



# ZAMBEZI RIVER AUTHORITY

Water! Today, Tomorrow

[Web Site: www.zambezi.org](http://www.zambezi.org)



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**Date: 28<sup>th</sup> August 2023**

**REF: ZRA/PRC/08/2023**

Dear Sir/Madam,

## **REQUEST FOR QUOTATION –SUPPLY AND DELIVERY OF 2024 DAIRIES**

**QUOTATION REQUIRED BY: 8<sup>th</sup> September 2023 on or before 1600 hours.**

Zambezi River Authority requests a quotation for the supply of 2024 Dairies as detailed in **Appendix B – Technical Specification and Appendix A - Price Schedule**.

The Zambezi River Authority (“the Authority”) was established as a body corporate on 1<sup>st</sup> October 1987 by parallel legislation in the Parliaments of Zambia and Zimbabwe following the reconstitution of the Central African Power Corporation under the Zambezi River Authority Acts (Chapters 467 and 20:23 respectively). The Authority is jointly owned by the Governments of the Republics of Zambia and Zimbabwe in equal proportions and is mandated with the management of the Kariba Complex and the stretch of the Zambezi River (from Kazungula to Luangwa in Zambia and Kazungula to Kanyemba in Zimbabwe) which forms part of a common border between the two Contracting States

Subject to the issue and terms of a Purchase Order, payment will be made **within 30 days** after receipt by Zambezi River Authority of supplier invoice together with Goods Received Note (GRV) signed Zambezi River Authority personnel confirming satisfactory and full completion of the delivery.

## **EVALUATION CRITERIA**

### **(i) Preliminary Examination**

**The following shall be checked as part of preliminary evaluation.**

- a. Company Registration Certificate or Certificate of Incorporation
- b. Valid Tax Clearance Certificate
- c. Signed Appendix A and Appendix B

- d. Submission of samples
- e. Reference Letters
- f. Company profile

**ii) Technical Evaluation**

The following criteria shall be used to evaluate bids at the technical stage. Bidders must comply to the following:

- (a) Experience** - Bidders must provide proof of having supplied similar goods before **and** must submit copies of three (03) orders/contracts for the same during the past three years.
- (b) Reference Letters** – Bidder must submit reference letters from a minimum of two (2) Institutions where the bidder supplied Dairies in the last three (3) years. The Reference Letters must be specific to this tender, i.e, it should bear this tender title.
- (c)** Suppliers are encouraged to provide best samples. At a maximum only 2 samples must be supplied for each diary requested. Bidders shall be advised to collect their samples after technical evaluation. .

**iii) Commercial/Financial Evaluation**

The following criteria will be used at commercial and financial evaluation stage.

- (a) Price should be in USD.
- (b) Price to remain fixed and valid for 60 days.
- (c) VAT / to be shown separately (if Applicable)
- (d) Indicate delivery period.

**Bid Validity:** Bids should have 60 Days.

**Delivery of Goods:** Delivery/completion period shall be 6 weeks, bidder to state their delivery period.

**THE QUOTATIONS**

The following must be submitted with the Quotation.

- (a) **Appendix B – Technical Specification**
- (b) **Appendix A - Price Schedule.**
- (c) **Sample** for the **Standard Diaries. Size A5**
- (d) **Sample** for the **Executive Diaries. Size B5**
- (e) Company Registration Certificate or Certificate of Incorporation
- (f) Valid Tax Clearance Certificate
- (g) Company profile
- (h) Reference letters from a minimum of two (2) Institutions where the bidder supplied Dairies in the last five (5) years. The Reference Letters must be specific to this tender, i.e, it should bear this tender title

## **QUOTATION SUBMISSION**

Quotations must be deposited in the **TENDER BOX**, which is accessible on the **4<sup>th</sup> Floor Club Chambers Building, Corner Nelson Mandela Ave./3<sup>rd</sup> Street, Harare on or before 8<sup>th</sup> September 2023 at 1600 hours** Local Time, in a sealed envelope clearly marked “Tender for the Supply and Delivery of Dairies.

## **LATE QUOTATIONS**

Quotations submitted after the deadline shall not be accepted by the Authority.

Yours faithfully

**Eusebia Tsokodayi**

**ZAMBEZI RIVER AUTHORITY- PROCUREMENT SECTION**

## Appendix A - Price Schedule

**(Insert your letterhead)**

### APPENDIX A

To: Zambezi River  
 Authority, Kariba  
 House, 32  
 Chachacha Road,  
 Lusaka

Reference:

Supplier's Reference:

Date: .....

We offer to supply on the terms of the Request for Quotation under the above reference dated ..... ("The RFQ") the service detailed below.

We accept that any resultant Purchase Order will be subject to the Zambezi River Authority Purchase Order referred to in the RFQ.

Delivery of the Goods shall take place within the period stated below from the date of the Supplier's receipt of the Purchase Order.

We confirm that the Goods offered are new and fully meet the required specification detailed in the RFQ.

