



PRESS CORPORATION PLC PRE-QUALIFICATION OF SUPPLIERS 2024-2026

Press Corporation PLC (PCL) is a public-listed company incorporated in Malawi with interests in different sectors of the economy including financial services, telecommunications, energy and consumer goods. PCL would like to pre-qualify suppliers of goods, works and services for its Corporate Office for the 2024 - 2026 financial years. The Company therefore invites Expressions of Interest (Eoi) from eligible and reputable suppliers to be pre-qualified in the following categories:

CATEGORY NO	DESCRIPTION
GOODS	
G1	Supply of office stationery
G2	Supply of computers, computer-related peripherals such as servers, printers, UPSs, photocopiers, etc.
G3	Supply of voice and data networks/materials
G4	Supply of electronic and electrical equipment and hardware materials
G5	Supply of vehicles, motorcycles, water vessels, and their spare parts
G6	Supply of office furniture and fittings
G7	Supply of telephone equipment
G8	Supply of heating, ventilation and air conditioners
G9	Supply of medical drugs and first aid kits
G10	Supply of branded materials such as calendars, notepads, diaries, pens etc.
G11	Supply of golf items
G12	Supply of security equipment such as CCTV and biometric devices
G13	Supply of swimming pool chemicals
G14	Supply of office flowers
WORKS	
W1	Maintenance of computers/computer-related peripherals such as servers, printers, UPSs, photocopiers, etc.

W2	Maintenance and installation of voice and data networks/materials
W3	Maintenance of electrical equipment
W4	Maintenance of office buildings i.e., civil, painting, plumbing, carpentry, mechanical, welding and electrical works
W5	Repairs of office furniture and fittings
W6	Maintenance of telephone equipment
W7	Maintenance of air conditioners
W8	Maintenance of swimming pools
W9	Maintenance of office flowers
W10	Maintenance of firefighting equipment
SERVICES	
S1	Provision of printing services including Annual Reports
S2	Provision of security services for premises
S3	Provision of insurance services: life, medical, motor insurance, real estate's etc.
S4	Provision of information and cyber security services
S5	Provision of accommodation and conferencing facilities
S6	Provision of vehicle tracking services
S7	Provision of courier/mail delivery services
S8	Provision of signage and outdoor advertising services
S9	Provision of legal services
S10	Provision of fumigation services
S11	Provision of air travel services
S12	Provision of car hire services
S13	Provision of property valuation services
S14	Provision of business valuation services
S15	Provision of IT support services
S16	Provision of tax consultancy services
S17	Provision of event planning, management, public address systems, decoration services etc.
S18	Provision of digital marketing services
S19	Provision of market research and due diligence services

Prospective service providers should enclose the following to be considered:

Preliminary Information

- a. Comprehensive company profile
- b. Copy of valid Certificate of Incorporation/ Registration
- c. Audited Accounts
- d. Tax Clearance Certificate
- e. VAT Certificate
- f. TPIN Certificate
- g. Postal, physical and email address
- h. Telephone Numbers
- i. Full banking
- j. Names of Directors and Addresses

Technical Requirements

- a. Minimum of three (3) references from reputable companies/organizations
- b. Minimum of three (3) years' experience in similar business
- c. Registration with Regulatory bodies / Certification / Accreditation / Registered Agents if applicable in a lot
- d. Experience in working with PCL on similar products or services

Prospective bidders can access the documents by visiting our website at www.presscorp.com, on the “**Procurement**” link under the “**key links**” section or can obtain the same from Press Corporation PLC offices situated on the 3rd Floor, PCL House, Top Mandala, Kaohsiung Road, Blantyre on week days only from 08:00 hrs. to 17:00 hrs.

Sealed documents duly completed by the bidder must be clearly labeled “**PREQUALIFICATION OF SUPPLIERS 2024-2026**”, clearly indicating the category of interest, and must be delivered to the address below on or before Friday **6th October 2023 at 17:00 Hrs.**

The Chairperson - Internal Procurement Committee
Press Corporation plc
PCL House
Kaohsiung Road, Top Mandala
P O Box 1227
Blantyre

Press Corporation PLC reserves the right to confirm the information given by bidders from any source and to accept or reject any application. Any attempt to unfairly further a bid through canvassing is strictly prohibited. Kindly take note that late bids will not be considered.

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