

## PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES FOR THE YEAR 2022-2023

SUPPLIER NAME: .....

REFERENCE NUMBER (Please Indicate): .....

DESCRIPTION OF GOODS AND SERVICES (Please Indicate): .....

**CLOSING DATE: THURSDAY, 17<sup>th</sup> MAY, 2022**

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## TENDER NOTICE

### PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES

DAPP in Zambia invites applications for pre-qualification from interested suppliers (including current suppliers) for the supply of goods and services to the organization for the period January, 2022 to December, 2023 in the following categories:

REFERENCE NO.	CATEGORY	PROVINCE	DISTRICTS
DAPP/PQ/01/2022	Electrical appliances (Water Dispensers, TV, Radio, Fridges, Cookers etc.)	Lusaka/Copperbelt	Lusaka, Ndola, Kitwe
DAPP/PQ/02/2022	Corporate Attire and Safety Wear (T-shirts, Corporate Shirts, boots, rain coats, motorbike safety wear etc.)	Lusaka/Copperbelt	Lusaka, Ndola, Kitwe
DAPP/PQ/03/2022	Supply and Servicing of Air Conditioners	All 10 provinces	See Category 8
DAPP/PQ/04/2022	Office Furniture	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/05/2022	Courier Services	Country wide	Country wide
DAPP/PQ/06/2022	Advertising (Print & Electronic) and Printing	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/07/2022	Insurance (General & Life)	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/08/2022	Stationery and other Consumables	Southern	Mazabuka, Choma, Monze, Kalomo, Livingstone, Kazungula, Pemba, Chikankata, Gwembe,imba, Namwala, Sinazongwe, Siavonga Mulobezi, Mongu, Kaoma, Nkhema, Senanga, Sesheke,
		Western	Mulobezi, Mongu, Kaoma, Nkhema, Senanga, Sesheke
		North-Western	Solwezi, Kalumbila, Kasempa, Ikelengi, Mwinlunga
		Eastern	Petauke, Nyimba, Lumezi, Sinda, Katete, Chipata, Chadiza, Lundazi, Chasefu, Vubwi, Mambwe, Kasenengwa, Chipangali, Lusangazi
		Luapula	Samfya, Mansa
		Lusaka	Kafue, Chongwe, Lusaka, Chilanga

		Copperbelt	Ndola, Kitwe, Mufulira, Chingola, Luanshya, Kalulushi, Masaiti, Mpongwe, Chililabombwe
		Central	Mkushi, Serenje, Kabwe, Kapiri Mposhi, Chibombo, Shibuyunji, Mumbwa
		Muchinga	Chinsal, Mpika
		Northern	Kasama
DAPP/PQ/09/2022	Supply and maintenance of Generators, inverters, solar equipment	All 10 provinces	Refer to Category 8
DAPP/PQ/10/2022	Groceries and Food	All 10 provinces	Refer to Category 8
DAPP/PQ/11/2022	Freight Forwarding & Clearing of Goods	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/12/2022	Building Materials/ General Hardware	Refer to Category 8	Refer to Category 8
DAPP/PQ/13/2022	Agricultural Inputs (grains, vegetable seeds, fertilizers, chemicals)	Central/North-Western/ Lusaka	Mkushi, Chibombo, Kalumbila, Solwezi, Lusaka
DAPP/PQ/14/2022	Agricultural Equipment	Lusaka/Central/Copperbelt	Lusaka, Kabwe, Ndola
DAPP/PQ/15/2022	Computers, Computer Hardware & Accessories, Printers and Copiers	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/16/2022	Network Infrastructure services	All 10 provinces	Refer to Category 8
DAPP/PQ/17/2022	Bicycles and spares for bicycles	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/18/2022	Motor Vehicles & Motor Cycles	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/19/2022	Motor Vehicle Spares (Tyres, Tubes, etc)	All 10 provinces	Refer to Category 8
DAPP/PQ/20/2022	Motor Vehicle Repairs & Servicing Garages	All 10 provinces	Refer to Category 8
DAPP/PQ/21/2022	Transportation and Car Hire Services	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/22/2022	Provision of Accommodation /Conference Facilities and Meals	All 10 provinces	Refer to Category 8
DAPP/PQ/23/2022	Air Ticketing Services	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/24/2022	Medical Consumables – Sanitizer, Gloves, Masks, Cotton Wool, etc	All 10 provinces	Refer to Category 8
DAPP/PQ/25/2022	Communication products & services (Internet, Airtime)	All 10 provinces	Refer to Category 8
DAPP/PQ/26/2022	Plumbing, Electrical & Repair works	All 10 provinces	Refer to Category 8
DAPP/PQ/27/2022	Audit Services	Lusaka/Copperbelt	Lusaka, Ndola

