



Zambia National Commercial Bank.

Request for Proposal

ZNCB/RFP/DGT/34/2022: SUPPLY AND DELIVERY OF BRANDED MATERIALS FOR THE
ZAMBIA NATIONAL COMMERCIAL BANK PLC (ZANACO)

The return date for responses against this RFP is 28th October 2022 at 15:00PM.

Delivered in the requested manner and to the address advised.

Late responses will not be considered.

Date 6th October, 2022

Dear Sir,

TITLE: ZNCB/RFP/DGT/34/2022: SUPPLY AND DELIVERY OF BRANDED MATERIALS

Return by 28th October, 2022

You are invited to submit your proposal against the requirements detailed in the Request for Proposal (RFP) attached. The information contained within this invitation shall be treated as "Commercial in Confidence" and shall also be subject to the terms of any related Non-Disclosure Agreement signed by the parties.

Part 1 of the RFP gives you information about Zanaco. Part 2 is for you to answer and provide details as requested to support your proposal

Proposers are requested to provide one copy of their proposal in paper format and one copy in soft format (either Microsoft Office or PDF). Submissions to this RFP must be returned by the time stated. Late submissions may not be considered by Zanaco.

Your RFP must be valid for 3 months from the return date.

Queries

All queries should only be directed to the undersigned. We look forward to your responses soon.

Yours faithfully

Mundia Siyauya
Acting Head Supply Chain Management

Part 1 ZANACO Profile

1. Introduction

1.1 Procurement Policy on Bribery and Corruption

Zambia National Commercial Bank strictly adheres to professional work ethics and emphasizes zero tolerance to Bribery and any forms of corruption. It is our policy that suppliers involved in offering bribery will be terminated and be excluded from any potential engagement opportunity.

1.2 Executive Summary of Project

This RFP is an invitation to prospective proponents to submit proposals for the supply and delivery of branded materials. The successful company should be able to manage and meet the requirements for this activity.

The purpose of this RFP is to seek information from potential Bidder's with an intention to establish an agreement between the Company and the successful Bidder. The Contract that follows this process shall bind the Company and the successful Bidder to perform in a specific way for an agreed duration to be agreed in the Contract in an event of the formation of the same.

2. Terms Governing This RFP

2.1 Recipients of this RFP are required to read all the information supplied and have a clear understanding of ZANACO's requirements. Further information can be made available by contacting nominated persons in Section 4.

2.2 It is a condition of this RFP that all mandatory requirements (indicated in the body of text by the word "must" or expressed or implied accordingly) are met in full. Responses and proposals that do not conform to mandatory requirements will be deemed to be made on the basis that conformance is implied by the proposer. The contents of proposals must be submitted in the same order as that specified in this RFP.

2.3 Timeline to be observed for this RFP:

Milestones	Due Date
RFP issued by ZANACO	6 th October, 2022
Supplier acknowledgement to bid	NA
Pre-Bid Meeting	10 th October, 2022 at 14:30 on the Zanaco 4 th Floor at Zanaco Head Office.
RFP questions received by ZANACO in writing	7 days before closing date
RFP questions responded by ZANACO	2 days before closing date
RFP response due	28 th October, 2022 at 15:00hours local time

- 2.4 All bids shall be submitted by providing one original and three copies of their proposal and will be deposited in the Tender Box, on the 4th floor of Zambia National Commercial bank, Head Office Building and clearly labelled of tender name and should be addressed to:

The Secretary - Management Tender Committee
Zambia National Commercial Bank
Head Office Building,
Cairo Road Lusaka
Zambia

- 2.5 ZANACO reserves the right, without giving reasons, not to accept the lowest or any Proposal.
- 2.6 ZANACO will not accept responsibility for any costs incurred in the formulation of proposal/s or any costs associated with, the requested proposals.
- 2.7 ZANACO shall deduct Withholding Tax from payments to suppliers to account for that tax to the local tax authorities. Any agreement with the supplier shall be subject to ZANACO being entitled to make these deductions so that ZANACO will not bear an unnecessary additional cost. Suppliers can usually claim a credit against their tax liabilities in respect of Withholding Tax deducted by ZANACO.
- 2.8 For the avoidance of doubt, this RFP does not constitute an offer by ZANACO and no contract shall be made by ZANACO pursuant to this RFP until agreement(s) between

ZANACO and the successful supplier(s) is/are made in writing duly signed by both parties' authorized signatories.

