

**REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR VENDORS AND CONSULTANTS FOR THE SUPPLY OF GOODS, WORKS AND NON-CONSULTANCY SERVICES OR CONSULTANCY SERVICES FOR THE FINANCIAL YEARS 2022-2024.**

**TENDERER’S NAME:**

**CATEGORY NAME:**

**CATEGORY NUMBER:**

**CLOSING DATE:**

# Table of Contents

[SECTION 1 6](#_Toc56000644)

[1.0 INSTRUCTIONS TO BIDDERS 7](#_Toc56000645)

[1.1 INTRODUCTION 7](#_Toc56000646)

[1.2 EOI OBJECTIVE 7](#_Toc56000647)

[1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST 7](#_Toc56000648)

[1.4 EXPERIENCE 7](#_Toc56000649)

[1.5 EOI DOCUMENT 7](#_Toc56000650)

[1.6 TENDER PROSPECTIVE 7](#_Toc56000651)

[1.7 SUBMISSION OF EOI DOCUMENTS 8](#_Toc56000652)

[1.8 QUESTIONS ARISING FROM DOCUMENTS 8](#_Toc56000653)

[1.9 ADDITIONAL INFORMATION 8](#_Toc56000654)

[2.0 INVITATION TO PARTICIPATE IN FUTURE RFPs/ RFQs 8](#_Toc56000655)

[SECTION 2 9](#_Toc56000656)

[2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES 9](#_Toc56000657)

[2.1 TAXES ON IMPORTED MATERIALS 9](#_Toc56000658)

[2.2 CUSTOMS CLEARANCE 9](#_Toc56000659)

[2.3 CONTRACT PRICE 9](#_Toc56000660)

[2.4 PAYMENTS 9](#_Toc56000661)

[SECTION 3 10](#_Toc56000662)

[3.0 EOI DATA FORM INSTRUCTION 10](#_Toc56000663)

[3.1 EOI DATA FORM 10](#_Toc56000664)

[3.2 QUALIFICATION 10](#_Toc56000665)

[3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION 10](#_Toc56000666)

[3.4 STATEMENT 11](#_Toc56000667)

[3.5 WITHDRAWAL OF RFP/RFQ 11](#_Toc56000668)

[3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES 11](#_Toc56000669)

[3.7 EoI EVALUATION CRITERIA 11](#_Toc56000670)

[3.8 QUALIFICATION MARK 11](#_Toc56000671)

[FORM PQ-1 : EOI DOCUMENTATION 12](#_Toc56000672)

[FORM PQ-2 : EOI DATA 13](#_Toc56000673)

[FORM PQ-3 : SUPERVISORY PERSONNEL 14](#_Toc56000674)

[FORM PQ-4 : FINANCIAL POSITION AND BANK DETAILS 15](#_Toc56000675)

[FORM PQ-5 : PAST EXPERIENCE 16](#_Toc56000676)

[FORM PQ-6 : SWORN STATEMENT 17](#_Toc56000677)5

[FORM PQ-7 : CONFIDENTIAL BUSINESS QUESTIONNAIRE 18](#_Toc56000678)6

[FORM PQ-8 : LITIGATION HISTORY 19](#_Toc56000679)7

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**REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR VENDORS AND CONSULTANTS FOR THE SUPPLY OF GOODS, WORKS AND NON-CONSULTANCY SERVICES OR CONSULTANCY SERVICES FOR THE FINANCIAL YEARS 2022-2024.**

SNV Netherlands Development Organisation <http://www.snv.org/> is a Dutch based International Development Organisation that provides market-based solutions for the poor through local institutions and organisations in 28 developing countries in Asia, Africa and Latin America.

Working in Agriculture, Energy, and Water, Sanitation & Hygiene, we have built a long-term, local presence in Asia, Africa and Latin America. Our global team of local and international advisors works with local partners to equip communities, businesses and organisations with the tools, knowledge and connections they need to increase their incomes and gain access to basic services – empowering them to break the cycle of poverty and guide their own development.

