



## **Government of the Republic of Zambia**

### **BIDDING DOCUMENT**

---

**ONB N0: ZAMSTATS/GO/01/2022**

**TENDER FOR THE SUPPLY AND DELIVERY OF VARIOUS GOODS AND SERVICES FOR THE CENSUS OF POPULATION AND HOUSING**

---

**Zambia Statistics Agency  
Procurement and Supplies Unit  
Corner of John Mbita & Nationalist Road  
P. O Box 31908  
Lusaka**

**Tel: 260-211-252978**

**MARCH, 2022**



REPUBLIC OF ZAMBIA

## INVITATION FOR BIDS SPECIFIC PROCUREMENT NOTICE

### TENDER FOR THE SUPPLY AND DELIVERY OF VARIOUS GOODS AND SERVICES FOR THE CENSUS OF POPULATION AND HOUSING TENDER NO. ZAMSTATS/GO/01/2022

Zambia Statistical Agency (ZamStats) has received funds from the Government of the Republic Zambia and intends to apply part of these funds towards eligible payments from the contracts for the supply and delivery of various materials for the Census of Population and Housing.

ZamStats now invites sealed bids from eligible and interested suppliers for the supply and delivery of various goods and services for the Census of Population and Housing as listed in the table below:

Lot Number	Description	Qty
1.	Census Door Stickers	10,000,000
	Census Posters	500,000
	Census Brochures	2,000,000
	Census Folders	200,000
	Census Car Stickers	4,000
	Census Fact Sheets	100,000
	Census Fliers	2,000,000
2.	Reflective Vests	46,000
	Golf T-Shirts	10,000
3.	Hire of Trucks	156
4.	Mobile Satellite Internet Equipment	1,000
5.	Finger Printer Capturing Machine	232
	USB Wired Handheld Automatic Barcode Scanner Laser	232
	Routers	
	SD Card	45,000
6.	Census Call Centre	1
7.	Recruitment Platform	1
8.	Bicycles Accessories	13,000
9.	Toner Cartridges	Various
	Stationery	Various
	Barcode Labels	650,000

Bidding will be conducted using the National Competitive Bidding (NCB) procedures specified in the Public Procurement Act of 2020 and is open to bidders eligible as defined in the Bidding document, that meet the qualification criteria indicated herein. **Further, the bidding document is available on the following websites [www.zamstats.gov.zm](http://www.zamstats.gov.zm) or requests for soft copy bidding document can be sent to the [gcmumba@yahoo.com](mailto:gcmumba@yahoo.com) and must be copied to: [george.mumba@mgee.gov.zm](mailto:george.mumba@mgee.gov.zm), and [mawandijocelyn@yahoo.com](mailto:mawandijocelyn@yahoo.com).**

---

Interested eligible bidders may obtain further information from The Head – Procurement and Supplies Unit, Zambia Statistics Agency and inspect the Bidding Documents at the address given below from 08:00 hours to 13:00 hours and from 14:00 hours to 17:00 hours, Monday to Friday.

Further interested bidders may make a payment of a non-refundable fee of K500.00 or its equivalent in any freely convertible currency at the prevailing exchange rate in cash or by Bank certified cheque.

All bids should be appropriately bound and submitted in sealed envelopes, clearly marked: **“TENDER FOR THE SUPPLY AND DELIVERY OF VARIOUS GOODS AND SERVICES FOR THE CENSUS OF POPULATION AND HOUSING”** and addressed to the Head – Procurement and Supplies Unit, and must be sent not later than **Friday 29<sup>th</sup> April, 2022 at 10:00 hour’s local time. All bids must be accompanied by a bid declaration of not less than two (2) years from the date of tender closing.** The currency of bid is Zambian kwacha or/ any freely convertible currency.

