

**Request for Quotation #** *SP1459-LSK-307*

26th May 2022

Dear Sir/ Madam,

You are invited to submit your tender in response to the attached Request for Quotations.

SNV intends to enter into a contract to purchase Solar irrigation system with the winning bidder.

Your quotations are due to SNV no later than 10:30AM on 3rd June 2022. Late bids will be disqualified.

In the attached package you will find:

* Request for Quotations (RFQ)
* Specification
* Contract sample

We look forward to receiving your quote,

Kind regards,

Sarah Mubanga

Procurement and Contracts officer

**Request for Quotations for Solar irrigation system**

**Reference #: SP1459-LSK-307**

**CLOSING DATE: 03/06/2022**

# SECTION 1

## 1.0 INSTRUCTIONS

### 1.1 INTRODUCTION

**SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested Vendors to perform the contract of supply of Solar irrigation system.

### 1.3 INVITATION TO BID

You are invited to submit your tender documents to SNV Office in soft copiesso they may be evaluated. SNV requires prospective Vendors to supply mandatory information for tender.

### 1.4 EXPERIENCE

Prospective Vendors must have carried out successful supply and delivery of similar services of similar complexity. Potential Vendors must demonstrate the willingness and commitment to meet the tender criteria.

### 1.5 RFQ DOCUMENT

This document includes questionnaire forms and documents required of prospective Vendors.

In order to be considered for the tender, prospective Vendors must submit all the information requested herein.

### 1.6 SUBMISSION OF DOCUMENTS

**One copy** of the complete quotation and other information requested should besubmitted to reach as a single bound document with all pages serialised and stamped or initialled by the appointed authorised signatory to the following address:

zambiaprocurement@snv.org

***Not later than* 10:30 *(local time) on 03*/06/2022**

The RFQ Reference ***SP1459-LSK-307*** should be clearly indicated in the subject line of the email alongside with the Vendor’s company name.

### 1.7 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the RFQ documents should be directed to Procurement whose address is given in 1.6 above.

### 1.8 ADDITIONAL INFORMATION

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

All data submitted will be maintained securely by SNV and used only for programming purposes. Data will be destroyed after 10 years in accordance with national law.

# SECTION 2

### 2.1 TAXES ON IMPORTED GOODS

The Vendors will have to pay all taxes and VAT as applicable for the service to be supplied.

### 2.2 CUSTOMS CLEARANCE

### The Vendors shall be responsible for custom clearance of the goods

### 2.3 CONTRACT PRICE AND CONTRACT

The contract shall be of unit price type. A sample contract is included in this package.

### 2.4 PAYMENTS AND CURRENCIES

Payments are made within 30 days of receipt of a valid invoice. Payments will be made in ZMW (Zambian Kwacha*)*. The Quotation shall be expressed in ZMW.

### 2.5 BID VALIDITY

Your tender must be valid for *7* days.

# SECTION 3

### 3.1 WITHDRAWAL OF RFQ

Should a condition arise between the time the firm has tendered the bid and the opening date which in the opinion of the SNV Zambia could substantially change the performance and qualification of the Vendor 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 tender from such a Vendor.

### 3.2 EVALUATION CRITERIA

SNV will determine the winning supplier on the basis of cost, meeting specifications, delivery period and payment terms.

**3.3 DELIVERY LOCATION**

The services to be delivered to SNV offices in Zambia, at the address listed in 1.6 above. All costs of delivery to be included in the offer.

**4. 1 FIRM DATA**

|  |  |
| --- | --- |
| Name of Vendor |  |
| Trading Name (if different from above) |  |
| Postal Address |  |
| Physical location of Business Premises | Town |
| Street |
| Plot No. |
| Building name |
| Floor |
| Primary Contact Person | Name |
| Mobile number |
| Email |
| Nature of organisation (e.g. Sole Proprietorship, NGO, Public Limited Company, Partnership, etc.) |  |
| **Names of the Proprietor, Directors or Partners and their nationality** | |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
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| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Name, nationality and position held |  |
| Vendor’s Operations | Year established/registered: |
| Duration of Operation: |
| Objectives, Mandate, Mission: |
| Outside of your registered physical premises listed above, list the address of any and all offices from which you operate to provide services |  |
| Vendor Registration No. and Country of Registration (Attach Copy) | Country of Registration:  Number: |
| VAT Registration No. (Attach Copy) | Number |
| Tax Identification Number Registration. (Attach Copy) | Number |
| Trade Licence/ Business Permit (Attach Copy) | Number |

**4.2 ELIGIBILITY**

|  |  |  |
| --- | --- | --- |
| Do any of the following apply to your Firm/ Company or Organisation, or to (any of) the Director(s) / Partner(s) / Proprietor(s) | | |
| Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? | *Yes / No* | *If Yes give details* |
| Have you been convicted of a criminal offence related to business or professional conduct? | *Yes / No* | *If Yes give details* |
| Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the client? | *Yes / No* | *If Yes give details* |

**4.3 CONFLICT OF INTEREST**

Please provide answers to the following statements:

|  |  |
| --- | --- |
| To the best of your knowledge, have you or any employee or staff member of your organization or firm, ever been employed by SNV? | *Yes or No* |
| If Yes, provide the name of the person in your organisation, and a description of the employment period, including job title, the duration of the employment period, and the country of employment. |  |
| Is any employee or staff member of your firm, company or organisation related (by blood, marriage or otherwise) to any employee of SNV in Zambia? | *Yes or No* |
| If yes, please provide the name of your staff and the name of the SNV staff member they are related to. State the nature of the relationship. |  |

**SECTION 4**

**5.1 Sworn Statement**

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

1. The information furnished in our application is accurate to the best of my/our knowledge.
2. We enclose all the required documents and information required for the RFQ

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

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

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

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

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

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

#### Specifications

**INQUIRY 1**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Description | **unit** | **Quantity** |
| Solar irrigation for 0.25ha including drip line | kit | 10 |
| Solar irrigation for 0.5ha including drip line and filter system | kit | 1 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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