



zanaco

Request for Proposal

ZNCB/RFP/F&P/60/2021: TENDER FOR THE SUPPLY DELIVERY INSTALLATION AND COMMISSIONING OF TWO CRAC UNITS AT ZAMBIA NATIONAL COMMERCIAL BANK PLC (ZANACO), EASY BANKING IN LUSAKA

The return date for responses against this RFP is **Friday, 26th November 2021 at 15:00PM**.
Delivered in the requested manner and to the address advised.
Late responses will not be considered.

Date 8th November, 2021

Dear Sir,

TITLE: ZNCB/RFP/F&P/60/2021: TENDER FOR THE SUPPLY DELIVERY INSTALLATION AND COMMISSIONING OF TWO CRAC UNITS AT ZAMBIA NATIONAL COMMERCIAL BANK PLC (ZANACO), EASY BANKING IN LUSAKA

Return by Friday, 26th November, 2021

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

Francine M. Chisala
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 delivery installation and commissioning of two Crac units at Zambia National Commercial Bank Plc (ZANACO), easy banking in Lusaka.

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	10th November, 2021
Supplier acknowledgement to bid	NA
Pre-Bid Meeting	12th November, 2021 at 14:00 hours local time at Zanaco Head Office on the 14th Floor.
RFP questions received by ZANACO in writing	5 days before closing date
RFP questions responded by ZANACO	5 days before closing date
RFP response due	Friday, 26th November, 2021 at 15:00 hours 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 clearing 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. Zanaco Terms and Conditions

Attached is a copy of the terms and conditions on which any ensuing Contract will be based. It is the Bidders responsibility to familiarize himself with this document and bring forward to the Company any concerns they may have.

4. 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; Francine.chisala@zanaco.co.zm

Part 2 Supplier Responses to this RFP

A. Supplier Declaration

To:
The Head Procurement,
Zambia National Commercial Bank
Lusaka,
Zambia.

Dear Sir,

PROJECT TITLE: ZNCB/RFP/F&P/60/2021: TENDER FOR THE SUPPLY DELIVERY INSTALLATION AND COMMISSIONING OF TWO CRAC UNITS AT ZAMBIA NATIONAL COMMERCIAL BANK PLC (ZANACO), EASY BANKING IN LUSAKA

We have read and have examined this Request for Proposal (RFP) document, Technical Requirements, Specifications, Guidance Notes and the terms and conditions 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.

We, the undersigned further agree that if our offer in these documents is accepted by Zambia National Commercial Bank, the resulting contract, if any, shall be based on the ZANACO Standard Terms and Conditions issued with this RFP (subject to any permitted variations attached to this RFP).

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)
Country of Registration & Registration Number (if relevant)	
Business address	
VAT (Value Added Tax) Registration Number	
Submit Certificate of incorporation	
Submit 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.	

2. Track Record & Reference

2.1 Industry Experience	Compliance Statement (Y/N)
How many existing clients you have and what countries are involved? Name your key clients.	N/A
Major deals undertaken in the past 3 years	
Details of any cancelled deals in the past	

2.2 Industry Experience		Compliance Statement (Y/N)
Names of companies which can provide reference to ZANACO		
Names & job titles of contact person		
Contact details (email address, address, office number)		

C. Statement of Requirements & Supplier Response

Background:

Zambia National Commercial Bank seeks to engage vendors for the tender for the supply delivery installation and commissioning of two Crac units at Zambia National Commercial Bank Plc (Zanaco), Easy Banking In Lusaka.