The sealed bids must be deposited in the tender box at the Zambia Statistics Agency situated at the corner of Nationalist and John Mubita Road, Ground Floor on or before **Friday 29<sup>th</sup> April, 2022 at 10:00 hour’s local time. Late Bids will be rejected.** Bids will be opened soon after closing in the Conference Room on the First Floor Zambia Statistics Agency in the presence of bidders/representatives who choose to attend.

**TELEGRAPHIC AND/OR ELECTRONIC OFFERS WILL NOT BE ACCEPTED.**

Head-Procurement and Supplies Unit  
For/ Interim Statistician General  
**ZAMBIA STATISTICS AGENCY**

---

# SBD for Procurement of Goods

## Summary

### **PART 1 – BIDDING PROCEDURES**

#### **Section I. Instructions to Bidders (ITB)**

This Section provides information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts. Section I contains provisions that are to be used without modification.

#### **Section II. Bidding Data Sheet (BDS)**

This Section includes provisions that are specific to each procurement and that supplement Section I, Instructions to Bidders.

#### **Section III. Evaluation and Qualification Criteria**

This Section specifies the criteria to be used to determine the best-evaluated bid, and the Bidder's qualification requirements to perform the contract.

#### **Section IV. Bidding Forms**

This Section includes the forms for the Bid Submission, Price Schedules, and Bid Security to be submitted with the Bid.

#### **Section V. Eligible Countries**

This Section contains information regarding eligible countries.

### **PART 2 – SUPPLY REQUIREMENTS**

#### **Section VI. Schedule of Requirements**

This Section includes the List of Goods and Related Services, the Delivery and Completion Schedules, the Technical Specifications and the Drawings that describe the Goods and Related Services to be procured.

### **PART 3 – CONTRACT**

#### **Section VII. General Conditions of Contract (GCC)**

This Section includes the general clauses to be applied in all contracts. The text of the clauses in this Section shall not be modified.

#### **Section VIII. Special Conditions of Contract (SCC)**

This Section includes clauses specific to each contract that modify or supplement Section VII, General Conditions of Contract.

#### **Section IX: Contract Forms**

This Section includes the form for the Agreement, which, once completed, incorporates corrections or modifications to the accepted bid that are permitted under the Instructions to Bidders, the General Conditions of Contract, and the Special Conditions of Contract.

The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.

---

**Attachment: Invitation for Bids**

An "Invitation for Bids" form is provided at the end of the Bidding Documents for information.

# **BIDDING DOCUMENTS**

**Issued on: 30<sup>th</sup> March, 2022**

**For**

**ONB No: ZAMSTATS/GO/01/2022**

**Procuring Entity: Zambia Statistics Agency**

---

## Table of Contents

PART 1 – Bidding Procedures .....	2
Section I. Instructions to Bidders .....	3
Section II. Bidding Data Sheet (BDS) .....	17
Section III. Evaluation and Qualification Criteria .....	21
Section IV. Bidding Forms .....	25
Section V. Eligible Countries .....	38
PART 2 – Supply Requirements .....	39
Section VI. Schedule of Requirements .....	40
PART 3 - Contract.....	51
Section IX. Contract Forms .....	76