SNV Netherlands Development Organisation invites Vendors and Consultants to be prequalified for the supply of goods and provision of works, non-consultancy and Consultancy services, for the financial years 2022 – 2022: as per the below categories:

|  |  |
| --- | --- |
| **CATEGORY REFERENCE #** | **CATEGORY** |
| **CATEGORY A** | **Supply and delivery of goods** |
| SNV/PREQ/0001/2022-2024 | Office stationery, toners & cartridges |
| SNV/PREQ/0002/2022-2024 | Newspapers and Magazines |
| SNV/PREQ/0003/2022-2024 | Computers, laptops, printers, scanners, photocopiers, Projectors, cameras & IT related accessories and equipment |
| SNV/PREQ/0004/2022-2024 | Water dispensers & drinking water |
| SNV/PREQ/0005/2022-2024 | Disposable items i.e. toiletries, lotions, detergents |
| SNV/PREQ/0006/2022-2024 | General office Utilities and Consumables -water bowser services, Internet service providers, kitchen utensils and consumables |
| SNV/PREQ/0007/2022-2024 | Office furniture, office fittings and equipment |
| SNV/PREQ/0008/2022-2024 | Motor vehicles and motorbikes |
| SNV/PREQ/0009/2022-2024 | Fuel, oil, lubricants for motor vehicles, motorbikes, generators and gas for kitchen use |
| SNV/PREQ/0010/2022-2024 | Spare parts, tyres, tubes, batteries for motor vehicles |
| SNV/PREQ/0011/2022-2024 | Design & Branding of promotional materials; T-shirts, water bottles, note books, bags |
| SNV/PREQ/0012/2022-2024 | Supply and delivery of computer software and hardware |
| SNV/PREQ/0013/2022-2024 | Farm input, equipment, fertilizers and farm Chemicals |
| SNV/PREQ/0014/2022-2024 | Building Materials, Hardware tools, paints and fittings |
| SNV/PREQ/0015/2022-2024 | Alternative energy products e.g. Solar Panels, Batteries, charge controllers, UPS, solar lighting products |
| SNV/PREQ/0016/2022-2024 | Occupational safety equipment and accessories -Fire extinguishers. PPE |
| SNV/PREQ/0017/2022-2024 | Electronic appliances and accessories Television sets, fridges, speakers, PA system |
| **CATEGORY B** | **Provision of Non-Consultancy Services** |
| SNV/PREQ/0018/2022-2024 | Courier Services i.e. Local and International courier services |
| SNV/PREQ/0019/2022-2024 | Outside catering services and hire of tents and chairs |
| SNV/PREQ/0020/2022-2024 | Accommodation and conferencing services country wide |
| SNV/PREQ/0021/2022-2024 | Sanitary, Fumigation & Landscaping services i.e. Garden maintenance services, Garbage collection services |
| SNV/PREQ/0022/2022-2024 | Emergency response services – fire, alarm and ambulance services |
| SNV/PREQ/0023/2022-2024 | Car hire and hired transport services i.e. hailing apps, vans, buses, trucks and related services |
| SNV/PREQ/0024/2022-2024 | Clearing and forwarding services |
| SNV/PREQ/0025/2022-2024 | Communication and Branding services -Public relations management, brand management, media monitoring, advertising, research, Specialised services - Writing, rapporteur, illustrations, Audio Visual and Entertainment Services (Emceeing, Photography, Videography) |
| SNV/PREQ/0026/2022-2024 | Car wash services |
| SNV/PREQ/0027/2022-2024 | Printing services i.e. bulk printing, bulk photocopying, bulk binding, bulk scanning |
| SNV/PREQ/0028/2022-2024 | Rider services |
| SNV/PREQ/0029/2022-2024 | Repair, service and maintenance of IT and communication equipment - printers, laptops, phones and Ups, Photocopiers, cameras, tablets |
| SNV/PREQ/0030/2022-2024 | Travel agency and related services -Air ticketing services, Travel insurance and International hotel bookings |
| SNV/PREQ/0031/2022-2024 | Security services |
| SNV/PREQ/0032/2022-2024 | Garages for the repairs and maintenance of vehicles and motorbikes |
| SNV/PREQ/0033/2022-2024 | Repairs and maintenance of generators, water pumps and lawn mowers |
| SNV/PREQ/0034/2022-2024 | Repair and preventative service of electrical appliances i.e. air conditioners, fridge and related equipment |
| SNV/PREQ/0035/2022- 2024 | Insurance brokerage services |
| SNV/PREQ/0036/2022-2024 | Language translation Services |
| **CATEGORY C** | **Works** |
| SNV/PREQ/0037/2022-2024 | Small Contractual Works -General office design, repairs and maintenance works -Electrical, Painting, Plumbing |
| SNV/PREQ/0038/2022-2024 | Civil and Building Works contractors and Renovators -Building works, Architectural works, Electrical works and General construction works |
| **CATEGORY D** | **Consultancy services** |
| SNV/PREQ/0039/2022-2024 | Climate Smart Agriculture and agribusiness – all aspects of value chain and market development (i.e technical training to farmers, post-harvest handling, financial and business management, quality control systems, warehouse management, aggregation/bulking) |
| SNV/PREQ/0040/2022-2024 | Energy (cooking [biomass, LPG], electrification [solar, grid]) - all aspects of value chain and market development |
| SNV/PREQ/0041/2022-2024 | Water, Sanitation and Hygiene (WASH) (water supply, sanitation and hygiene products and services) in both Urban and Rural locations |
| SNV/PREQ/0042/2022-2024 | Youth inclusion (including life skills development, technical skills development, entrepreneurship, mentoring, coaching, community development, etc) |
| SNV/PREQ/0043/2022-2024 | Gender Equity and Mainstreaming, Gender and Social Inclusion assessments and studies expertise, Gender Based Value Chain Analysis experience |