D. EVALUATION CRITERIA

1. Preliminary evaluation Criteria

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

Preliminary & Technical Evaluation for all bidders:

Ref	Preliminary Evaluation Criteria
1	Audited Financial Statement for the last two (2) years (if not submitted in the last 2yrs)
2	Manufactures Authorization Letter
3	Warranty Period
4	Submit Certificate of Incorporation - Provide certified copy
5	Submit Tax Clearance Certificate
6	Submit copy of Valid Tax Clearance Certificate - Certified Copy
7	Submit Pacra Print Out detailing Shareholders and Directors - Attach certified copy
8	Submit fully signed Supplier Declaration Form (Bid Form) as per attached template provided - To be signed by an authorized executive
9	Submit fully signed Bid -Securing Declaration Form - As per attached template provided
10	Bid Validity
11	Fully signed Supplier Declaration Form as per attached template
12	Fully signed Bid Securing declaration form as per attached template

Note

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

2. Technical Evaluation – Part A

To be eligible bidders shall submit the fill in the table below showing compliance to technical specifications below

which will be considered under the Technical Evaluation for each lot:

Bill 1 :

Item	Description
1	BILL No. 1 PRELIMINARY AND GENERAL ITEMS PRELIMINARIES & GENERAL

The Tenderer is to allow for all Contract Preliminaries which he considers necessary to comply with all his obligations mentioned therein including access to site, general attendance, security of works, materials, tools and equipment, supervision and labour, insurances, possession and completion of works, variations, fluctuations, terms of payment, antiquities & arbitration

1.1.0 The Tenderer is to allow for all Contract Preliminaries

1.1.1 Testing and commissioning Item

1.1.2 2 Sets Operation, Technical and Maintenance Manuals , Complete with Passcodes

1.1.3 Handover Item

1.1.4 One year maintenance Item

1.1.5 One year guarantee Item

1.2.0 The Tenderer is advised that should he require to insert prices for any items not specifically included in this section or any other section of this Bill of Quantities and which he considers necessary in order to comply with all his obligations under the Contract Documents, He shall insert the prices in the amount column

1.2.1 **Allow for mandatory site visit prior to tendering**

1.2.2 Allow for preparation of Methodology for execution of works to be approved by the Engineer and the Client

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Bill 2 :

Item	Description
2.0.0	<p>BILL No. 2</p> <p>AIR CONDITIONING SERVICES INSTALLATION</p> <p>Supply, install, test, commission and hand over complete Air Conditioning Systems, complete with drawings and technical manuals as per specialist drawings and detailed in the specifications as follows;</p> <p>NOTE:</p>
2.1.0	<p>All pipes and cables to run in trunking or within Floor void space (i.e not exposed)</p> <p>Two Computer Room Air Conditioning Units (CRAC) as Dunham Bush Model DBAD 13; Down Flow (Evaporator); DBRC 17 9Condenser) complete with Steam Humidifier and Dehumidifier or equal and approved:</p> <p>Cooling only capacity: 143,304 BTU/hr</p> <p>Power source: 380V/50Hz/1Ph</p> <p>Total Input Power: 22.7 kW</p> <p>Refrigerant: R 407c</p> <p>Air Volume: 11,043 cubic meter per hour</p> <p>Weight: 496 kg (Evaporator): 265 kg (Condenser)</p>
2.1.1	22.2mm dia Hot gas pipework and fittings complete with brackets and fixings sleeves
2.1.2	Ditto for 15.88mm Liquid pipework
2.1.3	Include for 4 core 16mmsq PVC sheathed flexible cabling from isolator to indoor and then to outdoor units
2.1.4	ASHRAE 52.5 MERV 8 Filters (20" x 20" x 4')
2.1.6	Rectangular 1690mm x 1225mm of 150mm x 75mm x 10mm thick I-Section Steel Channel for Condenser Unit support

2.2.0	Control System
2.2.1	<p>Controller and Display</p> <ul style="list-style-type: none"> *Built in memory for data logging *Temperature and humidity controlled *Water leak and Dehumidifier /Humidity controller *Configurable by User *Alarm/display *Analog input/output display *Digital input/output display *Remote start/stop input *Digital input for Customer input alarm *General alarm output (dry contact) *Self diagnostic *Security password access with multiple access level for advanced settings *Unit status display with following information: <p>Current room temperature</p> <p>Current room relative humidity and humidity setpoints</p> <p>System ON/OFF</p> <p>Operating mode (cooling/humidifying/dehumidifying)</p>
2.2.2	<p>Alarm Monitoring</p> <p>When the system is in alarm condition, the system shall activate an audible buzzer visual alarm message on the terminal display. A digital output shall be closed to indicate the alarm condition. Alarm shall be activated by the following:</p> <p>CARRIED TO COLLECTION PAGE</p>
	<ul style="list-style-type: none"> * High room temperature * Low room temperature * High supply air temperature * High room humidity