## **PART 1 – Bidding Procedures**



# Section I. Instructions to Bidders

## Table of Clauses

A.	General.....	5
1	Scope of Bid .....	5
2	Source of Funds .....	5
3	Fraud and Corruption .....	5
4	Eligible Bidders .....	6
5	Eligible Goods and Related Services .....	6
B.	Contents of Bidding Documents.....	7
6	Sections of Bidding Documents .....	7
7	Clarification of Bidding Documents .....	7
8	Amendment of Bidding Documents.....	7
C.	Preparation of Bids .....	8
9	Cost of Bidding.....	8
10	Language of Bid .....	8
11	Documents Comprising the Bid.....	8
12	Bid Submission Form and Price Schedules .....	8
13	Alternative Bids .....	8
14	Bid Prices and Discounts.....	8
15	Documents Establishing the Eligibility of the Bidder .....	9
16	Documents Establishing the Conformity of the Goods and Related Services .....	9
17	Documents Establishing the Qualifications of the Bidder.....	9
18	Period of Validity of Bids .....	10
19	Bid Security .....	10
20	Format and Signing of Bid .....	11
D.	Submission and Opening of Bids .....	11
21	Submission, Sealing and Marking of Bids .....	11
22	Deadline for Submission of Bids .....	11
23	Late Bids .....	11
24	Withdrawal, Substitution, and Modification of Bids .....	12
25	Bid Opening.....	12
E.	Evaluation and Comparison of Bids .....	13
26	Confidentiality .....	13
27	Clarification of Bids.....	13
28	Responsiveness of Bids.....	13
29	Non-conformities, Errors, and Omissions .....	13
30	Preliminary Examination of Bids.....	14
31	Examination of Terms and Conditions; Technical Evaluation .....	14
32	Evaluation of Bids .....	14

---

33	Comparison of Bids .....	15
34	Post-qualification of the Bidder .....	15
35	Procuring Entity’s Right to Accept Any Bid, and to Reject Any or All Bids .....	15
F.	Award of Contract .....	15
36	Award Criteria .....	15
37	Procuring Entity’s Right to Vary Quantities at Time of Award .....	15
38	Notification of Award .....	15
39	Signing of Contract .....	16
40	Performance Security .....	16

# Section I. Instructions to Bidders

## A. General

### B.

#### 1 Scope of Bid

- 1.1 The Procuring Entity indicated in the Bidding Data Sheet (BDS), issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section VI, Schedule of Requirements. The name and identification number of this Limited Bidding (LB) procurement are specified in the BDS. The name, identification, and number of lots of are provided in the BDS.
- 1.2 Throughout these Bidding Documents:
  - (a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt;
  - (b) if the context so requires, “singular” means “plural” and vice versa;
  - (c) “day” means calendar day;
  - (d) the term “Contract Manager” refers to the officer, body or institution appointed under Section 57 of the Public Procurement Act of 2008;
  - (e) “Government” refers to the Government of the Republic of Zambia, any Procuring Entity or the relevant approvals authority as defined in the Public Procurement Act of 2008; and
  - (f) “ZPPA” refers to the Zambia Public Procurement Authority.

#### 2 Source of Funds

- 1.1. The Procuring Entity **specified in the BDS** has applied for or received financing (hereinafter called “funds”) from Government toward the cost of the project or programme **named in the BDS**. The Procuring Entity intends to apply a portion of the funds to eligible payments under the contract for which these Bidding Documents are issued.
- 2.1 Payments by Procuring Entity will be made only at the request of the Contract Manager.

#### 3 Fraud and Corruption

- 3.1 Government requires that Procuring Entities (including beneficiaries of the funds), as well as bidders, suppliers, contractors, and consultants under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, Government:
  - (a) defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
    - (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
    - (iii) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, noncompetitive levels; and
    - (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;

- (b) will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;
- (c) will sanction a firm or individual, including suspending or barring a bidder or supplier in accordance with Sections *sixty-five*, *sixty-six* and *sixty-seven* of the Public Procurement Act of 2008 and in accordance with regulations 162 to 167 of the Public Procurement Regulations of 2011. A bidder or supplier aggrieved by such a decision, may appeal in accordance with Section *sixty-nine* of the Public Procurement Act of 2008; and
- (d) will have the right to require that a provision be included in Bidding Documents and in contracts financed by Government, requiring bidders, suppliers, contractors and consultants to permit Government to inspect their accounts and records and other documents relating to the Bid submission and contract performance and to have them audited by auditors appointed by Government.