No.	Description	Color and Size	Qty	Unit Price USD	Extended Price USD
1.	<b>Executive Diary.</b> <ul style="list-style-type: none"> <li>- With embossed logo on cover page.</li> <li>- Cover logo size - 30mm.</li> <li>- Cover material: Thermo PU leather with strap as per sample provided.</li> <li>- Magnetic cover strip.</li> <li>- A page for personal information</li> <li>- A page with Zambian and Zimbabwean public holidays.</li> <li>- 3 pages with full colour inserts with information on ZRA (<i>Artwork will be provided</i>)</li> <li>- 80 grams white paper for inside pages.</li> <li>- Spiral bound as per sample.</li> <li>- A single page for each day with provision to write date, month and year.</li> <li>- With organizer.</li> <li>- Pen loop</li> </ul>	<ul style="list-style-type: none"> <li>- Size-A5</li> <li>- Primary Colour: Navy Blue.</li> <li>- Secondary colors: Black/yellow/red.</li> </ul>	300		

	- USB and power Bank on the inside back cover page.				
2.	<b>Standard Diary.</b> <ul style="list-style-type: none"> <li>- With printed logo on hard cover page with full colour image (front and back) (<i>Photo will be provided</i>).</li> <li>- Cover logo size - 30mm.</li> <li>- Cover material: Hard paper cover a per sample provided.</li> <li>- A page for personal information</li> <li>- A page with Zambian and Zimbabwean public holidays.</li> <li>- 3 pages with full colour inserts with information on ZRA (<i>Artwork will be provided</i>)</li> <li>- 80 grams white paper for inside pages with faint horizontal lines.</li> <li>- Spiral bound as per sample.</li> <li>- A single page for each day with provision to write date, month and year.</li> <li>- Small size ZRA logo and contracting states flags on the top right-hand side of each page.</li> </ul>	<ul style="list-style-type: none"> <li>- Size-A5</li> <li>- Primary Colour: Navy Blue.</li> <li>Secondary colors: Black/yellow/red.</li> </ul>	1000		

**Total Price**

VAT @ 15%

**Total Price including Delivery at Zambezi River Authority, 4<sup>th</sup> Floor Club Chambers Building, Cnr N. Mandela/3<sup>rd</sup> Street, Harare**

Delivery period from the date of receipt of the Purchase Order.....

Payment Terms.....

This quotation is valid for acceptance until .....

*We understand that the Client is not bound to accept any Proposal that the Client receives.*

.....

**Authorized Name in Signature Position**  
**Capitals**

Company Name and Address:

Company Registration Number:

Telephone Number:

E-mail address:

Date & stamp

# Appendix B – Technical Specification

*(Insert letterhead)*

2024 Dairies

APPENDIX B

**TECHNICAL SPECIFICATION & STATEMENT OF COMPLIANCE SHEET:** (please complete and return with appendix A)

1.

ITEM NO.	Specifications	STATEMENT OF COMPLIANCE Comply/Non-Comply	If Specification is different, please indicate the difference
1	<p><b>Executive Diary.</b></p> <ul style="list-style-type: none"> <li>- With embossed logo on cover page.</li> <li>- Size-A5</li> <li>- Primary Colour: Navy Blue.</li> <li>- Secondary colors: Black/yellow/red.</li> <li>- Cover logo size - 30mm.</li> <li>- Cover material: Thermo PU leather with strap as per sample provided.</li> <li>- Magnetic cover strip.</li> <li>- A page for personal information</li> <li>- A page with Zambian and Zimbabwean public holidays.</li> <li>- 3 pages with full colour inserts with information on ZRA (<i>Artwork will be provided</i>)</li> <li>- 80 grams white paper for inside pages.</li> <li>- Spiral bound as per sample.</li> <li>- A single page for each day with provision to write date, month and year.</li> <li>- With organizer.</li> <li>- Pen loop</li> <li>- USB and power Bank on the inside back cover page.</li> <li>-</li> </ul>		
2	<p><b>Standard Diary.</b></p> <ul style="list-style-type: none"> <li>- With printed logo on hard cover page with full colour image (front and back) (<i>Photo will be provided</i>).</li> <li>- Size-A5</li> </ul>		

	<ul style="list-style-type: none"> <li>- Primary Colour: Navy Blue.</li> <li>- Secondary colors: Black/yellow/red.</li> <li>- Cover logo size - 30mm.</li> <li>- Cover material: Hard paper cover a per sample provided.</li> <li>- A page for personal information</li> <li>- A page with Zambian and Zimbabwean public holidays.</li> <li>- 3 pages with full colour inserts with information on ZRA (<i>Artwork will be provided</i>)</li> <li>- 80 grams white paper for inside pages with faint horizontal lines.</li> <li>- Spiral bound as per sample.</li> <li>- A single page for each day with provision to write date, month and year.</li> <li>- Small size ZRA logo and contracting states flags on the top right-hand side of each page.</li> </ul>		
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.....

**Authorized Name in Capital**

.....

**Signature**

.....

**Position**

.....

**Date**

**Company Registration Name:**

**Date Stamp**