	<ul style="list-style-type: none"> * High room temperature * Low room temperature * High supply air temperature * High room humidity * Low room humidity * No air flow/loss of airflow * Filter dirty * Sensor failure * Evaporator fan overload alarm * Customer interlock alarm * Unit/low refrigerant pressure alarm (DX Models) * Humidity alarm * Under floor water detectors * Smoke detector alarm * Water leak Detection Wire along the entire water pipes
2.2.3	BMS communications and remote monitoring with ModBus TCP/IP communication port in the Controller and GSM Modem. Complete with Intergration manuals
2.3.0	Condensate Pipes
2.4.0	32mm Diameter PVC Insulated pipes including support brackets
2.5.0	Allow for removal of existing air conditioning evaporators and condensers by use of Crane/Fork Lift or any other
2.6.0	Allow for lifting of the new evaporator and condenser by use of Crane or Fork Lift to rooftop slab and server room, respectively
2.7.0	Allow for transportation of Obsolete Equipment to Clients warehouse within 20km radius from Data Centre.

Other Requirements:

- Confirm availability of after sales service including replaceable parts
- Confirm willingness and capacity to provide maintenance service on a running contract basis.
- Firm must have experience of atleast three years in supply delivery and installation of similar equipment
- The firm must show proof (Reference Letter or Contact Person with contact details) of having supplied and installed similar equipment at atleast one site.
- Attach two reference letters from satisfied customers that the bidder provided the required goods in the last five years. Reference letters must

2. Commercial evaluation:

Vendors to provide commercial proposals as tabulated below:

Bill 1 :

Item	Description	Unit	Qty	Rate
1	<p>BILL No.1</p> <p>PRELIMINARY AND GENERAL ITEMS</p> <p>PRELIMINARIES & GENERAL</p> <p>The Tenderer is to allow for all Contract Preliminaries which he considers necessary to comply with all his obligations mentioned therein including access to site, general attendance, security of works, materials, tools and equipment, supervision and labour, insurances, possession and completion of works, variations, fluctuations, terms of payment, antiquities & arbitration</p>			
1.1.0	The Tenderer is to allow for all Contract Preliminaries	Item		
1.1.1	Testing and commissioning Item	Item		
1.1.2	2 Sets Operation, Technical and Maintenance Manuals , Complete with Passcodes	Item		
1.1.3	Handover Item	Item		

1.1.4	One year maintenance Item	Item
1.1.5	One year guarantee Item	Item
1.2.0	The Tenderer is advised that should he require to insert prices for any items not specifically included in this section or any other section of this Bill of Quantities and which he considers necessary in order to comply with all his obligations under the Contract Documents, He shall insert the prices in the amount column	Item
1.2.1	Allow for mandatory site visit prior to tendering	Item
1.2.2	Allow for preparation of Methodology for execution of works to be approved by the Engineer and the Client	Item
CARRIED TO COLLECTION PAGE		

BILL 2 : TENDER SERVICE: REPLACEMENT OF TWO CRAC UNITS				
Item	Description	Unit	Qty	Rate
2.0.0	BILL No. 2 AIR CONDITIONING SERVICES INSTALLATION Supply, install, test, commission and hand over complete Air Conditioning Systems, complete with drawings and technical manuals as per specialist drawings and detailed in the specifications as follows; NOTE: All pipes and cables to run in trunking or within Floor void space (i.e not exposed)			

