



Zambia National Commercial Bank.

Request for Proposal

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

The return date for responses against this RFP is 4th August, 2023 at 15:00PM.
Delivered in the requested manner and to the address advised.
Late responses will not be considered.

Date 7th July, 2023

Dear Sir,

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

Return by 4th August, 2023

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

Mutinta H Chibuye
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 Diaries and branded Promotional Materials for the Zambia National Commercial Bank Plc. 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 shall be disqualified. 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 | 10 th July ,2023 |
| Supplier acknowledgement to bid | NA |
| Pre-Bid Meeting | 14 th July, 2023 at 10:00 on the Zanaco 4 th Floor at Zanaco Head Office Building. |
| RFP questions received by ZANACO in | 5 days before closing date. |

| | |
|-----------------------------------|--|
| writing | |
| RFP questions responded by ZANACO | 2 days before closing date. |
| RFP response due | 4 th August, 2023 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 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

Note:

- All addenda to the tender shall be placed on the bank's website: www.zanaco.co.zm
- Copies of the bids submitted shall not be returned to the bidders

- 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 Head Supply Chain Management,
Zambia National Commercial Bank
Lusaka,
Zambia.

Dear Sir/Madam,

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

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:

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.]

B. Supplier Information Questionnaire

1. Organization Profile

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

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





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




Zambia National Commercial Bank Limited wishes to invite competitive bids from suitably qualified companies to supply and deliver Diaries and Branded promotional materials as tabulated below:




LOT 1 – PROMOTIONAL MATERIALS



| | Description | QTY | Comment | ATTACH ARTWORK |
|---|-----------------------|-----|--|--|
| 1 | Door Mats | 100 | 1*0.75 |  |
| 2 | Golf shirts | 500 | (i) Unisex, 100% cotton, not less than 145 gsm |  |
| 3 | Business card holders | 500 | Leather surface with metallic plate, alternative plastic |  |

| | | | | |
|---|-----------------------|-------|---|---|
| 4 | A5 Notebooks with pen | 300 | A5, hardcover with pen. Notebook to have pen loop. White paper. |  |
| 5 | Pens - high end | 200 | Black /silver with case |  |
| 6 | Caps | 1,000 | Red caps 160 gsm; 100% cotton 5 or 6 panel cap, with or velcro size adjuster in the rear, front sweatband and eyelet holes to reduce sweat. ZANACO logo in the front of the cap |   |
| 7 | Keyholder | 500 | Standard cuts: medium and small, double-sided |   |
| 8 | V-neck T-shirts | 1,000 | 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. |   |

| | | | | | |
|----|--------------|-------|--|--|--|
| 9 | Pens – Mass | 1,000 | Plastic pen with grip |  | |
| 10 | Shopper Bags | 1,000 | Red; Reinforced with handles and PVC back board; size: 54cm(H) x35cm (W) x20cm (W) Branding:280(w)x300 |  | |
| 11 | Danglers | 500 | 60cm diameter Vinyl on 4mm correx With eyelet |  | |
| 12 | Gazebos | 6 | 3m x 6m gazebo Foldable aluminium structure with metal ground hooks Water resistant fabric canvas |  | |

| | | | | |
|----|-------------------------------|-----|---|--|
| 13 | Promo Tables | 20 | <p>Portable promo table with full colour pvc or fabric print wrap for front and sides of unit.</p> <p>Include internal shelf and pelmet sign</p> <p>Estimate dimensions: 0.79m (w) X 2.0m (h) X 0.39m (l)</p> |  |
| 14 | Large-sized umbrellas | 120 | Zanaco branded , red |  |
| 15 | Generic Pull-ups for branches | 60 | <p>Zanaco branded 0.85x2m single face roll up/pull up banner with retractable stand Heavy base</p> |  |

| | | | | |
|----|----------------------------------|----|--|--|
| 16 | Flags for branches by region | 60 | <p>3m+ telescopic flags, single sided print with aluminium or fibre supporting pole, metal ground spike and carry bag</p> <p>3m+ teardrop flags, single sided print with aluminium or fibre supporting pole, metal ground spike and carry bag</p> |  |
| 17 | Backdrops for branches by region | 12 | Zanaco branded, with foldable aluminium frame and carry bag |  |
| 18 | Parasols | 15 | <p>Branded 2m parasols with adjustable pole and water fillable plastic base, accompanied by 2 foldable directors chairs and 1 table each</p> <p>Directors chairs to have double sided Zanaco branded backrest</p> <p>2m table to have Zanaco branded table cloth</p> |  |