3. Supplier Actions Required for this RFP

4.1 Read Part 2 carefully which contains the following sections and complete them fully & clearly:

- A. Supplier Declaration
- B. Supplier Information Questionnaire
- C. ZANACO Statement of Requirements & Supplier Response

4.2 Sign declaration (A) above indicating your compliance and acceptance of the terms of this RFP

4.3 Provide your responses to (B) and (C) under the headings in this RFP. They must be precise and concise without unnecessary marketing/advertising materials. If there is any other information which, it is felt should be included because of its relevance to the proposal please feel free to do so but this must be separate from the required structured response.

4.4 Addenda Notices: The Company may issue Addenda notices to the Bid Documents to advise of any changes and clarifications thereto or to respond to queries from Bidder's or for any other reason that the Company deems necessary. Addenda Notices will be numbered and the Bidder shall acknowledge their receipt via email and their inclusion in its Bid.

The Company may issue additional information for reasons that the Company deems necessary at any time for Bid submission as nominated in the Invitation to Bid or subsequent Addendum. Such information shall be included in the Contract award.

The Company shall use its sole discretion to make any changes to the date of Bid closing from that advised in the Bid schedule which may result from an addendum.

4.5 Any request for clarification must be sent in writing to the undersigned or emailed to: procurement@zanaco.co.zm ZANACO reserves the right to distribute answers to questions to other suppliers who may not have asked that question but where ZANACO feels that the answer corrects a mistake, adds clarity or removes ambiguity from the original RFP.

4.6 Authorized representatives of the firm shall initial every page of the RFP and No further questions will be taken or meetings held with regard to this RFP until after the receipt of

proposal/s, unless otherwise advised by ZANACO.

- 4.7 Prices may be in form of per image cost. Please ensure the declaration is a computation of total cost per annum based on your image rates.
- 4.8 Confidentiality: The subject matter of the information provided or gained in relation to this Request for Bid may contain valuable property rights of the Company. This information is to be treated in strict confidence by the Bidder and its employees and shall not be used except for the specific purpose of preparing and submitting a Bid. Upon receiving notice, unsuccessful Bidders shall return such information to the Company whose property it shall remain.
- 4.9 Submit response to ZANACO in line with the milestone dates stated in 2.3. All queries and correspondence relating to this RFP should be addressed to:

Procurement Unit
Zambia National Commercial Bank
Lusaka
Zambia
Email: Procurement@zanaco.co.zm;

Part 2 Supplier Responses to this RFP

A. Supplier Declaration

To:

The Acting Head Supply Chain Management,
Zambia National Commercial Bank
Lusaka,
Zambia.

Dear Sir,

**PROJECT TITLE: ZNCB/RFP/DGT/34/2022: TENDER FOR THE SUPPLY AND DELIVERY OF
BRANDED MATERIALS FOR ZANACO**

We have read and have examined this Request for Proposal (RFP) document, Technical Requirements, Specifications, Guidance Notes issued with this Proposal. We offer completion of the works required against this RFP for the total price of:

.....
..... excluding VAT or any other similar tax (in words).

This price is further broken down into individual components as requested in this RFP.

This declaration confirms that this Proposal is tendered as a bona fide competitive offer to ZANACO, and the information provided in the Supplier Information Questionnaire and Supplier Response to ZANACO Statement of Requirements are fully correct and complete.

Signature: _____ Date: _____

Name: _____

Job Title: _____ (Must be at least Director level)

For and on behalf
of: _____

Address: _____

Email: _____ Tel: _____

B. Supplier Information Questionnaire

1. Organization Profile

1.1 Registration & Accreditation	Compliance Statement (Y/N)
<i>Country of Registration & Registration Number (if relevant)</i>	
<i>Business address</i>	
<i>VAT (Value Added Tax) Registration Number</i>	
<i>Submit Certificate of incorporation</i>	
Submit Valid Tax Clearance Certificate	
Physical address	
<i>Submit Pacra Print Out/ Share holder names/d Names of Directors</i>	
<i>Letter Confirming Banking Details</i>	
<i>Letter confirming email address where Purchase Orders and queries will be sent to.</i>	