#### **4 Eligible Bidders**

- 4.1 A Bidder, and all parties constituting the Bidder, may have the nationality of any country, subject to the restrictions specified in Section V, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services.
- 4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
  - (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents; or
  - (b) submit more than one bid in this bidding process, except for alternative offers permitted under ITB Clause 13. However, this does not limit the participation of subcontractors in more than one bid;
- 4.3 A Bidder that is under a declaration of ineligibility by ZPPA in accordance with ITB Clause 3, at the date of contract award, shall be disqualified. The list of debarred firms is available at the electronic address specified in the BDS.
- 4.4 Government-owned enterprises shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency of Government.
- 4.5 Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

#### **5 Eligible Goods and Related Services**

- 5.1 All the Goods and Related Services to be supplied under the Contract and financed by Government may have their origin in any country in accordance with Section V, Eligible Countries.
- 5.2 For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” include services such as insurance, installation, training, and initial maintenance.
- 5.3 The term “origin” means the country where the goods have been mined, grown, cultivated,

produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

## C. Contents of Bidding Documents

### 6 Sections of Bidding Documents

6.1 The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addendum issued in accordance with ITB Clause 8.

#### PART 1 Bidding Procedures

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms
- Section V. Eligible Countries

#### PART 2 Supply Requirements

- Section VI. Schedule of Requirements

#### PART 3 Contract

- Section VII. General Conditions of Contract (GCC)
- Section VIII. Special Conditions of Contract (SCC)
- Section IX. Contract Forms

6.2 The Invitation for Bids issued by the Procuring Entity is not part of the Bidding Documents.

6.3 The Procuring Entity is not responsible for the completeness of the Bidding Documents and their addendum, if they were not obtained directly from the Procuring Entity.

6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

### 7 Clarification of Bidding Documents

7.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Procuring Entity in writing at the Procuring Entity's address **specified in the BDS**. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than fourteen (14) days prior to the deadline for submission of bids. The Procuring Entity shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source. Should the Procuring Entity deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8 and ITB Sub-Clause 22.2.

### 8 Amendment of Bidding Documents

8.1 At any time prior to the deadline for submission of bids, the Procuring Entity may amend the Bidding Documents by issuing addendum.

8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Procuring Entity.

- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Procuring Entity may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 22.2

## **D. Preparation of Bids**

### **9 Cost of Bidding**

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **10 Language of Bid**

- 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Entity, shall be written in **English**. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language **specified in the BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.

### **11 Documents Comprising the Bid**

- 11.1 The Bid shall comprise the following:
- (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12 and 14;
  - (b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 19, if required;
  - (c) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 20;
  - (d) documentary evidence in accordance with ITB Clauses 16 and 27, that the Goods and Related Services conform to the Bidding Documents;
  - (e) documentary evidence in accordance with ITB Clause 17 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and
  - (f) any other document **specified in the BDS**.

### **12 Bid Submission Form and Price Schedules**

- 12.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 12.2 The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms

### **13 Alternative Bids**

- 13.1 Unless otherwise **specified in the BDS**, alternative bids shall not be considered.

### **14 Bid Prices and Discounts**

- 14.1 The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price, Schedules shall conform to the requirements specified below.
- 14.2 All lots and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. Lots or items not listed in the Price Schedule shall be assumed to be not included in the bid, and provided that the bid is substantially responsive, the corresponding adjustment, as appropriate, shall be applied in accordance with ITB Clause 29.
- 14.3 The price to be quoted in the Bid Submission Form shall be the total price of the bid, excluding

- any discounts offered.
- 14.4 The Bidder shall quote any unconditional discounts and indicate the method for their application in the Bid Submission Form.
- 14.5 Prices shall be quoted in Zambian Kwacha or any freely convertible currency, inclusive of all taxes and duties (Delivered Duties Paid).
- 14.6 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. Further, the prices will be subjected to Market Price Index issued by the Authority in accordance with section 12 (3) of the Public Procurement Act No. 8 of 2020.
- 14.7 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise **indicated in the BDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction in accordance with ITB Sub-Clause 14.4 provided the bids for all lots are submitted and opened at the same time.

