TERMS OF REFERENCE

FOR

PROVISION OF PROJECTS AND INVESTMENTS MANAGEMENT INFORMATION SYSTEMS

TO

PRESS TRUST

JANUARY 2017

1. Background

Press Trust would like to engage a software supplier to help in the establishment of management information systems for projects and investments. It is expected that this exercise will improve efficiencies in the reporting processes on Press Trust funded projects and as well as improve the monitoring of commercial investments of the Trust. The assignment aims at computerising the existing manual processes.

2. Objective

The overall objective of the assignment is to improve the processing and reporting systems of the Trust.

2.1 Specific Objectives

The following are the specific objectives of the assignment:-

i.   To design and supply a Projects Management Information System;
ii.   To design and supply an Investments Management Information System; and
iii.   To link the new systems to the existing accounting system.

3. Scope of the Assignment

The assignment activities are divided into two (2) main categories as follows:

CATEGORY 1: FORMULATION OF PROJECTS MANAGEMENT INFORMATION SYSTEM

One of the main functions of Press Trust is to fund social development projects that spur economic growth and development. The Trust employs a demand driven approach and as such it receives a lot of applications for project funding from across the country. In line with this, the supplier is therefore expected to provide a Projects Management Information System to cover the following two areas:

A. Projects

This will have the following four (4) main modules:-

i.   Project Requests Module – This will allow for data entry of all applications received into the database. Information to be recorded will include but not limited to; name of applicant, project name, date of application, date received, funding sector, district, amount of funding, project promoter, application status, contact details, co-financier etc.

ii.   Projects Implementation module – For all requests approved for implementation, there will be need for a project monitoring and tracking

module (Implementation module). This will have data entry capabilities relating but not limited to the following fields: date approved, activities approved, amount approved, funds disbursed, project duration, names of consultants, names of contractors, government contact details, progress reporting etc.

This is the area where the system will need to be harmonized with the existing accounting system to track the financial movements of the projects.

iii. Reporting Module – This module should be able to generate standard reports under the following three (3) main classifications, namely: Requests awaiting board approval, Requests under investigation and Approved Requests.

iv. Archive Module – this module will keep standard information about all completed projects and be able to generate pre-defined reports.

B. Press Trust Merit Bursary

This is a programme established by Press Trust to financially support students in their secondary education. These students are those that perform extremely well in the Primary School Leaving Certificate of Education (PSLCE). The Ministry of Education, Science and Technology is a key stakeholder in this programme. The bursary provides for two students (a boy and a girl) in each district in Malawi and its continuity is based on academic performance and overall conduct of the student. Any breach of or non-compliance to the set conditions results in termination of the bursary.

The system is therefore expected to have the following (2) modules:

i. The Student Details Module – this will have data entry capabilities for capturing the following:

a. Details of all students that have qualified for the bursary including, name, gender, marks scored, name of their primary school, district, secondary school, contact details of secondary school etc.
b. Details of all students being supported under the bursary. This will also include their performance for every school term, warnings given, those withdrawn, amount of school fees etc.
c. The system should also be able to capture students who have successfully completed their bursary and the tertiary education institution where they are selected to.

ii.   Reporting Module - This module should be able to generate standard reports relating to students' class, gender, performance, secondary school, school fees etc.

CATEGORY TWO: FORMULATION OF INVESTMENTS MANAGEMENT SYSTEM

Press Trust derives its funds mostly from returns from both its money market and equity investments. As such, the supplier is expected to provide a system with the following features:

i.   An investments portfolio module - which will keep and process information on commercial investments regarding acquisitions, disposals, interest income, dividends, share prices etc; and

ii.   Reporting Module – The system should be able to generate standard reports.

4. Qualifications and Experience

Interested bidders must meet the following minimum qualification criteria: **a) Financial capability including** documentary evidence to demonstrate that bidders have sufficient funds to successfully perform the contract, **b) Supply experience and technical capacity including** provision of documentary evidence to demonstrate that bidders have **five (5)** years of experience in supplying and installing similar systems and provision of onsite reference, and **c) Certification** of software.

The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all software is either covered by a valid licence or was produced by the Bidder and (ii) that violations are considered fraud, which is, among other remedies, punishable by potential blacklisting from participation in future assignments.

