Request for Proposals # *SP1344-LSK-414*

17th April 2023

Dear Sir/ Madam,

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

SNV intends to enter a contract for photography and videography services with the winning bidder.

Your quotations are due to SNV no later than 17:30PM on 24th April 2023. Late bids will be disqualified.

In the attached package you will find:

- Request for Quotation (RFQ)
- ToR

We look forward to receiving your quote,

Kind regards,

Lauren Muchemwa
Contracting and Procurement Officer

Request for Proposals for Photographer services

Reference #: SP1344-LSK-414

CLOSING DATE: 24/04/2023

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 Photography and videography 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

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

1.6 SUBMISSION OF DOCUMENT

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 **5:30pm** ***(local time) on*** **24/04/2023**

The RFQ Reference ***SP1344-LSK-414*** 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 *60 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 noted in the ToR.

3.3 DELIVERY LOCATION

The services to be delivered to SNV offices in Zambia, at the address listed in 1.6 above.

Specifications

S/N	ITEM DESCRIPTION	UNIT	QTY
1	REFFER TO ToR ATTACHED		