



PRESS CORPORATION PLC

Bidding Document for Pre-qualification of Suppliers

Subject of Procurement: Pre-Qualification of Suppliers for 2018-2021

Procurement Reference Number: PCL/PREQ/2018-2021

Procurement Method: Open Tendering

Date of Issue of Bidding Document:

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Part 1. Organization Information

1.1. Name of organization in whose name the bid would be submitted

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1.2. Contact details

Contact Name:
Position in organization:
Telephone no.:
Fax no.:
Email address:

1.3. Main address for correspondence:

(Please include both postal and Physical addresses)

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1.4. Company Registration details:

Company Registration no.:
Date of registration:
Registered address (if different from above):

1.5. Legal status of your organization (tick as applicable):

Sole trader	
Partnership	
Private Limited Company	
Public Limited Company	
Voluntary organization	
A consortium of companies	
Other (please specify)	

(Please provide a copy of your registration certificates including valid affiliation certificates e.g. NCIC)

1.6. Date organization commenced business (and date of incorporation in the Malawi if different):

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1.7. TPIN and/or VAT registration number (if applicable) :

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(Please provide copies of the certificates)

1.8. Please state the names of all other organizations involved in your bid, your relationship with them and the respective roles and responsibilities:

1.9. Is your company a subsidiary of another company? If so, please provide the name and registered office address of the holding or parent company and the ultimate parent (if applicable):

1.10. Is your company affiliated or associated with any other company which would be capable of bidding for these goods/works/services? If so, please provide the name and registered office address:

1.11. Has any director, partner or associate been employed by Press Corporation Limited? (If so, please give details.)

- 1.12. Does any director, partner or associate have a relative(s) who is employed by Press Corporation Limited at a senior level? (If so, please give details.)

- 1.13. Please give the number of offices and the locations of the main premises across the country from which your organisation envisages providing goods/works/services:

Part 2. Eligibility

- 2.1 Please provide confirmation that there are no grounds applicable to your company or to any parent company pursuant to which your company or parent company as a whole might be, or might become, ineligible under Regulation 2 of the instructions to bidders

Tick as appropriate

Confirmed

Not confirmed

If not confirmed, please supply details separately

Note : Evidence may be sought at a later date, in confirmation of your answer.

Part 3. Business and Professional Conduct

- 3.1 Are there any court actions and/or employment tribunal hearings outstanding against your organization? If so, please give details:

3.2 In the last three years has your organization:

- 3.2.1 Been involved in any court action and/or employment tribunals? **YES/NO**
- 3.2.2 Paid damages in respect of failure to perform any contract? **YES/NO**
- 3.2.3 Had a contract terminated or been refused the opportunity to re-tender for a contract? **YES/NO**
- 3.2.4 Been successfully sued for breach of contract? **YES/NO**
- 3.2.5 Withdrawn from a contract before the agreed completion date? **YES/NO**
- 3.2.6 Had proceedings for a Receiver, Manager, or Administrator on behalf of a creditor appointed in respect of the organization's business? **YES/NO**

3.3 If you have answered YES to any of the above questions, please provide details, including appropriate judicial or equivalent extracts:

3.4 In the last three years, have any findings of unlawful racial discrimination in the employment field been made against your organization by any court or tribunal, or in comparable proceedings in any other jurisdiction?

YES/NO (if yes, please enter details below)

3.5 Has your organization been tax compliant in the last three years?

YES/NO (if no, please provide details of the current position)

3.6 Do you have authorization from the original manufacturers or brand owners to sell, distribute, operate or use the manufacturers' products, names or brands?

YES/NO (if yes, please provide a copy of the authorization from the manufacturer)

Part 4. Organization Ability and Technical Capacity

4.1. Please describe the relevant principal areas of business activity of your organisation and the number of years you have been involved in this activity.

(Your response should not be more than one page, Arial font size 10)

4.2. Provide summary of qualifications and experience for your key staff relevant to the supply or provision of the goods/works/services you are bidding for

(Your response should not be more than two pages, Arial font size 10)

4.3. Describe in detail your current and previous experience of providing goods/works/ services relevant to the pre-qualification category you are bidding for. Please complete the table below, providing details of your top five contracts or business arrangements.

Press Corporation Limited reserves the right to contact any of those detailed to request a reference.

No	CLIENT NAME	CLIENT CONTACTS	LENGTH OF THE BUSINESS ARRANGEMENT (Include start and completion dates)	VALUE OF THE BUSINESS ARRANGEMENT
1				
2				
3				
4				
5				

Part 5. Financial Information

The information supplied in this section will be evaluated to assess the longer-term financial viability of your organization.

- 5.1. Please indicate in brief your preferred payment terms.

- 5.2. Please provide audited financial statements or extracts there from relating to your business. In the absence of financial statements, please provide recent bank statement for your main account