



# 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](mailto: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.