## **15 Documents Establishing the Eligibility of the Bidder**

- 15.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.

## **16 Documents Establishing the Conformity of the Goods and Related Services**

- 16.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Schedule of Requirements.
- 16.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
- 16.3 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the Procuring Entity.
- 16.4 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Procuring Entity in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.
- 16.5 A sample will be required for some items if specified in the bid data sheet.

## **17 Documents Establishing the Qualifications of the Bidder**

- 17.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Procuring Entity's satisfaction:
- (a) that, if required in the BDS, in case of a Bidder not doing business within the Zambia, the Bidder is or will be (if awarded the contract) represented by an Agent in Zambia equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
  - (b) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation

and Qualification Criteria.

## 18 Period of Validity of Bids

- 18.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Procuring Entity. A bid valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 18.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 19, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security.

## 19 Bid Security

- 19.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, if required, as **specified in the BDS**.
- 19.2 The Bid Security shall be in the amount **specified in the BDS** and denominated in Zambian Kwacha, and shall:
- (a) at the bidder's option, be in the form of either a letter of credit, or a bank guarantee from a banking institution, or a bond issued by a surety;
  - (b) be issued by a reputable institution selected by the bidder. If the institution issuing the bond is located outside Zambia, it shall have a correspondent financial institution located in Zambia to make it enforceable.
  - (c) be substantially in accordance with one of the forms of Bid Security included in Section IV, Bidding Forms, or other form approved by the Procuring Entity prior to bid submission;
  - (d) be payable promptly upon written demand by the Procuring Entity in case the conditions listed in ITB Clause 19.5 are invoked;
  - (e) be submitted in its original form; copies will not be accepted;
  - (f) remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 18.2.
- 19.3 If a Bid Security or a Bid-Securing Declaration is required in accordance with ITB Sub-Clause 19.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 19.1, shall be rejected by the Procuring Entity as non-responsive.
- 19.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 40.
- 19.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:
- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 18.2; or
  - (b) if the successful Bidder fails to:
    - (i) sign the Contract in accordance with ITB Clause 39;
    - (ii) furnish a Performance Security in accordance with ITB Clause 40.
- 19.6 The Bid Security or Bid-Securing Declaration of a JV must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent mentioned.



## **20 Format and Signing of Bid**

- 20.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it "ORIGINAL." In addition, the Bidder shall submit copies of the bid, in the number **specified in the BDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 20.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.
- 20.3 Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

## **E. Submission and Opening of Bids**

### **21 Submission, Sealing and Marking of Bids**

- 21.1 Bidders may always submit their bids by mail or by hand. When so specified in the BDS, bidders shall have the option of submitting their bids electronically.
  - (a) Bidders submitting bids by mail or by hand, shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB Clause 13, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 20.2 and 20.3.
  - (b) Bidders submitting bids electronically shall follow the electronic bid submission procedures specified in the BDS.
- 21.2 The inner and outer envelopes shall:
  - (a) Bear the name and address of the Bidder;
  - (b) be addressed to the Procuring Entity in accordance with ITB Sub-Clause 22.1;
  - (c) bear the specific identification of this bidding process indicated in ITB Sub-Clause 1.1 and any additional identification marks as specified in the BDS; and
  - (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 25.1.
- 21.3 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

### **22 Deadline for Submission of Bids**

- 22.1 Bids must be received by the Procuring Entity at the address and no later than the date and time specified in the BDS.
- 22.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Procuring Entity and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

### **23 Late Bids**

- 23.1 The Procuring Entity shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 22. Any bid received by the Procuring Entity after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

## 24 Withdrawal, Substitution, and Modification of Bids

- 24.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 10, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 20.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:
- (a) submitted in accordance with ITB Clauses 20 and 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” “Substitution,” or “Modification;” and
  - (b) received by the Procuring Entity prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 22.
- 24.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 24.1 shall be returned unopened to the Bidders.
- 24.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

## 25 Bid Opening

- 25.1 The Procuring Entity shall conduct the bid opening in public at the address, date and time **specified in the BDS**. Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB Sub-clause 21.1, shall be as **specified in the BDS**.
- 25.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.
- 25.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 23.1.
- 25.4 The Procuring Entity shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts, and alternative offers if they were permitted; and the presence or absence of a Bid Security or Bid-Securing Declaration, if one was required. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time, and posted online when electronic bidding is permitted.

