



Netherlands
Development
Organisation

Request for Quotation # PS1408-KSM-145

12th January 2021

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 of Chitenges, Pop ups and posters with the winning bidder.

Your quotations are due to SNV no later than 5:30PM on 21th January 2021. 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 printing and binding services

Reference #: SP1408-Ksm-144

CLOSING DATE: 21/01/2021

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 printing services.

1.3 INVITATION TO BID

You are invited to submit your tender documents to SNV Office in soft copies so 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 be submitted 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 17:30 (local time) on 21/01/2021

The RFQ Reference **SP1408-KSM-144** 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 submission of 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.

SECTION 4

All firms must provide:

- (a) Firm Data shown in Section 4
- (b) Signed Sworn Statement as in Section 5

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	
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, 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.	

4.4 FINANCIAL DATA

Vendors must provide copies of the following documents:

- Annual report (incl. financial report) of last 2 financial years
- External independent audit report with management letter of the last financial year
- Organisation chart and/or bylaws
- Proofs and confirmations that statutory social insurance contributions, taxes, etc. required by the national laws have been paid.

SECTION 5

5.1 Sworn Statement

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

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) 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

Item No.	Description of Items	Qty	Unit Price	Total Price
1	PRINTED CHITENGES (white and blue wax print, 2m each)	3500		
2	POP UP POSTERS (Standard size which is 2m *1m with color)	6		
3	POSTERS (A1 printed on full gloss with color)	200		

Sample Contract



Netherlands

Development

Organisation

PURCHASE ORDER

Goods or Services that are subject of this agreement are being procured by SNV for use in its programmes

1. Contract Number:		2. Effective Date:		3. Project Number:	
4. Activity:					
5. Delivery Date/Period of Performance:		From:		To:	
6. Contractor/Vendor Name and Address:	7. Place of Delivery/Acceptance:				
9. Type of Order					
BILATERAL AGREEMENT: The signature of an authorized official of the Subcontractor's/Vendor's Organization is required in the space provided below. This contract shall not be in effect until the authorized representatives of both parties have affixed their respective signatures to an Original of this document.					
10. SNV TIN #:					
Description of Item		12. Quantity	13. Unit Price	14. Total Amount (Currency) Shillings	
Total Amount					
15. General Terms and Conditions	15.1	These terms and conditions shall apply to the purchase order.			
	15.2	Unless the purchase order refers to a specific contract in which case that specific contract shall apply in conjunction with these terms and conditions in the order of priority identified in the specified contract.			
	15.3	Any purchase by SNV Tanzania is conditional upon acceptance of these terms and conditions by the Vendor of goods and services. If the Vendor does not wish to accept these terms and conditions, then should not accept the Purchase Order, and should inform SNV Tanzania immediately, otherwise the Purchase Order shall be considered as accepted.			
16. Confidentiality:	16.1	Any confidential information supplied by SNV to the Provider or vice versa (including the details of the Purchase Order) shall be kept confidential and shall only be used by the Provider for the performance of its obligations under the Purchase Order. Upon request, and in any event upon expiry or termination of the Purchase Order for whatever reason, the Provider shall either, immediately destroy, or at SNV's written request, immediately return to SNV, any confidential information provided to it pursuant to the Purchase Order.			

17. Specifications	17.1	All goods and services furnished pursuant to this Purchase Order shall strictly conform to the specifications, descriptions and warranties set forth in this Purchase Order. No change in this Purchase Order shall be made except upon written application to, and subsequent written authority of SNV.	
	17.2	All Services performed under the Purchase Order must be executed by the Provider in a timely, efficient and professional manner to the appropriate prevailing standards and to the reasonable satisfaction of SNV.	
	17.3	Unless otherwise specified, all prices include shipping & delivery.	
18. Price Variation	18.1	The prices in the Purchase Order shall apply (without variation) for both the period and/or stated quantity of the Goods and/or Services, unless specifically otherwise agreed in writing by the Parties.	
19. Extension of Time, Rescheduling or Cancellation:	19.1	If, for any cause beyond the reasonable control of the Provider, delivery of the Goods, or performance of the Services, is delayed, then unless time is of the essence the time for delivery/performance may be rescheduled by SNV (acting reasonably). Delay for any other reason shall be at the sole discretion of SNV in which case the Provider shall be responsible for any additional costs.	
	19.2	Notification of any anticipated or actual delay must be immediately communicated to SNV by the Provider specifying the reasons for the delay.	
	19.3	This agreement may immediately be terminated in whole, or in part, at the sole discretion of SNV, and the recipient will be fully notified of such termination. This agreement may also be terminated, in whole or in part, by the mutual consent of the parties to this agreement in a timeframe mutually agreed by the parties.	
	19.4	This agreement cannot be extended without signing a new contract.	
20. Business Ethics and Conflict of Interest:	20.1	The provider shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with SNV's best interests. This obligation shall apply to the activities of the employees and agents of the Provider in their relations with the employees of SNV and SNV Parties arising from this Agreement. Provider's efforts shall include, but not be limited to, taking all reasonable steps to prevent its employees or agents from making, receiving, providing or offering gifts or entertainment of more than nominal value, payments, loans or other considerations to anyone for the purpose of influencing individuals, firms or bodies corporate to act contrary to SNV's best interests.	
21. Branding and Relations:	21.1	Neither party shall be entitled to use the brand name, symbol, logo or company name of the other Party or to refer to any commercial relations existing between the parties in order to attract publicity, conduct promotion activities or for any other reasons without the prior written consent of the other party.	
22. Duration of Assignment:	22.1	This Agreement commences on	0 January 1900
	22.2	And runs until, unless it is terminated in accordance with the provisions of the Agreement.	0 January 1900
23. Payment:	23.1	Complete payment will be made via Bank transfer. Delivery note should be issued upon delivery of goods/services.	
AGREEMENT OF THE PARTIES			
The Vendor agrees to deliver/performance all supplies/services set forth above and on any continuation sheet(s) attached hereto for the fixed-price specified in accordance with the terms and conditions set forth therein.			
Vendor Representative: Signature		SNV Netherlands Development Organisation: Signature	
Name of representative:		Name of representative:	Dr. Sue Ellis
Title:		Title:	Country Director
Date:		Date:	