| SNV/PREQ/0044/2022-2024 | Training and Coaching in the three sectors (needs analysis, content-curriculum development, design of delivery methodologies, group formulation and training facilitation, results tracking and monitoring, etc.) |
| SNV/PREQ/0045/2022-2024 | Business Development Services (BDS) supporting private sector and small medium enterprise establishment & development – in Agriculture or Energy or WASH |
| SNV/PREQ/0046/2022-2024 | Impact Investment Advisory Services (Pre and Post Investment services) |
| SNV/PREQ/0047/2022-2024 | Environmental Impact Assessment, Environmental Audits, Waste Management |
| SNV/PREQ/0048/2022-2024 | Natural Resources Management |
| SNV/PREQ/0049/2022-2024 | Local Economic Development (Urban and Rural) |
| SNV/PREQ/0050/2022-2024 | Engineering (civil and / or mechanical) for design of appropriate technologies in Agriculture, Energy and WASH |
| SNV/PREQ/0051/2022-2024 | Monitoring, Evaluation, Verification and Learning (MEVL) - including conducting monitoring and evaluation exercises; conducting baseline and end line surveys; Project Mid-term Reviews, conducting Outcome mapping and surveys; building of capacity amongst stakeholders to develop MEVL plans and conduct quantitative and qualitative data collection and analysis |
| SNV/PREQ/0052/2022-2034 | Geographic Information Systems (GIS) – provision of; use of; training stakeholders to use them |
| SNV/PREQ/0056/2022-2024 | Governance, accountability, and leadership – with a specific focus on building these skills in Associations/ CSOs/ Cooperatives/ Producer or Processor Groups |
| SNV/PREQ/0057/2022-2024 | Organizational and institutional development |
| SNV/PREQ/0058/2022-2024 | Multi-stakeholder Dialogue and solution development - facilitation and coordination to ensure market system change |
| SNV/PREQ/0059/2022-2024 | Organizational Audits and capacity development of organizations to improve financial, operational and procurement systems and structures |
| SNV/PREQ/0060/2022-2024 | Human resource management services inclusive of Recruitment Services, Salary Surveys and Workforce planning, Learning and Development and employee wellbeing programmes |
| SNV/PREQ/0061/2022-2024 | Media and communication services including professional services in graphic design, video production, photography, social media, case studies, narrative content development and editing -translations and website design and development |
| SNV/PREQ/0062/2022-2024 | ICT product development and services in desktop and mobile applications for data collection and analysis, database management, monitoring and evaluation |
| SNV/PREQ/0063/2022-2024 | ICT based solutions for value chain actors in the three sectors i.e. streamlining the supply chain, mobile payment solutions, providing online extension services, streamline delivery of products to clients, quality control applications |
| SNV/PREQ/0063/2022-2024 | Proposal development/proposal writing |
| SNV/PREQ/0064/2022-2024 | Developing business cases, and conducting Market Analysis in any of our three target sectors |
| SNV/PREQ/0065/2022-2024 | Political Economy Analysis in targeted value chains or markets |
| SNV/PREQ/0066/2022-2024 | Research, Advocacy and Policy Development |
| SNV/PREQ/0067/2022-2024 | Conducting Consumer Studies in the three sectors – Agriculture; Energy or WASH |
| SNV/PREQ/0068/2022-2024 | Skills Development for Lead Farmers; Model farmers – with particular attention to Gender and Gender specific skills development |
| SNV/PREQ/0069/2022-2024 | Behaviour Change Communication (development of strategies and tools and message design), |
| SNV/PREQ/0070/2022-2024 | Sanitation Financing (sanitation micro credit/micro-financing), sanitation marketing, Promotion of Sanitation as a business & Sanitation business model development |
| SNV/PREQ/0071/2022-2024 | Urban planning with GIS mapping expertise, (sanitation mapping), sanitation planning (including master plan development) |
| SNV/PREQ/0072/2022-2024 | Climate change, vulnerability and resilience expertise - landscape approaches; deforestation free value chains; experience with the synergy of climate vulnerability, urban WASH and livelihood; |
| SNV/PREQ/0073/2022-2024 | Design of Faecal Sludge Treatment Plants, including reuse of end products |
| SNV/PREQ/0074/2022-2024 | Faecal Sludge analysis and monitoring (laboratory services) |
| SNV/PREQ/0075/2022-2024 | Design and Construction of Faecal Sludge Treatment Systems and or Sanitation Facilities |
| SNV/PREQ/0076/2022-2024 | Faecal Sludge Management and Solid Waste Management, segregation/recycling, emptying and transportation services, managing treatment facilities and promotion of reuse of end products |
| SNV/PREQ/0077/2022-2024 | Community mobilization and organization with particular focus in vulnerable communities |
| SNV/PREQ/0078/2022-2024 | Design and production of innovative hand washing systems |
| SNV/PREQ/0079/2022-2024 | Civil and Building works, special construction contractors. |
| SNV/PREQ/0080/2022-2024 | Water, Wastewater laboratory services |
| SNV/PREQ/0081/2022-2024 | Menstrual Hygiene Management related research, training and capacity building` |
| SNV/PREQ/0082/2022-2024 | Stove tests (thermal efficiency, emissions, durability, thermal shock, etc.) |
| SNV/PREQ/0083/2022-2024 | Capacity assessment and capacity development for Producer Groups, AMCOS and Cooperatives |
| SNV/PREQ/0084/2022-2024 | Field onsite verification |
| SNV/PREQ/0085/2022-2024 | Sustainability Market Investment verification |