3. Track Record & Reference



3.1 Industry Experience			Compliance Statement (Y/N)
<i>How many existing clients you have and what countries are involved? Name your key clients.</i>			
<i>Major deals undertaken in the past 3 years</i>			
<i>Details of any cancelled deals in the past</i>			
3.2 Client Reference (Please provide at least 3 clients for deals similar in nature to this RFP)			
<i>Names of companies which can provide reference to ZANACO</i>			
<i>Names & job titles of contact person</i>			
<i>Contact details (email address, address, office number)</i>			


C. Statement of Requirements & Supplier Response







REQUEST FOR PROPOSALS FOR THE SUPPLY AND DELIVERY OF BRANDED MATERIALS

Zambia National Commercial Bank Limited wishes to invite competitive bids from suitably qualified courier companies to provide branded materials as per lots below:

1. Lot 1: Supply and Delivery of Branded materials

NO	DESCRIPTION	QUANTITY	SPECIFICATIONS	ARTWORK
1	PARASOLS WITH 1 TABLE AND 2 CHAIRS	25	<p>2m parasol accompanied by 2 foldable chairs with double sided back rest and 1 branded table.</p> <p>NOTES Base should be plastic, fillable with water, to allow for mobility. Pole for parasol should be adjustable.</p>	
2	BRANDED ROUND NECK T SHIRTS	4000	<p>145 GSM 100% semi combed washed cotton, round neck with small ZANACO silkscreened logo on the front left hand side of the shirt. Male and Female gender.</p> <p>Sizes: S- 1,000 ; M-2,500 ; L - 500</p> <p>Artwork: Zanaco Xpress – 1000 Zanaco Swipe – 1000 Xapit – 1000</p>	

			Xapay – 1000	
3	BRANDED GOLF T SHIRTS	1000	<p>100% Cotton not less than 145 GSM</p> <p>Embroidered Zanaco logo on the front left hand side of the shirt. Male and Female gender.</p> <p>700 red (Zanaco logo only)</p> <p>300 black (Visa, MasterCard, Union Pay logos on left sleeve)</p>	
4	VENDOR JACKETS	1500	<p>Branded red vendor jackets</p> <p>Artwork and Qty</p> <p>Xapit – 500 (Back – Open your Xapit account with me)</p> <p>Zanaco Xpress – 500</p> <p>Zanaco Swipe – 500 (Back – Ask me about the Zanaco Swipe Machine)</p>	



5	WATER BOTTLES	1000	Red branded water bottles with plastic finish. Zanaco logo.	
6	BRANDED CAPS	2000	Red and black caps 160 gsm; 100% cotton 5 or 6 panel cap, with velcro size adjuster in the rear, front sweatband and eyelet holes to reduce sweat. ZANACO logo in the front of the cap	
7	BRANDED PENS	1000	Red plastic pen with grip	
8	SHOPPER BAGS	500	Red; size: 54cm(H) x35cm (W) x20cm (W) Branding:280(w)x300 (Artwork – Zanaco logo ONLY . Added image for reference)	
9	FANNY PACK	1000	red waist bag with quick release buckle	
10	KEY RING	1500	Metal keychain with indent dome; size:3.5x8.4cm; Max branding:28x48mm,	

2. Lot 2: Supply and Delivery of Printed materials

NO	DESCRIPTION	SPECIFICATIONS	QUANTITY	ARTWORK
1	A3 SIZED POSTER	A3 Poster Self-adhesive, Vinyl	4000	
2	ZANACO XPRESS AGENT POSTERS A4	A4 Poster Self-adhesive Vinyl stickers	15000	

3	ZANACO XPRESS AGENT POSTERS A3	A3 Poster – Self adhesive, Vinyl List of services, Key do's and dents, effective date 19 March 2022, price tiers.	40000	
4	SANDWICH BOARDS	Metal - Size A1 150 – Zanaco Xpress 150 – Card Payments Accepted Here	300	 

5	A4 SIZED POSTER	A4 Poster	20000	
6	MERCHANT POS CARD ACCEPTANCE TENT CARDS	Tent Card with artwork: Card payments accepted here A5 (A4 Folded); Correx	1500	
7	TABLE TALKER	Tent Card with artwork: Zanaco Xpress logo, Pay Bills, Buy Airtime, Cash Deposit, Cash Withdrawal, Open a Xapit Account A5 (A4 Folded); Correx	500	

