



## INVITATION FOR BIDS FOR THE SUPPLY OF ID CARD PRINTER AND SOFTWARE TO MEDIA COUNCIL OF MALAWI

Media Council of Malawi (MCM) is an independent, non-profit, non-political and self-regulatory media professional organisation with a mission to promote professionalism in the media industry by setting professional standards in the interest of the public in Malawi and upholds the values of accountability, integrity and excellence.

MCM received a grant from British High Commission (BHC) through the Department for International Development (DFID) for the Strengthening of Media Council of Malawi Project. In an effort to ensure that MCM meets the objects it has been set for, the Council seeks to procure an ID Card Printer and Card Design Software. The ID Card Printer will be used for the production of Press Cards for media practitioners in the country. MCM therefore, invites sealed bids from eligible and qualified bidders for the supply of ID Card Printer and Software with the following features.

### **SP55 PLUS CARD PRINTER**

#### **Standard Features**

#### **Print Capabilities**

- Two sided edge-to-edge printing
- Continuous –tone, full colour black and white photos

- Alphanumeric text, logos and digitized signatures
- Variety of bar codes
- Background Patterns

### **Print Speed**

- Full colour printing
- Up to 155 Cards per hour
- Two- sided printing with duplex
- Magnet Stripe encoding

### **Capacity**

- Input hopper: 100 cards

### **Options**

- Smart card personalization
- Lockable input tray

### **Specifications**

#### **Print resolutions**

- 300 dots per inch, 256 shades

#### **Electrical Requirements**

- 220/240.50/60 Hz

#### **Plastic cards accepted**

- ISO ID-I/CR-80 size cards
- 85.6mm 53.98mm
- PVC with glossy laminate surface
- Clear cards

#### **Card thicknesses accepted**

- (0.2286mm to 1.397mm)

#### **CARD DESIGN SOFTWARE (ID WORKS)**

- Enterprise Software

#### **Standard Features (Flexible card, report and production form design)**

- User defined Card size (CR50, CR80)
- Auto-create production form
- Shape drawing support
- Font sizing and colours
- Multiple filed selection, alignment and formatting
- Zoom in/out card design window

- Zoom in/out report design window

### **Field Types**

- Variable text
- Static text (with word wrap option)
- Photo (with boarder, ghost or transparent background option)
- Date (with time option)
- Bar code (21 types)
- Magnetic stripe
- Static and variable graphic (with ghost and transparent colour options)
- Non printable area.

Bids shall be submitted in a sealed envelop marked “ID Card Printer and Software” and addressed to:

The Chairperson

Internal Procurement Committee

Media Council of Malawi

Bata Building Top Floor-Next to Nation Bank of Malawi

P/Bag 51

**LILONGWE**

Tel: 01 752 722/720/725

Fax: 01 752 442

Email: [media@mediacouncilmw.org](mailto:media@mediacouncilmw.org)

Closing dates for receiving the bids is 27<sup>th</sup> June 2009 at 5:00pm



# Media Council of Malawi (MCM)

Private Bag A 51  
Lilongwe

Tel: 01752722  
01752720  
01752725  
Fax: 01752442

E-mail: [media@mediacouncilmw.org](mailto:media@mediacouncilmw.org)

15<sup>th</sup> June 2009

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*Procurement Reference Number: 01/2009*

Dear Sir or Madam,

**RE: INVITATION FOR BIDS FOR THE SUPPLY OF ID CARD PRINTER AND SOFTWARE TO MCM**

1. The Media Council of Malawi (MCM) received a grant in FY 2008 from British High Commission (BHC) through the Department for International Development (DFID) for strengthening of MCM. In an effort to ensure that MCM meets the objectives it has been set for, the Council seeks to procure an ID Card Printer and Card Design software. The ID Card Printer will be used for the production of Press cards for the media practitioners in the country.
2. MCM has set aside funds to be used for the procurement of the above referenced goods and now invites sealed bids from the pre-qualified bidders for the supply and delivery of these goods.
3. Bidding will be conducted in accordance with the tendering procedures contained in the Public Procurement Law and Regulations of the Government of the Republic of Malawi.
4. Complete bidding Documents in English is attached.

5. Bids must be delivered to the address below at 6b at or before 27<sup>th</sup> June 2009. Late bids shall be rejected. Bids will be opened in the presence of bidders representatives which chose to attend at the address below at 6c at 30<sup>th</sup> June 2009 at 2:00pm.

**6 (a) Address documents will be issued from:**

The Chairperson, Internal Procurement Committee, MCM, P/Bag A51, Lilongwe, Tel: 01 752 722/720/725

**6(b) Address Bids must be delivered to:**

The Chairperson, Internal Procurement Committee, MCM, P/Bag A51 Lilongwe, Tel: 01 752 722/720/725.