Complete prequalification documents should be emailed to Zambia: [zambiaprocurement@snv.org](mailto:zambiaprocurement@snv.org).

The closing date for the submission is **15th July 2022.**

For any clarifications, please contact the Contracting and Procurement Unit by Close of Business on **30th June 2022**, on email, **zambiaprocurement@snv.org.**

# SECTION 1

## 1.0 INSTRUCTIONS TO BIDDERS

### 1.1 INTRODUCTION

The **PROCUREMENT COMMITTEE - SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested bidders, who must qualify by meeting the set criteria as provided by SNV, to perform the contract of supply and delivery of goods or provision of Works or non-consultancy or consultancy services

### 1.2 EOI OBJECTIVE

The main objectives of this part are to qualify vendors and consultants to supply and deliver assorted items and provide services or works under relevant RFQs/ RFPs as and when required during the period July 2022 to July 2024.

### 1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

Vendors and Consultants registered with the Registrar of Companies under the Laws of Zambia for the respective supply and delivery of Goods, Works, Non-Consultancy and Consultancy services are invited to submit their EOI documents to the **PROCUREMENT COMMITTEE, SNV ZAMBIA so they may be pre-qualified for submission on RFPs/ RFQs**. EOIs will be submitted in complete lots singly or in combination. SNV requires prospective Vendors or Consultants to supply mandatory information for the EoI.

### 1.4 EXPERIENCE

Prospective vendors and consultants must have carried out successful supply and delivery of similar goods/services/works to institutions of similar size and complexity as SNV. Potential vendors/ consultants must demonstrate the willingness and commitment to meet the EoI criteria.

### 1.5 EOI DOCUMENT

This document includes questionnaire forms and documents required of prospective vendors and consultants.

