

**REQUEST FOR EXPRESSION OF INTEREST FOR VENDORS TO SUPPLY TRANSPORT/LOGISTICS, MAINTENANCE AND SECURITY SERVICES FOR THE FINANCIAL YEARS 2022-2023**

**TENDERER’S NAME:**

**CATEGORY NAME:**

**CATEGORY NUMBER:**

**CLOSING DATE:**

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# 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 also provide services or works under relevant RFQs/ RFPs as and when required during the period ending December 2023

### 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 forsubmission 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 19th April 2022.***

### 1.9 ADDITIONAL INFORMATION

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

### 2.0 INVITATION TO PARTICIPATE IN FUTURE RFPs/ RFQs

RFP/RFQ will be made available soon after this EoI process is complete, only to those Vendors whose qualifications pass this EoI by scoring 70 points and above.

# 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 OF RFP/RFQ

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:

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

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

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

#### 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** )