DAPP/PQ/28/2022	Educational Materials (Teaching Aids, Books, Sports materials)	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/29/2022	Supplies for Boarding Schools (Mattresses, Bed Linen, Clothes, Shoes, Cups, Plates)	Lusaka/Central	Lusaka, Mkushi
DAPP/PQ/30/2022	Construction	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/31/2022	Tailoring Materials - Sewing Machines, Clothing Materials, Sewing Thread, etc	Lusaka/Copperbelt	Lusaka, Ndola
DAPP/PQ/32/2022	Food Processing Equipment (Hammer mills, Peanut butter making machines, etc)	Lusaka/Copperbelt	Lusaka, Ndola

Interested candidates may download Pre-qualification of supplier's documents from the DAPP in Zambia website <https://www.dappzambia.org>

The completed pre-qualification documents clearly indicating reference number and item description should be placed inside plain, sealed, and separate envelopes (each category MUST be submitted in a separate envelope/email) and clearly labelled as below:

PRE-QUALIFICATION OF SUPPLIERS 2022-2023: REFERENCE NUMBER AND DESCRIPTION OF GOODS AND SERVICES. (e.g. DAPP/PQ/04/2022-Supply of Office Furniture) or in case of email: Email subject should be: (e.g. DAPP/PQ/04/2021-Supply of Office Furniture).

Applications may be deposited in the Tender Box addressed to: The Procurement Committee, DAPP Zambia, 12 Luneta Road, Northrise, P. O. Box 70505, Ndola; **OR** DAPP Partnership Office, 13 Antelope Close, Kabulonga, Lusaka; **OR** emailed to: [procurement@dappzambia.org](mailto:procurement@dappzambia.org)

Bids will be opened immediately thereafter and expressions of interest evaluated by a committee appointed by DAPP.

***DAPP in Zambia reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision***

## **1. PRE-QUALIFICATION INSTRUCTIONS**

### **1.1 Introduction**

DAPP in Zambia referred to as the “Company” would like to invite interested candidates who must qualify by meeting the set criteria as provided by DAPP in Zambia to perform the contract of supply and delivery or provision of goods and services to the Company.

### **1.2 Pre-qualification Objective**

The main objective is to supply and deliver assorted items and provide services under relevant tenders/quotations to DAPP in Zambia as and when required during the stated period.

### **1.3 Invitation of Pre-qualification**

Suppliers registered with PACRA in respective merchandise or services are invited to submit their Pre-Qualification documents to The Procurement Committee – DAPP in Zambia so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

### **1.4 Experience**

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

### **1.5 Pre-qualification Document**

This document includes questionnaire forms and documents required of prospective suppliers. To be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified

N/B: All filled prequalification documents should be bound (spiral/velo bound and stamped). All submissions MUST follow the pagination order of the table of contents above. Emailed applications should be clear, readable, and submitted in a SINGLE PDF/ZIPPED ATTACHMENT. Email subject should be e.g. (DAPP/PQ/04/2022-Supply of Office Furniture)

### **1.6 Distribution of Pre-Qualification Documents**

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

The Procurement Committee – DAPP in Zambia, P. O. BOX 70505 – NDOLA not later than TUESDAY, 17th MAY 2022 at 12.00 NOON

### **1.7 Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Procurement Committee on the following address not later than 17<sup>th</sup> May, 2022:

The Procurement Committee – DAPP in Zambia, P. O. BOX 70505 - NDOLA  
Email: [procurement@dappzambia.org](mailto:procurement@dappzambia.org)

### **1.8 Additional Information**

DAPP in Zambia reserves the right to request submission of additional information from prospective bidders.

### **1.9 Request for quotations**

Request for quotations will be made available only to those bidders whose qualifications are accepted by DAPP in Zambia at the disclosure of the Procurement Committee after the completion of the pre – qualification process.