### 1.6 TENDER PROSPECTIVE

In order to be considered for the Request for EoI, prospective vendors and consultants must submit all the information requested herein.

### 1.7 SUBMISSION OF EOI DOCUMENTS

**A copy** of the complete EOI data and other information requested should besubmitted to reach SNV as a soft copy document, all pages should be serialized and stamped or initialled by the appointed authorised signatory to:

**THE PROCUREMENT COMMITTEE,**

**SNV NETHERLANDS DEVELOPMENT ORGANISATION**

7 Nkanchibaya road | Rhodespark, P.O. 31771 Lusaka | **Zambia**

**Email -** [**zambiaprocurement@snv.org**](mailto:zambiaprocurement@snv.org)**.**

The category applied for should be clearly indicated as follows:

**Email Subject:** EOI – Category Type (No. and Category)

**Email Body:** Please include your company name, contact information office location and a request for the full EOI and attachments.

### 1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the Request for EOI documents should be directed to the contracts and Procurement unit whose email address is given in 1.7 above, ***Not later than 24th June 2022.***

### 1.9 ADDITIONAL INFORMATION

**SNV** reserves the right to request submissionof additional information from prospective vendors.

### 

# SECTION 2

## 2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

### 2.1 TAXES ON IMPORTED MATERIALS

The Vendor/ Consultant will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

Evidence of tax compliance should be provided

### 2.2 CUSTOMS CLEARANCE

The Vendor/ Consultant shall be responsible for custom clearance of their imported goods and materials. (If applicable).

### 2.3 CONTRACT PRICE

The contract shall be of unit price type or cumulative of computed unit price and quantities required as well as any taxes that may be accrued to the item or service. Quantities may increase or decrease as determined by demand and on the authority of the SNV’s officer or procurement committee.

### 2.4 PAYMENTS

All local purchase shall be on credit of a maximum of thirty (30) days or as it may be stipulated in the contract agreement.

# SECTION 3

## 3.0 EOI DATA FORM INSTRUCTION

### 3.1 EOI DATA FORM

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective Vendors/ Consultants who wish to be included in SNV’s Roster of preferred Vendors for the specified category.

**INCOMPLETE APPLICATION**

Application forms that are not filled, serialized and duly stamped and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English language and in legible ink.

### 3.2 QUALIFICATION

**TENDER DATA**

It is understood and agreed that the data on prospective bidders will be used by **SNV** in determining, according to its solejudgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client. It will be kept secure in line with SNV’s commitment to EU GDPR 2018, and only used for programming purposes. It will be destroyed after 7 years in line with data requirements.

**QUALIFICATION REQUIREMENTS**

Vendors will not be considered qualified unless they possess capability, experience, qualified personnel and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or services in the judgement of **SNV.**

### 3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

**EXPERIENCE**

Vendors shall have at least two (2) years’ experience in the supply of goods, works, non-consultancy services and allied items. Potential Vendor should show competence, willingness and capacity to service the contract.

Please note that, prospective Vendors require special experience and capability to organize supply and deliver items or services at short notice.

**PERSONNEL**

The names and pertinent information and the CVs of the key personnel for individuals or groups to execute the contract must be indicated in Form PQ3.

**FINANCIAL CONDITION**

The Vendor’s financial condition will be determined by latest financial reports and or statements submitted with the EoI documents as well as letters of reference from their bankers regarding their credit position. Potential Vendors will be pre-qualified on the satisfactory information given.

**PAST PERFORMANCE**

Past performance will be given due consideration in qualifying Vendors. Letters of reference from past customers should be included in Form PQ5 where applicable.

### 3.4 STATEMENT

The application must include a sworn statement (Form PQ6) by the Vendor ensuring the accuracy for the information given.

### 3.5 WITHDRAWAL

Should a condition arise between the time the firm has submitted their Quote / Proposal and the opening date which in the opinion of the SNV Zambia could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV Zambia reserves the right to reject the proposal/ quote from such a bidder even though initially prequalified through the EoI.

