



20th July, 2023

ADDENDUM NO.1

RE: ZNCB/RFP/MKT/023 /2023: TENDER FOR THE SUPPLY AND DELIVERY OF DIARIES AND BRANDED MATERIALS FOR THE ZAMBIA NATIONAL COMMERCIAL BANK PLC

Reference is made to the above captioned tender.

Kindly be informed as follows:

LOT 1 – PROMOTIONAL MATERIALS

	Description	Query	Response
1	Golf shirts	Should they have any writings at the back? Should others be M and F	No All should be Unisex
2	A5 Notebooks with pen	Should the logo be embossed? Gloss or matte finish	May be printed or embossed. Matte.
3	Pens – high end	What ink should the pens be? Should they have a box each	Black Yes they should be boxed each
4	Keyholder	Should the rings be plastic?	Metallic
5	V-neck T-shirts	Should there be a mix of round and V-necks.	Only V-necks
6	Business card holders	Business card holders do we have to provide samples in both red and black?	Only one either sample. QTY split=250 black 250 red
7	Shopper Bags	Should they have logos on both sides?	Yes
8	Gazebos	Should they have walls?	Yes

9	Large-sized umbrellas	How many panels should they have? How many logos should they have?	Panels should be depending on what vendor is able to provide and should quote for price that applies to the number of panels of their supply. Depending on the number of panels. Logos will be in an alternating pattern i.e if 6 panels, logos will be 3, if 8 panels. 4 logos and so on
10	Generic Pull-ups for branches	What type?	Heavy base
11	Flags for branches by region	What is the height?	3m+ for both teardrop type
12	Vendor Jackets	Will the artwork be revised to address concern of the many words?	No. The artwork will work fine
13	Gift Bags	Should the logos be on both sides of bag? What's the size split per quantity?	Yes. A4 RED = 150 A4 BLACK = 350

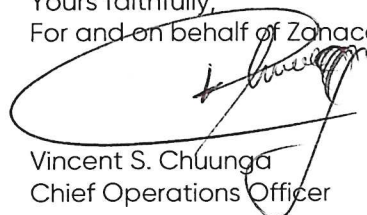
LOT 2- DIARIES AND NOTE BOOKS

S/N	DESCRIPTION	QUERY	RESPONSE
1	A5 Executive Premium Diary	<ul style="list-style-type: none"> A5 or B5? B5 Executive Premium Diary Is the cover in material, synthetic leather, hard cover, mole skin? Jacket/cover with business card holder Is the Pen high end, or ordinary? Noted on the 6 color pages insert, what 	<p>A5</p> <ul style="list-style-type: none"> With business cardholder. On the material, we are open to seeing what the market has to offer for high end Pen is high end 6 pages. To be provided at manufacturing time

		<p>else is required? How many pages etc? Map of Zambia, national holidays etc (can this be provided at time of manufacturing)?</p> <ul style="list-style-type: none"> • Noted Zanaco logo/watermark • Noted Branded cover 	
2	A5 Note Books	<ul style="list-style-type: none"> • A5 Note Books • Is the cover in material, synthetic leather, hard cover, mole skin? • Is the Pen high end, or ordinary? • Noted on the 6 color pages insert, what else is required? How many pages etc? • Noted Zanaco logo/watermark • Noted Branded cover • Are samples required ONLY for the Diary and the Notebook or for ALL items? 	<ul style="list-style-type: none"> • The same responses as for the Diary apply • Samples are required for all items. The PROVIDE SAMPLE comment in RFP was in place of artwork as artwork was not going to be predefined

Please note that all other details pertaining to the RFP remain unchanged.

Yours faithfully,
For and on behalf of Zonaco Bank Plc



Vincent S. Chuunga
Chief Operations Officer