2.1.0	Two Computer Room Air Conditioning Units (CRAC) as Dunham Bush Model DBAD 13; Down Flow (Evaporator); DBRC 17 9Condenser) complete with Steam Humidifier and Dehumidifier or equal and approved: Cooling only capacity: 143,304 BTU/hr Power source: 380V/50Hz/1Ph Total Input Power: 22.7 kW Refrigerant: R 407c Air Volume: 11,043 cubic meter per hour Weight: 496 kg (Evaporator): 265 kg (Condenser)	No	2
2.1.1	22.2mm dia Hot gas pipework and fittings complete with brackets and fixings sleeves	m	60
2.1.2	Ditto for 15.88mm Liquid pipework	m	60
2.1.3	Include for 4 core 16mmsq PVC sheathed flexible cabling from isolator to indoor and then to outdoor units	Item	2
2.1.4	ASHRAE 52.5 MERV 8 Filters (20" x 20" x 4')	No	8
2.1.6	Rectangular 1690mm x 1225mm of 150mm x 75mm x 10mm thick I-Section Steel Channel for Condenser Unit support	No	2
2.2.0	Control System		
2.2.1	Controller and Display *Built in memory for data logging *Temperature and humidity controlled *Water leak and Dehumidifier /Humidity controller *Configurable by User *Alarm/display		

2.2.2	<ul style="list-style-type: none"> *Analog input/output display *Digital input/output display *Remote start/stop input *Digital input for Customer input alarm *General alarm output (dry contact) *Self diagnostic *Security password access with multiple access level for advanced settings *Unit status display with following information: <ul style="list-style-type: none"> Current room temperature Current room relative humidity and humidity setpoints System ON/OFF Operating mode (cooling/humidifying/dehumidifying) set 2 <p>Alarm Monitoring</p> <p>When the system is in alarm condition, the system shall activate an audible buzzer visual alarm message on the terminal display.</p> <p>A digital output shall be closed to indicate the alarm condition.</p> <p>Alarm shall be activated by the following:</p>
	<p>CARRIED TO COLLECTION PAGE</p>
	<ul style="list-style-type: none"> * High room temperature * Low room temperature * High supply air temperature * High room humidity * Low room humidity * No air flow/loss of airflow * Filter dirty * Sensor failure * Evaporator fan overload alarm

	<ul style="list-style-type: none"> * Customer interlock alarm * Unit/low refrigerant pressure alarm (DX Models) * Humidity alarm * Under floor water detectors * Smoke detector alarm * Water leak Detection Wire along the entire water pipes 	set	2
2.2.3	BMS communications and remote monitoring with ModBus TCP/IP communication port in the Controller and GSM Modem. Complete with Intergration manuals	set	2
2.3.0	Condensate Pipes		
2.4.0	32mm Diameter PVC Insulated pipes including support brackets	m	40
2.5.0	Allow for removal of existing air conditioning evaporators and condensers by use of Crane/Fork Lift or any other	Item	2
2.6.0	Allow for lifting of the new evaporator and condenser by use of Crane or Fork Lift to rooftop slab and server room, respectively	Item	1
2.7.0	Allow for transportation of Obsolete Equipment to Clients warehouse within 20km radius from Data Centre.	Item	1
CARRIED TO COLLECTION PAGE			

	BILL No. 2 AIR CONDITIONING SERVICES INSTALLATIONS Collection Page
	CARRIED TO SUMMARY OF BILL OF QUANTITIES
	SUMMARY OF BILL OF QUANTITIES
1.0	BILL No. 1 PRELIMINARY AND GENERAL ITEMS
2.0	BILL No. 2 AIR CONDITIONING SERVICES AND INSTALLATIONS
3.0	SUB - TOTAL 1
4.0	ADD CONTINGENCY at 10%
5.0	SUB - TOTAL 2
6.0	LESS DISCOUNT
7.0	SUB TOTAL 3
6.0	ADD VALUE ADDED TAX @ 16.0%
7.0	TOTAL AMOUNT CARRIED TO THE FORM OF TENDER

Note

All commercial proposals should include all applicable costs until delivery to Easy Banking on the 2nd Floor, Cairo Road Lusaka. Vendors to also include all applicable costs for supply, deliver, installation as well as commissioning of the Crac Units.

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, 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.]