### 3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Vendor/Consultant should also submit a brief statement of supply and service delivery methods and procedures plans to be used to execute the contract in Form PQ2

### 3.7 EoI EVALUATION CRITERIA

|  |  |  |  |
| --- | --- | --- | --- |
| ***No*** | ***Information Required*** | ***Form Type*** | ***Point Score*** |
| 1 | Registration Document | PQ-1 | 20 |
| 2 | EOI data | PQ-2 | 5 |
| 3 | Supervisory Personnel | PQ-3 | 5 |
| 4 | Financial Position and Bank Details | PQ-4 | 15 |
| 5 | Past Experience | PQ-5 | 20 |
| 6 | Sworn Statement | PQ-6 | 5 |
| 7 | Confidential Questionnaire | PQ-7 | 20 |
| 8 | Litigation History | PQ-8 | 10 |
|  | **TOTAL** |  | **100** |

### 3.8 QUALIFICATION MARK

The qualification score of 70 points and above.

#### FORM PQ-1 : EOI DOCUMENTATION

**All firms must provide in serialized pages:**

1. Copies of Certificate of Registration with PACRA.
2. Copy of V.A.T Registration Certificate
3. Tax Compliance Certificate/Tax clearance certificate from Zambia Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus no further evaluation of the application)
4. Copies of TPIN Certificates of firm/Company/Individual
5. Attach a copy of ZPPA certificate
6. Copies of business permits and licenses
7. List of ongoing and previous Contracts/Projects (Services)
8. Bank references and bank details
9. Attach a copy of Bank statements for the last 2 years.
10. Comprehensive Capacity Statement, CV, academic and professional certificates, latest dealership letters (technical/experience etc.)
11. Statement to indicate willingness to provide goods and services on credit
12. Applicants should only apply in their areas of expertise

***Compulsory i.e., any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically disqualified)***

#### FORM PQ-2 : EOI DATA

|  |  |
| --- | --- |
| **Vendor/Contractor Identification** | |
| Legal name of firm |  |
| Street and Address |  |
| City |  |
| Country |  |
| Telephone No. |  |
| Contact Person |  |
| Title |  |
| **Business Information** | |
| Management Personnel |  |
| MD |  |
| Director |  |
| General Manager |  |
| Treasurer |  |
| Other |  |
| Partnership (if applicable) |  |
| Name of partners |  |
| **Others** | |
| Business founded or incorporated |  |
| Under present management since |  |
| Bank reference and address |  |
| Bonding company reference and address |  |
| Enclose copy of the organization chart of the firm indicating the main fields of activities | |



#### FORM PQ-3 : SUPERVISORY PERSONNEL

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic qualification : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional qualification : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of service with Vendor/ Consultant

or position held : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supply or Service experience**

Name of client/customer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Character and nature of contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract value : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of contract : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title and responsibility in contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Technical personnel**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed position in this project if contract is awarded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief statement of supply and service delivery method the vendor/ consultant plans to use to execute the contract:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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#### FORM PQ-4 : FINANCIAL POSITION AND BANK DETAILS

**4.1** Attach a copy of the last two audited and certified financial statements givingsummary of assets and current liabilities/or any other financial support.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.2** Provide the applicant’s bank details to SNV Zambia.

Account Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Swift Code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach letters of reference from the banker regarding vendor/ consultant’s credit position.

**(Compulsory)**

#### FORM PQ-5 : PAST EXPERIENCE

**NAMES OF THE VENDOR, OTHER CLIENTS AND VALUES OF CONTRACTS/ORDERS IN THE LAST TWO YEARS**

CLIENT 1

Name of 1st client (organization)……………………………………………………………

Address of client (organization)………………………………………………………………

Name of contact person at the client (Organization)……………………………

Client Telephone Number………………………………………………………………………

Value of contract……………………………………………………………………………………

Duration of contract (Date)…………………………………………………………………

CLIENT 2

Name of 2nd client (organization)……………………………………………………………

Address of client (organization)……………………………………………………………………

Name of contact person at the client (organization)………………………………

Client Telephone Number……………………………………………………………………………

Value of contract…………………………………………………………………………………………

Duration of contract (Date)…………………………………………………………………………

CLIENT 3

Name of 3rd Client (organization)..……………………………………………………………..…

Address of client (organization)……………………………………………………………………

Name of contact person at the client (organization)……………………………….…..

Client Telephone Number……………………………………………………………………………

Value of contract…………………………………………………………………………………………

Duration of contract (Date)…………………………………………………………………………

Others:

……………………………………………………………………………………………………………….……………..