8	DANGLERS 30cm X 30cm	30x30 cm with artwork: Zanaco Xpress logo, Pay Bills, Buy Airtime, Cash Deposit, Cash Withdrawal, Open a Xapit Account – Qty 1500 Xapay Accepted Here – Qty 500 Card Payments Accepted Here – Qty 500	2500	
9	AGENCY POINT OF SALE POSTER A4		20000	

10	POS STICKER VX 675	Sticker for Point of Sale terminal	2500	 
11	POS STICKERS TWO PIECE VX 990	Sticker for point of sale terminal	4000	
12	POS MACHINE STICKERS – Two Piece (Vx 520 C)	Sticker for point of sale terminal	2500	 
13	POS MACHINE STICKERS – Two Piece (P200) 105cm*25cm	Sticker for point of sale terminal	500	
14	70cm x 70cm ADS material Sign board	ADS material Sign board (1-2mm thickness)	5000	

Vendors may quote for one or both lots.

D. Evaluation Criteria

1. Preliminary evaluation Criteria

To be eligible bidders shall submit the documents below which will be considered under Preliminary Evaluation for all lots as follows:

Description	Compliant/ Non-Compliant	Bidder's Comment
Valid Tax Clearance Certificate		
Certificate of Incorporation – Must be incorporated as a limited company		
Fully signed Bid Supplier Declaration Form as per attached template		
Fully signed Bid Securing declaration form as per attached template		
2022 PACRA print out detailing names of directors.		
Letters of reference from satisfied clients: Vendors should provide minimum two reference letters from for each lot they quote for from satisfied clients NB: The reference letters MUST have the following: 1. Must be authorized and signed from any personnel in management from the satisfied client. 2. Must be on the satisfied company's headed letter. 3. The letter must indicate that the bidder successfully provided branded materials for lot 1 or printed materials for lot 2		
Responsiveness: (YES/NO)		

Note

- For all joint ventures, all companies involved to provide the documents required above and ensure that the Supplier Declaration Form and Bid Securing declaration Form is signed by all parties involved.

Non-compliance with these requirements may result into disqualification of the bid

2. Technical evaluation:

The Technical evaluation for each lot will be conducted as tabulated below:

Lot 1 – Supply and Delivery of branded collateral

NO	DESCRIPTION	QUANTITY	SPECIFICATIONS	SAMPLE	BIDDER COMPLIANCE – Y/N
1	PARASOLS WITH 1 TABLE AND 2 CHAIRS	25	2m parasol accompanied by 2 foldable chairs with double sided back rest and 1 branded table. NOTES Base should be plastic, fillable with water, to allow for mobility. Pole for parasol should be adjustable.	Provide sample	

2	BRANDED ROUND NECK T SHIRTS	4000	<p>145 GSM 100% semi combed washed cotton, round neck with small ZANACO silkscreened logo on the front left hand side of the shirt. Male and Female gender.</p> <p>Sizes:</p> <p>S- 1,000 ; M-2,500 ; L - 500</p> <p>Artwork:</p> <p>Zanaco Xpress – 1000</p> <p>Zanaco Swipe – 1000</p> <p>Xapit – 1000</p> <p>Xapay – 1000</p>	Provide sample	
3	BRANDED GOLF T SHIRTS	1000	<p>100% Cotton not less than 145 GSM</p> <p>Embroidered Zanaco logo on the front left hand side of the shirt. Male and Female gender.</p> <p>700 red (Zanaco logo only)</p> <p>300 black (Visa, MasterCard, Union Pay logos on left sleeve)</p>	Provide sample	
4	VENDOR JACKETS	1500	<p>Branded red vendor jackets</p> <p>Artwork and Qty</p> <p>Xapit – 500</p> <p>(Back – Open your Xapit</p>	Provide sample	