## **F. Evaluation and Comparison of Bids**

### **26 Confidentiality**

- 26.1 Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 26.2 Any effort by a Bidder to influence the Procuring Entity in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.
- 26.3 Notwithstanding ITB Sub-Clause 26.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Procuring Entity on any matter related to the bidding process, it should do so in writing.

### **27 Clarification of Bids**

- 27.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Procuring Entity may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the Evaluation of the bids, in accordance with ITB Clause 29.

### **28 Responsiveness of Bids**

- 28.1 The Procuring Entity's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 28.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
  - (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
  - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Procuring Entity's rights or the Bidder's obligations under the Contract; or
  - (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 28.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

### **29 Non-conformities, Errors, and Omissions**

- 29.1 Provided that a Bid is substantially responsive, the Procuring Entity may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- 29.2 Provided that a bid is substantially responsive, the Procuring Entity may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.
- 29.3 Provided that the Bid is substantially responsive, the Procuring Entity shall correct arithmetical

errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
  - (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
  - (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- 29.4 If the Bidder that submitted the best-evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security may be forfeited or its Bid-Securing Declaration executed.

### **30 Preliminary Examination of Bids**

- 30.1 The Procuring Entity shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.
- 30.2 The Procuring Entity shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.
- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
  - (b) Price Schedules, in accordance with ITB Sub-Clause 12.2;
  - (c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 19 if applicable.

### **31 Examination of Terms and Conditions; Technical Evaluation**

- 31.1 The Procuring Entity shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.
- 31.2 The Procuring Entity shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 16, to confirm that all requirements specified in Section VI, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
- 31.3 If, after the examination of the terms and conditions and the technical evaluation, the Procuring Entity determines that the Bid is not substantially responsive in accordance with ITB Clause 28, it shall reject the Bid.

### **32 Evaluation of Bids**

- 32.1 The Procuring Entity shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 32.2 To evaluate a Bid, the Procuring Entity shall only use all the factors, methodologies and criteria defined in ITB Clause 32. No other criteria or methodology shall be permitted.
- 32.3 To evaluate a Bid, the Procuring Entity shall consider the following:
- (a) the Bid Price as quoted in accordance with clause 14;
  - (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 29.3;
  - (c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.4;
  - (d) adjustments due to the application of the evaluation criteria **specified in the BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria;
- 32.4 The Procuring Entity's evaluation of a bid may require the consideration of other factors, in

addition to the Bid Price quoted in accordance with ITB Clause 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, unless otherwise specified in Section III, Evaluation and Qualification Criteria. The factors, methodologies and criteria to be used shall be as specified in ITB Sub-Clause 32.3 (d).

- 32.5 If so **specified in the BDS**, these Bidding Documents shall allow Bidders to quote separate prices for one or more lots, and shall allow the Procuring Entity to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the best-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria.

### **33 Comparison of Bids**

- 33.1 The Procuring Entity shall compare all substantially responsive bids to determine the best-evaluated bid, in accordance with ITB Clause 32 and by application of preference treatment in accordance with the Citizens Economic Empowerment Act, 2006 to citizen influenced, citizen empowered and citizen owned companies as well as domestically manufactured goods by citizen influenced, citizen empowered or citizen owned companies.