**6(c) Address of Bid Opening:**

Chairperson, Internal Procurement Committee, MCM, P/Bag A51, Lilongwe, Tel: 01 752 722/720/725.

Yours Sincerely

Baldwin. S. Chiyamwaka

**EXECUTIVE DIRECTOR MEDIA COUNCIL OF MALAWI**

For More Information Contact:

Executive Director

Media Council of Malawi

P/Bag A51

**Lilongwe**

**Tel** : 01 752 722; 01752720; 01752725

**Fax** : 01 752 442

**Emil** : [media@mediacouilmw.org](mailto:media@mediacouilmw.org)

## Section 2. Bid Data Sheet (BDS)

Instructions to Bidders (ITB) reference	Data relevant to ITB
<b>A. Introduction</b>	
ITB 1.1	The Procuring Entity is: <b>Media Council of Malawi</b>
ITB 1.1; 2.1 and 22.2(b)	The Project name or the subject of the procurement is: <b>Invitation for Bids for the Supply of ID Card Printer and Software to Media Council of Malawi</b>
ITB 1.1 and 22.2(b)	The Procurement Reference Number is: <b>01/2009</b>
ITB 1.1	The number and identification of Lots in this Bidding Document is: <b>1</b>
ITB 1.2	The Bidding Document is issued under Procurement Method <b>Restricted Tender</b>
ITB 5.3	The Bidder <b>shall not be</b> required to include with its bid, documentation from the Manufacturer of the Goods, that it has been duly authorised to supply, in Malawi, the Goods indicated in its bid.
<b>B. Bidding Documents</b>	
ITB 7.1	For <b>clarification purposes</b> only, the Procuring Entity's address is: Attention: <b>The Executive Director, Mr B.S Chiyamwaka</b> Floor/Room number: <b>Top Floor Bata Building</b> Street Address: <b>Old Town, Next to National Bank Lilongwe Branch</b> City: <b>Lilongwe</b> Post Code: <b>N/A</b> Country: <b>Malawi</b> Telephone: <b>01 752 722; 01 752 720; 01 752 725</b> Facsimile number: <b>01 752 442</b> E mail address: <b>media@mediacoucilmw.org</b>
<b>C. Preparation of Bids</b>	
ITB 11.1 (f)	The Bidder shall submit with its bid the following additional documents: <p style="text-align: center;"><b>All the manuals accompanying the machine</b></p>

Instructions to Bidders (ITB) reference	Data relevant to ITB
ITB 13.3	For Goods and Related Services, the Bidder shall quote prices using the following Inco terms: <b>[insert the specific Incoterms that shall be used for quoting prices]</b> .
ITB 13.4	The prices quoted by the Bidder shall be: <b>“fixed”</b>
ITB 14.1	For Goods and Related Services originating in Malawi, the currency of the bid shall be <b>Malawi Kwacha</b>
ITB 19.1	The bid validity period shall be: <b>20</b> days.
ITB 20.1	A bid security <b>shall not be</b> required. If a bid security is required, the amount and currency of the bid security shall be N/A
<b>D. Submission and Opening of Bids</b>	
ITB 21.1	In addition to the original of the bid, the number of copies required is: <b>2</b>
ITB 23.1	For <b>bid submission purposes</b> only, the Purchaser’s address is : Attention: <b>The Executive Director, Mr B.S Chiyamwaka</b> Street Address: <b>Kamuzu Procession Road, Old Town, Lilongwe</b> Floor/Room number: <b>Top Floor Bata Building</b> City: <b>Lilongwe</b> Post Code: <b>N/A</b> Country: <b>Malawi</b> <b>The deadline for bid submission is:</b> Date: <b>27<sup>th</sup> June 2009</b> Time: <b>5:00pm</b>
ITB 26.1	The <b>bid opening</b> shall take place at: Floor/Room number: <b>Top Floor, MCM Secretariat Conference Room</b> Street Address: <b>Kamuzu Procession Road, Old Town, Lilongwe</b> City : <b>Lilongwe</b> Country: <b>Malawi</b> Date: <b>30<sup>th</sup> June 2009</b> Time: <b>2:00pm</b>

Instructions to Bidders (ITB) reference	Data relevant to ITB
<b>E. Evaluation, and Comparison of Bids</b>	
<b>ITB 33.1</b>	<p>The currency that shall be used for bid evaluation and comparison purposes to convert all bid prices expressed in various currencies into a single currency is: <b>Malawi Kwacha</b></p> <p>The source of exchange rate shall be: <b>National Bank of Malawi</b></p> <p>The date for the exchange rate shall be: <b>N/A</b></p>
<b>F. Award of Contract</b>	
<b>ITB 39.1</b>	<p>The percentage by which quantities may be increased is: <b>N/A</b></p> <p>The percentage by which quantities may be decreased is: <b>N/A</b></p>