			account with me) Zanaco Xpress – 500 Zanaco Swipe – 500 (Back – Ask me about the Zanaco Swipe Machine)		
5	WATER BOTTLES	1000	Red branded water bottles with plastic finish. Zanaco logo.	Provide sample	
6	BRANDED CAPS	2000	Red and black caps 160 gsm; 100% cotton 5 or 6 panel cap, with velcro size adjuster in the rear, front sweatband and eyelet holes to reduce sweat. ZANACO logo in the front of the cap	Provide sample	
7	BRANDED PENS	1000	Red plastic pen with grip	Provide sample	
8	SHOPPER BAGS	500	Red; size: 54cm(H) x35cm (W) x20cm (W) Branding:280(w)x300 (Artwork – Zanaco logo ONLY . Added image for reference)	Provide sample	
9	FANNY PACK	1000	red waist bag with quick release buckle	Provide sample	
10	KEY RING	1500	Metal keychain with indent dome; size:3.5x8.4cm; Max branding:28x48mm,	Provide sample	

Note:

- I. Kindly indicate whether you are compliant to the technical requirements by adding a compliance comment at the end of the table
- II. You are free to quote for any of the above items.
- III. Its Mandatory to provide branded samples. Please ensure that all your samples and well labelled.
- IV. The samples must be submitted before the tender closing date.

Lot 2 – Print and Delivery of Printed Materials

NO	DESCRIPTION	SPECIFICATIONS	QUANTITY	SAMPLE	BIDDER COMPLIANCE – Y/N
1	A3 SIZED POSTER	A3 Poster Self-adhesive, Vinyl	4000	Provide sample	
2	ZANACO XPRESS AGENT POSTERS A4	A4 Poster Self-adhesive Vinyl stickers	15000	Provide sample	
3	ZANACO XPRESS AGENT POSTERS A3	A3 Poster – Self adhesive, Vinyl List of services, Key do's and donts, effective date 19 March 2022, price tiers.	40000	Provide sample	
4	SANDWICH BOARDS	Metal - Size A1 150 – Zanaco Xpress	300	Provide sample	

		150 – Card Payments Accepted Here			
5	A4 SIZED POSTER	A4 Poster	20000	Provide sample	
6	MERCHANT POS CARD ACCEPTANCE TENT CARDS	Tent Card with artwork: Card payments accepted here A5 (A4 Folded); Correx	1500	Provide sample	
7	TABLE TALKER	Tent Card with artwork: Zanaco Xpress logo, Pay Bills, Buy Airtime, Cash Deposit, Cash Withdrawal, Open a Xapit Account A5 (A4 Folded); Correx	500	Provide sample	
8	DANGLERS 30cm X 30cm	30x30 cm with artwork: Zanaco Xpress logo, Pay Bills, Buy Airtime, Cash Deposit, Cash Withdrawal, Open a Xapit Account – Qty 1500 Xapay Accepted Here – Qty 500 Card Payments Accepted Here –	2500	Provide sample	

		Qty 500			
9	AGENCY POINT OF SALE A4 POSTER		20000	Provide sample	
10	POS STICKER VX 675	Sticker for Point of Sale terminal	2500	Provide sample	
11	POS STICKERS TWO PIECE VX 990	Sticker for point of sale terminal	4000	Provide sample	
12	POS MACHINE STICKERS – Two Piece (Vx 520 C)	Sticker for point of sale terminal	2500	Provide sample	
13	POS MACHINE STICKERS – Two Piece (P200) 105cm*25cm	Sticker for point of sale terminal	500	Provide sample	
14	70cm x 70cm ADS material Sign board	ADS material Sign board (1-2mm thickness)	5000	Provide sample	

Note

- I. Bidders to quote for all requirements
- II. Warranty on vinyl stickers is 3 years
- III. Its Mandatory to provide branded samples. Please ensure that all your samples are well labelled.
- IV. The samples must be submitted before the tender closing date.

3. Commercial evaluation:

The price schedule shall contain full details but not limited to the following:

- a. All costs should be included in the price (DDP)
- b. Indicate delivery period for all items
- c. Indicate warranty on stickers

Zanaco reserves the right to award to more than one vendor as it deems fit

B. BID SECURING DECLARATION

Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

Bid No.: *[number of bidding process]*

Alternative No.: *[identification No if this is a Bid for an alternative]*

To: *[Zambia National Commercial Bank Plc]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of *[1 year]* starting on *[the date of default]*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

Name: *[complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[complete name of Bidder]*

Dated on _____ day of _____, _____ *[date of signing]*
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]