#### FORM PQ-6 : SWORN STATEMENT

Having studied the EOI information provided above we/I hereby state:

1. The information furnished in our application is accurate to the best of my/our knowledge.
2. That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a proposal or quotation on the basis of provisions in the RFP/RFQ documents to follow.
3. When the RFP/RFQ is issued and we find that the legal, technical or financial conditions or the contractual capacity of our firm has changed, we will come ourselves to inform you and acknowledge your right to review the Proposal/Quote made.
4. We enclose all the required documents and information required for the EOI evaluation.

Date: ……………………………………………………………………………………………..…………………..

Applicant’s Name: …………………………………………………………………………………..…………..

Represented by: ………………………………………………………………………………………………….

Signature: …………………………………………………………………………………….…………………….

Designation: ………………………………………………………………………………….…………..……….

(Full name and designation of the person signing and stamp or seal.)

#### FORM PQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this form.

|  |
| --- |
| **Part 1 – General**  Business Name ………………………………………………………………………………………………………………………………  Location of Business Premises ……………………………………………………………………………………………………..  Plot No. …………………………………………..… Street/Road ……………………………………………………………………  Postal Address …………………………………………………………………. Tel No. ………………………………….…………  Nature of business ………………………………………………………………………………………………………………….…….  Current Trade Licence No. ………………………………………………….. Expiring date ………………………..……..  Maximum value of business which you can handle at any one time ZMW …………………………………  Name of your bankers ……………………………………………………….. Branch …………………………….…………… |
| **Part 2 (a) – Sole Proprietor**  Your Name in full ………………………………………..…………………… Age ………………………………………  Nationality ……………………………………..……….. Country of origin ………………………………………..  \* Citizenship details …………………………………………………………………………………..……………………… |
| **Part 2 (b) Partnership**  Given details of partners as follows:   |  | | --- | | Name Nationality Citizenship Details Shares | | 1. ………………………………………………………………………………………………………… | | 1. ………………………………………………………………………………………………………… | | 1. ………………………………………………………………………………………………………… | | 1. ………………………………………………………………………………………………………… | |
| **Part 2 (c ) – Registered Company**  Private or Public ……………………………………………………………………………………………  State the nominal and issued capital of company –  Nominal ZMW. Issued ZMW.  Given details of all directors as follows  Name Nationality Citizenship Details Shares  1. ………………………………………………………………………………………………………………………………………………..  2.………………………………………………………………………………………………………………………………..…………………  3.……………………………………………………………………………………………………………………………………………………  4. …………………………………………………………………………………………………………………………………..……………..  5. …………………………………………………………………………………………………………………………………………………….  \*If Zambian citizen, indicate under citizenship details whether by Birth, Naturalization or Registration |
| Date …………………………………………………….. Seal/Signature of Candidate ……………………….. |
|  |

#### FORM PQ-8 : LITIGATION HISTORY

Provide any litigation or arbitration history based on the attached form on the next page

**REPUBLIC OF ZAMBIA**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT OF THE LAWS OF ZAMBIA**

**AND**

**IN THE MATTER OF THE PUBLIC PROCUREMENT ACT**

**AFFIDAVIT**

I (INSERT NAME HERE) of Post Office Number (INSERT COMPANY ADDRESS) in the Republic of ZAMBIA make oath and state as follows:-

1. **THAT** I am a…………………..male/female adult of sound mind by reason whereof to swear this affidavit.
2. **THAT** I am a holder of National identity card number (INSERT ID NO.HERE) copy attached herewith.
3. **THAT** I am one of the Directors of the registered company namely (INSERT COMPANY NAME HERE) copy of Certificate of Incorporation attached herewith.
4. **THAT** there is no pending litigation whatsoever that can affect the execution of a contract with SNV Zambia.or any claims expected of (INSERT COMPANY NAME).
5. **THAT** (INSERT COMPANY NAME) has not been barred to participate in Public Tender.
6. **THAT** we have never been involved in corrupt practices, neither shall we offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with this Tender
7. **THAT** I swear this affidavit conscientiously believing the same to be true and correct in accordance with the Oaths and Statutory Declaration of the laws of Zambia.

SWORN by the said:

)

(INSERT NAME HERE) )

)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

**DEPONENT** )

At (Name of Place) this day of , 22

)

**BEFORE ME** )

)

**COMMISSIONER FOR OATHS** )

**DRAWN BY** )