### **34 Post-qualification of the Bidder**

- 34.1 The Procuring Entity shall determine to its satisfaction whether the Bidder that is selected as having submitted the best-evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
- 34.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 17.
- 34.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Procuring Entity shall proceed to the next best-evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

### **35 Procuring Entity's Right to Accept Any Bid, and to Reject Any or All Bids**

- 35.1 The Procuring Entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

## **G. Award of Contract**

### **36 Award Criteria**

- 36.1 The Procuring Entity shall award the Contract to the Bidder whose offer has been determined to be the best-evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

### **37 Procuring Entity's Right to Vary Quantities at Time of Award**

- 37.1 At the time the Contract is awarded, the Procuring Entity reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Schedule of Requirements, provided this does not exceed the percentages specified in the BDS, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

### **38 Notification of Award**

- 38.1 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder, in writing, that its Bid has been accepted.

- 38.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 38.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 40, the Procuring Entity will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 19.4.

### **39 Signing of Contract**

- 39.1 Promptly after notification, the Procuring Entity shall send the successful Bidder the Agreement and the Special Conditions of Contract.
- 39.2 Within twenty-eight (28) days of receipt of the Agreement, the successful Bidder shall sign, date, and return it to the Procuring Entity.

### **40 Performance Security**

- 40.1 Within twenty-eight (28) days of the receipt of notification of award from the Procuring Entity, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section IX Contract forms, or another Form acceptable to the Procuring Entity. The Procuring Entity shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 19.4.
- 40.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Procuring Entity may award the Contract to the next best-evaluated Bidder, whose offer is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily.

## Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

*[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]*

ITB Clause Reference	A. General
ITB 1.1	The Procuring Entity is: <b>Zambia Statistics Agency</b>
ITB 1.2	The name and identification number of the <b>ONB/ZAMSTATS/GO/01/2022</b> : <b>“TENDER FOR THE SUPPLY AND DELIVERY OF VARIOUS GOODS AND SERVICES FOR THE CENSUS OF POPULATION AND HOUSING”</b>
ITB 4.3	A list of firms debarred from participating in Government-financed projects is available at <a href="http://www.zppa.org.zm">http://www.zppa.org.zm</a>
<b>B. Contents of Bidding Documents</b>	
ITB 7.1	<p>For <b><u>Clarification of bid purposes</u></b> only, the Procuring Entity’s address is:</p> <p><b>Head, Procurement &amp; Supplies Unit</b>  <b>Zambia Statistics Agency</b>  <b>Corner of John Mbita and Nationalist Road</b>  <b>P. O. Box 31908</b>  <b>Lusaka, ZAMBIA</b></p> <p>Tel: +260 (211) 252978</p> <p>Electronic mail address: <a href="mailto:gcmumba@yahoo.com">gcmumba@yahoo.com</a>,  <a href="mailto:george.mumba@mgee.gov.zm">george.mumba@mgee.gov.zm</a> and must copied to  <a href="mailto:mawandijocelyn@yahoo.com">mawandijocelyn@yahoo.com</a></p>
<b>C. Preparation of Bids</b>	
ITB 10.1	The language of the Bid shall be: <b>English</b>