## **2. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### **2.1 Taxes on Imported Materials**

Suppliers will be required to pay all applicable taxes.

### **2.2 Customs Clearance**

The suppliers shall be responsible for custom clearance of their imported goods and materials.

### **2.3 Contract Price**

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Procurement Committee. Prices quoted should be inclusive of all delivery charges and valid for the duration of Contract.

### **2.4 Payments**

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement



### **3 PRE-QUALIFICATION DATA INSTRUCTIONS**

#### **3.1 Pre-Qualification Data Forms**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

**3.1.1** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

#### **3.2 Qualification**

**3.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by DAPP in Zambia in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

**3.2.2** Prospective bidders will not be considered qualified unless in the judgment of DAPP in Zambia they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

#### **3.3 Essential Criteria for Pre-qualification**

##### **3.3.1 Experience:**

(a) Prospective bidders shall have at least 2 years' experience in the supply of goods, services, and allied items in case of potential supplier should show competence, willingness, and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

##### **3.3.2 Personnel**

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

##### **3.3.3 Financial Condition**

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/consultant's credit position. Potential suppliers/consultants will be pre-qualified on the satisfactory information given.

**3.3.4** Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

### **3.3.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

### **3.4 Statement**

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

### **3.5 Withdrawal of Prequalification**

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then DAPP in Zambia reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

### **3.6 Information on Suppliers**

The firm must have a fixed Business Premise and must be registered in Zambia, with certificate of Registration/Incorporation, copies of which must be attached.

**3.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate.

**3.6.2** The firm must declare any conflict of interest in relation to any member of staff. DAPP in Zambia will not procure goods or services from suppliers where the employees have not declared conflict of interest.

**3.6.3** DAPP in Zambia may carry out a source audit exercise for the shortlisted prequalified suppliers.

**3.6.4** Any effort by the tenderer to influence DAPP in Zambia in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

### 3.7 Prequalification Criteria

No.	Required Information	Form Type	Maximum Score	Supplier Score (for official use ONLY)
1.	Registration Documentation	PQ1	30	
2.	Pre-Qualification Data	PQ2	5	
3.	Supervisory Personnel	PQ3	10	
4.	Financial Position	PQ4	20	
5.	Confidential Report	PQ5	15	
6.	Experience	PQ6	10	
7.	Litigation History	PQ7	10	
		<b>TOTAL</b>	<b>100</b>	

### 3.8 The qualification is 60 points and above

#### **4. FORM PQ-1 REGISTRATION DOCUMENTATION**

##### **Mandatory Requirements**

1. Certificate of Registration/Incorporation.
2. Copy of valid VAT Certificates of firm/company/individual from Zambia Revenue Authority.
3. Valid Tax Clearance Certificate/TPIN Registration Certificate
4. Company Profile/CVs clearly indicating full registered name of Organization/Individual; Physical address; Business contact details (Including key contact person, job title); E-mail address; Phone Number (Mobile and Office)
5. Company Directors and address
6. At least three (3) recent and current references from reputable clients
7. Relevant regulatory body certificates (ERB/ZEMA/ZPPA/ZICTA/IATA/Council, etc)
8. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Pharmacist license, legal, medical, accountant)
9. For all IT related goods/services, applicants should show proof of accreditation as support centres/solution providers for companies such as Microsoft, HP, Dell, APC, etc and Transport Hire firms must attach evidence of having taken all the Insurance covers.
10. Must submit certified bank statements for the most recent 3 months (Oct 2021 – Dec 2021)

**NOTE: ALL COPIES OF THE ABOVE DOCUMENTS MUST BE ATTACHED IN THE ORDER (1-10) ABOVE AFTER THIS PAGE.**

**(Max 30 points)**

**Three (3) marks each for every requirement where applicable**

**5. FORM PQ-2: PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

I/We ..... hereby apply for registration as  
(Name of Company/Firm)

suppliers of .....  
(Item Description)

.....  
(Category No.)

Post Office Address.....  
Town .....  
Street .....  
Name of building .....  
Room /Office No. .... Floor No. ....  
Telephone Nos. ....  
Email address (MUST).....  
Full Name of applicant .....  
Other branches location .....