| | | | | | |
|----|-----------------------|-----|---|--|--|
| 19 | Vendor Jackets | 750 | <p>Branded red vendor jackets</p> <p>Sleeveless, with reflective strips</p> <p>Id pouch and pen holder on right breast pocket</p> <p>Left and right front pockets</p> |  | |
| 20 | Fanny packs | 750 | <p>Branded, unisex polyester waistbags</p> <p>Adjustable back strap with buckle</p> <p>1 or 2 front pockets with strong zippers</p> |  | |
| 21 | Metal sandwich boards | 150 | Double sided, A1, with legs |  | |

| | | | | |
|----|-----------|-----|---|---|
| 22 | Gift Bags | 500 | Branded, red and black options A3 and A4 sizes |  |
|----|-----------|-----|---|---|

LOT 2- DIARIES AND NOTE BOOKS

| S/N | DESCRIPTION | QTY | SPECIFICATIONS | SAMPLE |
|-----|----------------------------|-------|--|----------------|
| 1 | A5 Executive Premium Diary | 1,000 | <ul style="list-style-type: none"> - Red branded jacket/cover with business card holder - Pen - 6 color pages insert - Zanaco logo/watermark | PROVIDE SAMPLE |
| 2 | A5 Note Books | 1,000 | <ul style="list-style-type: none"> - Red branded cover - 6 color pages/inserts printed back to back - Zanaco logo /watermark - Has pen | PROVIDE SAMPLE |

| | | | | |
|--|--|--|-----------------|--|
| | | | - Branded cover | |
|--|--|--|-----------------|--|

D. Evaluation Criteria

Any Contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to the Bank and only if a bid is considered to be substantially responsive to award criteria. A bid shall be considered as substantially responsive if it conforms to all the instructions, requirements, terms and conditions of the solicitation document, does not contain any without material deviation, reservation or omission.

A material deviation, reservation or omission shall be one that –

(a) affects, in any substantial way, the scope, quality or performance of the goods, works or services specified in the solicitation document;

(b) may limit, in any substantial way, the Bank's rights or the bidder's obligations under any resulting contract or may be inconsistent with the solicitation document; or

(c) if corrected, may unfairly affect the competitive position of other bidders presenting substantially responsive and compliant bids.

(d) An evaluation committee shall reject a bid which contains a material deviation, reservation or omission, and is therefore not subsequently responsive, and that bid shall not be subsequently

made responsive by the bidder or the Bank

1. Preliminary evaluation Criteria

To be eligible bidders shall submit the documents below which will be considered under Preliminary Evaluation:

| Item No. | Preliminary Evaluation | Compliance | Bidders Comment |
|----------|-------------------------------------|------------|-----------------|
| | | | |
| 1 | Submit Certificate of incorporation | | |
| 2 | Submit Tax Clearance Certificate | | |

| | | | |
|---|--|--|--|
| 3 | Submit Pacra Print Out showing shareholders and Directors. | | |
| 4 | Complete Supplier Declaration form | | |
| 5 | Complete Bid Securing Declaration form | | |
| 6 | Attach two reference letters from satisfied customers where you have supplied Diaries and promotional materials before | | |
| 7 | Bid Validity Period of 90 Days | | |
| | 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.
- Non-compliance on ANY ONE of the Preliminary Evaluation Criteria will result in a bid being disqualified from proceedings to the Technical Evaluation.

2. Technical evaluation:

The Technical evaluation will be conducted as tabulated below:

LOT 1 – PROMOTIONAL MATERIALS

| N O | DESCRIPTION | QTY | SPECIFICATIONS | RESPONSIVENES S (provide sample) |
|-----|--------------------------------------|--------|--|-----------------------------------|
| 1 | Door Mats | 200.00 | 1*0.75 | |
| 2 | Branded wine paper bags | 500.00 | Standard size | |
| 3 | T-shirts(V-neck)200 gsm red in color | 300.00 | Unisex | |
| 4 | Golf shirts | 500.00 | Unisex, 100% cotton, not less than 145 gsm | |
| 5 | Business card holders | 900.00 | Leather surface with metallic plate, alternative plastic | |

