



PRE-QUALIFICATION OF SUPPLIERS –2024-2025

1.0 Introduction

Copyright Society of Malawi (COSOMA) is a statutory corporation established in 1992 under section 41 of the copyright act with the mandate to promote and protect the interest of authors, performers, translators, producers of sound recording, broadcasters, publishers and in particular, to collect and distribute any royalties or other remunerations accruing to them in respect of their rights provided for in the act.

2.0 Prequalification Invitation

Copyright Society of Malawi hereinafter referred to as the **Contracting Authority** and also the **Procuring Entity** in some respects, would like to prequalify eligible and reputable suppliers for the provision of goods and services for the 2024 -2025 fiscal years for its Head Office Lilongwe Malawi.

Prequalified.

LOT NO.	DESCRIPTION
1	Printing Of Posters, Brochures, Booklets, Business Cards, Leaflets, Registers etc.
2	Supply Of Promotional Materials –T Shirts, Golf Shirts, Pens, Rulers, Wrist Band, Caps, Banners etc.
3	Supply And Maintenance of ICT Equipment and Accessories
4	Supply Of Office Stationery
5	Supply Of Motor Vehicle Spares, Tyres, Batteries, & Accessories.

6	Motor Vehicle Panel Beating and Spray-Painting services.
7	Provision Of National Courier Services
8	Supply Of Office Furniture and Fittings.
9	Supply Of Hardware and Protective Wear.
10	Hiring Of Motor Van
11	Contractors For Minor Works (Painting, Electrical, Welding and Fabrication, Building, Carpentry and Plumbing)
12	Hiring Of Mobile Tents, Table Chairs etc.
13	Creative Designing e.g Radio and Video Adverts, Jingles and promotional Messages.

Interested suppliers are advised to include the following in their applications;

- Name of organization
- Name(s) of shareholder(s) and directors
- Physical address and contact details
- Business registration certificate or certificate of incorporation
- Company profile.
- Copy of TPIN and VAT registration certificate including
- Valid tax clearance certificate.
- Track record and at least three references
- Evidence of at least three similar past experience
- Bank details and account statements for the past recent 3 months.
- Recently audited financial statements.

Applications in sealed envelopes clearly marked **Prequalification of Suppliers 2024/2025** including **lot number applied for** should be submitted in the Tender Box on the reception. All Tenders should be addressed to:

**The Chairperson
Internal Procurement Disposal Committee,
Copyright Society of Malawi (COSOMA)
P.O. Box 30784
Lilongwe
Malawi.**

Deadline Submission of Applications is 17th May, 2024.