



Zambia National Commercial Bank

Request for Proposal

ZNCB/RFP/MARKETING/026/2022: TENDER FOR FOR THE SUPPLY AND DELIVERY OF BRANDED
GIFT SETS TO ZAMBIA NATIONAL COMMERCIAL BANK PLC

The return date for responses against this RFP is 12th August 2022 at 15:00PM.

Delivered in the requested manner and to the address advised.

Late responses will not be considered.

Dear Sir,

ZNCB/RFP/MARKETING/026/2022: TENDER FOR FOR THE SUPPLY AND DELIVERY OF BRANDED GIFT SETS TO ZAMBIA NATIONAL COMMERCIAL BANK PLC

Return by 12th AUGUST, 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

Francine M. Chisala
Head Procurement

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 various branded items to Zanaco.

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	22 nd July, 2022
Supplier acknowledgement to bid	NA
RFP questions received by ZANACO in writing	7 day before closing date
RFP questions responded by ZANACO	5 day before closing date
RFP response due	12 th August, 2022 at 15:00hours local time

All bids must be deposited in the tender box on the 4th floor, Zanaco Plc, Head Office, Cairo Road, on or before **Friday, 12th August, 2022** at 15:00hrs local time and addressed to:

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

- 2.4 ZANACO reserves the right, without giving reasons, not to accept the lowest or any Proposal.
- 2.5 ZANACO will not accept responsibility for any costs incurred in the formulation of proposal/s or any costs associated with, the requested proposals.
- 2.6 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.
- 2.7 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.



**General terms and
conditions.doc**

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: tenders@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 responses and correspondence relating to this RFP should be addressed to:

Prepared by:
Procurement Unit
Zambia National Commercial Bank
Lusaka
Zambia
Email: constance.kalinda@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/MARKETING/026/2022: TENDER FOR FOR THE SUPPLY AND DELIVERY OF
BRANDED GIFT SETS TO ZAMBIA NATIONAL COMMERCIAL BANK PLC**

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: _____

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 Tax Clearance Certificate	
Physical address	
<i>Share holder names/LISTING / 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>			

B. Statement of Requirements & Supplier Response

ZNCB/RFP/MARKETING/026/2022: TENDER FOR FOR THE SUPPLY AND DELIVERY OF BRANDED GIFT SETS TO ZAMBIA NATIONAL COMMERCIAL BANK PLC

1. Branded Gift Sets (Ordinary hampers) x 865

- Branded Customized hard Gift box in black
- Branded PU A5 sized notebook in black
- Branded black pen with silver trim/accessory
- Branded black 450ml vacuum cup
- Branded black USB with Zanaco logo
- Black branded paper Gift bag



2. Branded Gift Sets (Executive hampers) 690 (Preferred color for this item is red but maybe supplied in black)

- Branded Customized hard Gift box in red
- Branded PU A5 sized notebook in red
- Branded red pen with silver trim accessory
- Branded red 450ml vacuum cup
- Branded red USB with Zanaco logo
- Branded mini speaker
- Branded rechargeable mouse
- Branded paper gift bag



Evaluation Criteria

Qualification Criteria for award of contract

Award will be based on the requirements below, Preliminary, Technical and Financial requirements.

A. Preliminary Evaluation

1.1	Registration & Accreditation	Compliance Statement (Y/N) (attach required documents)
	<i>Country of Registration & Registration Number (if relevant)</i>	
	<i>Signed Supplier Declaration form</i>	
	<i>Signed Bid Securing form</i>	
	<i>Submit Certificate of Incorporation</i>	
	Submit valid Tax Clearance Certificate	
	BID VALIDITY OF 90 DAYS	
	<i>Share Holder names/ Pacra document listing from the regulatory body</i>	
	Responsiveness	

B. Technical Evaluation

DESCRIPTION	QTY	SPECIFICATIONS	SAMPLE	RESPONSIVENESS
Branded Gift Sets (Ordinary Hampers)	865	<ul style="list-style-type: none"> - Branded customized hard Gift box in black - Branded PU A5 sized notebook in black - Branded black pen with silver trim/accessory - Branded black 450ml vacuum cup - Branded black USB with Zanaco logo - Black branded paper Gift bag 	PROVIDE SAMPLE	
Branded Gift Sets (Executive Hampers 690)	690	<ul style="list-style-type: none"> - Branded customized hard Gift box in red - Branded PU A5 sized notebook in red - Branded red pen with silver trim accessory - Branded red 450ml vacuum cup - Branded red USB with Zanaco logo - Branded mini speaker - Branded rechargeable mouse - Branded paper gift bag 	PROVIDE SAMPLE	

c. Commercial evaluation

- (i) All costs should be DDP (all costs included in the price)
- (ii) Indicate delivery period

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.]