5. Special Provisions

Press Trust will not provide office space, furniture, stationery, computers and any associated running costs for the assignment. Therefore, the software supplier should make provision in the financial proposal for all reimbursable expenses for the entire duration of the assignment, which if successful, will form part of the contract.

6. Duration

The work is expected to be done in no more than two (2) calendar months from the date of signing the contract. Where necessary, the support period shall be six (6) months from the date of acceptance of the deliverable. The software supplier should therefore include a detailed work programme in its technical proposal.

7. Management of Contract

The software supplier will report to the Chief Executive Officer of Press Trust.

8. Expected Output/ Deliverables

During the assignment, the following outputs/deliverables are expected:-

i.   Projects and Investments Management Information Systems; and
ii.   Training of users.

9. Obligation of the Client

The client will make available any relevant information on the assignment and is also expected to review and approve all deliverables.

10. The Technical Proposal

The software supplier is expected to submit a detailed technical proposal with the following four (4) main features which will form the criteria for consideration:-

i.   The team's general experience in the field of the assignment;
ii.   A clear breakdown of the assignment activities proposed for accomplishing the scope of the assignment;
iii.   The adequacy of the proposed approach, methodology and work plan in response to these terms of reference; and
iv.   The qualification of and competence of the team members.

11. Financial Proposal

The financial proposal shall cover all the activities proposed by the software supplier in the technical proposal and shall be based on personnel involved. In general, the financial proposal shall be presented in a clear breakdown including the following:-

i.   The cost for each of the two (2) systems above;
ii.   The cost of fees for each team member;
iii.   A clear breakdown of cost per activity;
iv.   Travel expenses;
v.   Per diems; and

vi.   Other reimbursable costs.

12. Payment Terms

The software supplier is expected to propose a payment schedule which should ideally tally with the deliverables listed above.

13. Bid Security

The suppliers are required to include a bid security in the form of a **Bid Securing Declaration**. The declaration Form is included in Annex 1.

14. Validity Period

Bids shall be valid for a period of **60 calendar days** from the date fixed for the bid submission deadline and bids shall remain binding and may be accepted at any time before the expiry of that period.

15. Conditions for Submitting Technical and Financial proposals:

The software supplier will be required to submit two (2) technical and two (2) financial proposals sealed separately and then both envelopes should be placed in one outer envelope, clearly marked **'Tender for Design and Supply of Projects and Investments Management Information Systems'** to the address below by **Friday, 3rd February, 2017** at **14:00 pm,** after which bids will be opened in presence of bidders who wish to attend at the address below. **Late bids and electronic bids will not be accepted.**

The Chairman
Internal Procurement Committee
Press Trust
Floor 9, Kang'ombe House
P/ Bag 359
LILONGWE 3

Tel: 01 772 844

Fax: 01 771 692

16. Clarifications

For clarifications only, you may contact:

Mr Johannes Kumpata
Press Trust
Floor 9, Kang'ombe House
P/ Bag 359
LILONGWE 3

Tel: 01 772 844

Fax: 01 771 692

Email: johannes@presstrustmw.com

BID SECURING DECLARATION

[This form shall be on the bidder's letterhead and the bidder shall fill it in accordance with the instruction indicated.]

Date**:**   *[insert date (as day, month and year) of bid submission]*

To: [*insert complete name of procuring entity*]

We, the undersigned, declare that

1   We understand that according to your conditions bids must be supported by a Bid Securing Declaration

2   We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for a period of **24 months** starting on the date as may be determined by the Procuring Entity if we are in breach of our obligation(s) under the bid conditions, because we:

        (a)   Have withdrawn our bid during the period of bids validity; or

        (b)   Having been notified of the acceptance of our bid by the Procuring Entity during the period of bids validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security.

3   We understand that this Bid Securing Declaration shall expire if we are not the successful bidder upon the earlier of (i) our receipts of a copy of your notification of the name of the successful bidder, or (ii) thirty days after the expiring of the bid.

4   We understand that if we are a Joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of
        [insert legal capacity of person signing the Bid Secring Declaration]

Name: *[insert complete name of person signing the Bid Securing Declaration]*
Duly authorized to sign the bid for and on behalf of : *[insert complete name of bidder]*
Date: …………………… day of ……………… *[insert date of signing]*

Witnessed By: *[insert name of witness]* **i**n capacity of *[insert designation of witness]*
Date: On _____ day of _____ *[insert date of signing]*