| | | | | |
|----|------------------------|----------|---|--|
| 6 | A5 Notebooks with pen | 300.00 | A5, hardcover with pen | |
| 7 | Pens - high end | 200.00 | Black /silver with case | |
| 8 | Caps | 1,200.00 | Red caps 160 gsm; 100% cotton 5 or 6 panel cap, with or velcro size adjuster in the rear, front sweatband and eyelet holes to reduce sweat. ZANACO logo in the front of the cap | |
| 9 | Keyholder | 500.00 | Standard cuts: medium and small, double-sided | |
| 10 | T-Shirts (Round neck) | 1,000.00 | 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. | |
| 11 | Pens - Mass | 1,200.00 | Plastic pen with grip | |
| 12 | Power banks | 300.00 | Portable Charger/power bank, 3 with High-Speed Power Charging Technology and USB-C (Input Only) for iPhone, Samsung Galaxy, and/or others | |
| 13 | Shopper Bags | 1,000.00 | Red; Reinforced with handles and PVC back board; size: 54cm(H) x35cm (W) x20cm (W) Branding:280(w)x300 | |
| 14 | Danglers | 500.00 | 30cm | |
| 15 | Gazebos | 6 | 3m x 6m gazebo Foldable aluminium structure with metal ground hooks Water resistant fabric canvas | |
| 16 | Promo Tables | 20 | Portable promo table with full colour pvc or fabric print wrap for front and sides of unit. Include internal shelf and pelmet sign Estimate dimensions: 0.79m (w) X 2.0m (h) X 0.39m (l) | |
| 17 | Larged sized umbrellas | 120 | Zanaco branded , red | |

| | | | | |
|----|----------------------------------|-----|---|--|
| 18 | Generic Pull-ups for branches | 60 | Zanaco branded 0.85x2m single face roll up/pull up banner with retractable stand Heavy base | |
| 19 | Flags for branches by region | 60 | 3m+ telescopic flags, single sided print with aluminium or fibre supporting pole, metal ground spike and carry bag 3m+ teardrop flags, single sided print with aluminium or fibre supporting pole, metal ground spike and carry bag | |
| 20 | Backdrops for branches by region | 12 | Zanaco branded, with foldable aluminium frame and carry bag | |
| 21 | Parasols | 15 | Branded 2m parasols with adjustable pole and water fillable plastic base, accompanied by 2 foldable directors chairs and 1 table each Directors chairs to have double sided Zanaco branded backrest 2m table to have Zanaco branded table cloth | |
| 22 | Vendor Jackets | 750 | Branded red vendor jackets Sleeveless, with reflective strips Id pouch and pen holder on right breast pocket Left and right front pockets | |
| 23 | Fanny packs | 750 | Branded, unisex polyester waistbags Adjustable back strap with buckle 1 or 2 front pockets with strong zippers | |
| 24 | Metal sandwich boards | 150 | Branded, unisex polyester waistbags Adjustable back strap with buckle | |

| | | | | |
|--|--|--|--|--|
| | | | 1 or 2 front pockets with strong zippers | |
|--|--|--|--|--|

LOT 2- DIARIES AND NOTE BOOKS

| DESCRIPTION | QTY | SPECIFICATIONS | RESPONSIVENESS |
|----------------------------|------|---|----------------|
| B5 Executive Premium Diary | 1000 | <ul style="list-style-type: none"> - Jacket/cover with business card holder - Pen - 6 color pages insert - Zanaco logo/watermark - Branded cover | - |
| A5 Note Books | 1000 | <ul style="list-style-type: none"> - 6 color pages/inserts printed back to back - Zanaco logo /watermark - Has pen - Branded cover | - |

NOTE

1. BRANDED SAMPLES TO BE PROVIDED FOR ALL ITEMS
2. BIDDERS CAN QUOTE FOR ALL OR ANY ITEM IN A LOT
3. Commercial evaluation
 1. The Payment Terms will be within 30 days after invoicing (No advance Payment).
 2. Quotations should be inclusive of VAT.
 3. Quotation validity: 90 Days. The Validity Period of 90 days MUST be stated.
 4. No advance payment shall be given to the supplier.
 5. The Bank reserves the right to increase or decrease the quantities
 6. Any other sales conditions.
 7. Indicate Delivery period the price shall be fixed for the period of two years.