

Telephone: (265) 01 789 400  
Fax: (265) 01 789 431



Ministry of Health and Population,  
Department of Nutrition, HIV  
& AIDS,  
P/Bag B401,  
Capital City,  
Lilongwe 3.

Ref. No. DNHA/AFIKEPO/001/24/03

Date: 05/03/2024

**To All Potential Bidders**

Dear Sir/Madam

**Project: FED/2026/038-538-Afikepo Nutrition Programme in Malawi- Contract  
FED/2017/389-416: Afikepo Multi-Annual Programme Estimate**

**Supply and Delivery of Printed Primary School Nutrition Source Books and Primary  
Learner Activity Nutrition Books to Afikepo Nutrition Programme in Malawi,  
Department of Nutrition, HIV and AIDS in Lilongwe- Publication Reference No:  
Afikepo/DNHA/2023/01**

Following receipt of requests for clarifications on the tender dossier for the above  
supplies tender, we write to issue a circular letter number 1 to clarify as follows:

**CLARIFICATION QUESTIONS AND ANSWERS**

Question 1
We would like to enquire on Tender form for a Supply Contract. Point number 1 (Submitted by) In a situation that the firm relies on another company for Financial support, should the information of the financier be provided also on this part.
<b>Answer 1</b>
No. The information to be provided in section 1. <i>Submitted by</i> (Tender Form) is the name of the tenderer (leader) and other members of the consortium. If this tender is being submitted by an individual tenderer, the name of the tenderer should be entered as 'leader' (and all other lines should be deleted). Note that a capacity providing entity/ subcontractor is not considered to be a member for the purposes of this tender procedure.
Question 2
Point number 3 Economic and Financial Capacity The Financial information being provided on this part should it be for the bidder or the firm to which the bidder relies on for financial support?
<b>Answer 2</b>
The information to provide corresponds to the leader and members:  A. If this tender is being submitted by an individual tenderer, the information to be provided in section 3. <i>Economic and Financial Capacity</i> (Tender Form) corresponds to the tenderer (leader).

- B. If the tender form is submitted by a consortium (leader and other members), the data in the table in section 3 must be the sum of the data in the corresponding tables in the declarations provided by the consortium members. See section 7 of the Tender Form.

For the purpose of the present tender, the data for capacity-providing entities for the relevant selection criterion has to be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

The tenderer must prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing with the tender documents a commitment by those entities to place those resources at its disposal. Note that the tenderer's declaration, point 7 and Annex I of the *Tender Form*, must be signed by the capacity-providing entities, refer to section 11, Part 3 Documentation of the *Instructions to tenderers*.

Question 3

**(i) Special Condition Article 11**

Will the performance Guarantee of 10% of the total bid be submitted on the day of tender submission and shall it be in cheque or cash?

(ii) We would like to know which conditions from the bidder would lead to forfeit of performance Guarantee to the contracting firm?

**Answer 3**

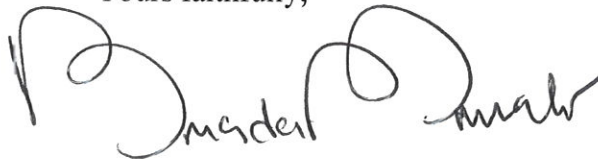
(i) The performance guarantee must not to be provided on the day of submission of the tender.

The performance guarantee shall be provided together with the signed contract. The performance guarantee may be provided in the form of a bank guarantee, a banker's draft, a certified cheque, a bond provided by an insurance and/or bonding company, an irrevocable letter of credit or a cash deposit made with the contracting authority. If the performance guarantee is to be provided in the form of a bank guarantee, a banker's draft, a certified cheque or a bond, it shall be issued by a bank or bonding and/or insurance company approved by the contracting authority. See Article 11 of the General Conditions to the contract.

(ii) The performance guarantee is compulsory under this contract.

We also advise that the date, time and place of submission of tender bids remain the same.

Yours faithfully,



Blessings Muwalo

Copy: The Ambassador and Head of Delegation,  
Delegation of the European Union to Malawi,  
P.O. Box 30102,  
**Lilongwe 3.**