



Invitation to Tender – Framework Agreements for Oxfam Southern Africa Cluster (2026–2028)

Background & Objective

Oxfam is a global confederation of more than 20 independent member organisations working collaboratively in over 70 countries to challenge inequality and injustice in partnership with communities. Each affiliate is deeply rooted in its local context and contributes to our shared mission through locally led action, evidence-based programming, and collective decision-making.

In alignment with this mission, the Oxfam Southern Africa Cluster which consist of **Malawi, Mozambique, Zambia and Zimbabwe**, seeks to establish multi-country Framework Agreements with qualified and reputable suppliers for priority categories of goods and services that underpin our work in Humanitarian Response, Gender Justice, and Just Economies. These agreements aim to:

- Ensure value for money through competitive pricing and transparent procurement processes.
- Enhance agility and responsiveness during emergencies and rapid-onset crises.
- Guarantee consistent service levels and quality standards across **Malawi, Zambia, Zimbabwe and Mozambique**.
- Promote ethical sourcing and sustainability, in line with Oxfam's Supplier Code of Conduct and safeguarding commitments.

By consolidating procurement under these Framework Agreements, Oxfam aims to strengthen operational efficiency, reduce lead times, and build strategic partnerships that support the timely delivery of life-saving assistance and development interventions across the Southern Africa region.

Lots (Categories)

Lot	Category	Item	Description
1	Security	Security Services	Security guards, Alarm system and surveillance
2	Hospitality	Accommodation and Conferencing facilities	Hotel accommodation and self-catering apartments, all districts
3	Travel	Travel Agency	Air travel
4	Stationery	Stationery and IT supplies	Supply of stationery (Potocopying paper, toner, pens, markers, etc)
5	Printing	Translation Services	Multiple language translation - Cluster
6	Insurance	Insurance services	Vehicle and equipment
7	Courier	Courier Freight and Clearance	Cargo clearing and forwarding
8	Maintenance	Building maintenance	Electrical Installation and Repairs, Plumbing and Building Maintenance
9	Safety	Hygiene, Health & Safety	Hygiene, Health & Safety
10	Energy	Fuel Supply	Supply of Petrol, Diesel and lubricants all districts
11	Catering	Catering services	Food and beverages
12	Cash Transfers	Financial services	Cash Transfer & Financial Services (Mobile Money aggregators, Payment Platforms)
13	Maintenance	Vehicle Spares, Maintenance and Services	Service of Vehicle and equipment, supply of vehicle tyres
14	Passenger Service	Taxi Services	Taxi services in Lilongwe and Blantyre
15	Hardware	Hardware and general Supplies	Bicycles, machinery, and other hardware items

Eligibility & Compliance

- Valid Tax Certificates and Company Registration.
- Compliance with local statutory requirements.
- Acceptance of [Oxfam Supplier Code of Conduct](#).
- Evidence of past performance, financial capacity, and technical capability.

Bid Submission Pack

- Signed Supplier Code of Conduct.
- Price Schedule per Lot.
- Delivery lead times.
- Certificates (Registration, Tax Clearance).
- Reference letters.

Evaluation Criteria

- Technical & Service Capability.
- Past Performance & References.
- Price & Commercials.
- Sustainability & Ethical Compliance.

Timelines

- Publication Date: **10 February 2026**
- Submission Deadline: **27 February 2026, 17:00 CAT**
- Evaluation Period: **27 February – 14 March 2026**
- Framework Agreement Start Date: **1 April 2026**

Submission Instructions

Submit electronic copies to procurement.malawi@oxfam.org.uk with the subject line: 'ITT – Framework Agreements – [Lot # & Name] – Malawi or Cluster

Ethical & Safeguarding Requirements

Suppliers must commit to Oxfam's safeguarding standards, anti-fraud and corruption policies, and the Supplier Code of Conduct.