**Organization & Business Information**

Management Personnel .....  
Chief Executive .....  
Secretary .....  
General Manager .....  
Other.....

**Partnership (if applicable)**

Names of Partners .....  
Business founded or incorporated .....  
Bank reference and address .....  
.....  
.....

Enclose copy of organization chart of the firm indicating the main fields of activities  
.....

**(5 Points)**

**PQ-3 SUPERVISORY PERSONNEL**

Name .....

Title .....

Academic Qualification .....

Undergraduate.....

Post-graduate.....

Diploma.....

High School.....

Professional Qualification ..... (Attach  
Certificates if any)

Length of service with Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

**(10 Points)**

**6. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE**

- (a) Attach a copy of the most recent 3 months' certified bank statement (From Oct 2021 and above) -7 marks
- (b) Attach letters of recommendation from the firm's bankers- 7 marks
- (c) State Credit period (minimum proposed is 30 days) – 6 marks

**(20 Points)**

**7. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form  
\*if Zambia Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

**Part I - General**

Business Name .....  
Location of business premises.....  
Plot No. .... Street/Road.....  
Postal Address..... Tel. No.....  
Email address (MUST).....  
Nature of business.....  
Current Trade License. No.....Expiring date.....  
Maximum value of business which you can handle at any one time: Zmw.....

Name of your bankers ..... Branch .....

Account No..... Branch .....

Swift code..... Branch code.....

Bank Currency.....

**Part 2 (b) Partnership**

Given details of partners as follows: Name; Nationality; Citizenship Details; Shares

.....  
.....  
.....  
.....

**Part 2 (c) – Registered Company:**

Private or Public.....

State the nominal and issued capital of company

Nominal Zmw..... Issued Zmw.....



Given details of all Directors as follows: -

Name; Nationality; Citizenship Details; Shares

1. ....

2. ....

3. ....

4. ....

Date ..... Signature of Candidate.....

**(15 Points)**

**8. FORM PQ-6: PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

**1. Name of 1<sup>st</sup> Client/Organization**

- a) Name of Client (organization) .....
- b) Address of Client (organization) .....
- c) Name of Contact Person at the client (organization) .....
- d) Telephone No. of Client .....
- e) Value of Contract .....
- f) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)

**2. Name of 2nd Client (organization)**

- a) Name of Client (organization) .....
- b) Address of Client (organization) .....
- c) Name of Contact Person at the client (organization) .....
- d) Telephone No. of Client .....
- e) Value of Contract .....
- f) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)

**3. Name of 3rd Client (organization)**

- a) Name of Client (organization) .....
- b) Address of Client (organization) .....
- c) Name of Contact Person at the client (organization) .....
- d) Telephone No. of Client .....
- e) Value of Contract .....
- f) Duration of Contract (date) .....  
(Attach documental evidence of existence of contract)

**4. Others .....**

**(10 Points)**

**Three (3) marks each and an additional point for one other**

**9. FORM PQ-7: LITIGATION HISTORY**

Name of Contract Supplier

Suppliers/Consultants should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

<b>YEAR</b>	<b>AWARD FOR OR AGAINST</b>	<b>NAME OF CLIENT/CAUSE OF LITIGATION AND MATTER IN DISPUTE</b>	<b>DISPUTED AMOUNT (CURRENT VALUE OR ZMW EQUIVALENT)</b>

**(10 Points)**

**10. FORM PQ-8: SWORN STATEMENT**

Having studied the pre-qualification information for the above, we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre- qualification evaluation.

<p>I, _____, do hereby certify, that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.</p> <p><b><i>CERTIFICATION REGARDING TERRORISM: Seller hereby confirms that it has not provided and will not provide material support and/or resources to any individual/s and/or organizations that advocates, plans, sponsors, engages in, or has engaged in any act of terrorism.</i></b></p> <p><b>NOTE:</b> Misrepresentations of any of the above may result in cancellation and severing all ties with the agency / person and will be deleted from DAPP’s database of clients. I have read the above statement and certify under oath that the information contained herein is true to the best of my knowledge and belief.</p>		
<p><b>Name of Person Completing Form [Please print clearly] Also place official stamp/seal.</b></p>		
<p><b>Title:</b></p>	<p><b>Signature:</b></p>	<p><b>Date:</b></p>