	Qty	Unit	Unit Price (MWK, excl. VAT)	Line Total (MWK, excl. VAT)
1	Black gumboots (pair)	350	Pair		
2	Work suit with reflective lines and branding	350	Unit		
3	PVC gloves (pair)	350	Pair		
	Sub-total (excluding VAT)				
	VAT at prevailing rate				
	Delivery costs				
	GRAND TOTAL (MWK)				

Grand total in words:

Annex B - Bidder Checklist

Bidders should tick each item before submission.

No.	Item	Included	Page No.
1	Signed and stamped Bid Submission Form (Section 8)	☐	
2	Certificate of Registration / Incorporation	☐	
3	TPIN Certificate	☐	
4	Valid MRA Tax Clearance Certificate	☐	
5	Valid Business Licence	☐	
6	PPDA Registration Certificate (where applicable)	☐	
7	Company Profile	☐	
8	Relevant experience and client references	☐	
9	Product descriptions / brochures / samples for all items	☐	
10	Confirmation of delivery period and capability	☐	
11	Completed Price Schedule (Annex A), signed and stamped	☐	
12	Bid valid for the required period	☐	