<b>ITB 11.1 (f)</b>	<p>The Bidder shall submit the following additional documents in its bid:</p> <ol style="list-style-type: none"> <li><b>1. Price Schedule</b></li> <li><b>2. Delivery Schedule,</b></li> <li><b>3. Acceptance for Pre-Shipment Inspections by Zambia Statistics Agency;</b></li> <li><b>4. A) Certified Catalogues from Manufactures for goods being offered and items offered must be clearly marked in the supporting catalogues for reference during evaluation.</b> <b>B) The Bidder must provide documentary evidence that they have been duly authorized by the goods' Manufacturer to supply the goods in the Purchaser's country (the manufacturers' authorization should be addressed to the Interim Statistician General – Zambia Statistics Agency bearing the project name).</b></li> <li><b>5. Certificate of incorporation</b></li> </ol> <p><b>Bidders must submit proof of certification to do business in the country of registration and Valid</b></p> <ol style="list-style-type: none"> <li><b>6. Tax Clearance Certificate.</b></li> </ol> <p><b>Bidders must submit proof of valid tax certificate.</b></p> <p><b>All Bids not accompanied by the above additional Documents will be rendered nonresponsive or disqualified.</b></p>
<b>ITB 13.1</b>	Alternative Bids <b>shall not be</b> considered.
<b>ITB 14.5</b>	Prices shall be quoted in Zambian Kwacha only inclusive of all taxes and duties (Delivered Duties Paid).
<b>ITB 14.6</b>	<ol style="list-style-type: none"> <li>a) Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account</li> <li>b) The prices will be subjected to Market Price Index issued by the Authority in accordance with section 12 (3) of the Public Procurement Act No. 8 of 2020</li> </ol>
<b>ITB 14.7</b>	Prices quoted shall correspond at least to <b>100 %</b> of the items specified in this Tender.
<b>ITB 16.3</b>	Warrant for the equipment is 1 year for electronic equipment and software.
<b>ITB 16.5</b>	<p>The Bidder shall furnish:</p> <ol style="list-style-type: none"> <li><b>A) A sample of the product being offered for the purpose of evaluation for Lot 2.</b></li> </ol>



	<b>B) Certified Catalogues from Manufactures for goods being offered and items being offered must be clearly marked in the supporting catalogues for reference during evaluation for Lot 4 and 5</b>
ITB 17.1 (a)	After sales service is: must be provided and support spare parts
ITB 18.1	The bid validity period shall be <b>90</b> days.
ITB 19.1	The Bidder shall furnish a <b>bid declaration not less than two (2) years from the date of tender closing.</b>
ITB 20.1	In addition to the original of the bid, the number of copies is: <b>Four</b>
ITB 20.2	The written confirmation of authorization to sign the bid on behalf of the Bidder shall indicate: “  (a) The name and description of the documentation required to demonstrate the authority of the signatory to sign the Bid such as a Power of Attorney from a law firm or appointed by their Board of Directors; and  In the case of Bids submitted by an existing or intended JV an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, if so required in accordance with ITB 4.1
	<b>D. Submission and Opening of Bids</b>
ITB 21.1	Bidders “ <b>shall not</b> ” have the option of submitting their bids electronically.
ITB 21.1 (b)	If bidders shall have the option of submitting their bids electronically, the electronic bidding submission procedures shall be: <b>N/A</b>
ITB 21.2 (c)	The inner and outer envelopes shall bear the following additional identification marks: “ <b>TENDER FOR THE SUPPLY AND DELIVERY OF VARIOUS GOODS AND SERVICES FOR THE CENSUS OF POPULATION AND HOUSING</b> ”
ITB 22.1	For bid submission purposes, the Procuring Entity’s address is: <b>Head, Procurement &amp; Supplies Unit</b> <b>Zambia Statistics Agency</b> <b>Corner of John Mbita and Nationalist Road</b> <b>P. O. Box 31908</b> <b>Lusaka, ZAMBIA</b> Tel: +260 (211) 252978  Electronic mail address: <a href="mailto:gcmumba@yahoo.com">gcmumba@yahoo.com</a> and must be copied to: <a href="mailto:george.mumba@mgee.gov.zm">george.mumba@mgee.gov.zm</a> , and <a href="mailto:mawandijocelyn@yahoo.com">mawandijocelyn@yahoo.com</a>
ITB 25.1	<b>The bid Closing shall be at 10:00 hours local time</b>

	<p><b>The bid Opening shall take place at: The Ministry of National Planning Zambia Statistics Agency Corner of John Mbita and Nationalist Road P. O. Box 31908 Lusaka, ZAMBIA</b></p> <p><b>Date: Friday 29<sup>th</sup> April, 2022.</b></p> <p><b>Time: 10:00hours Local Time.</b></p>
	If electronic bid submission is permitted in accordance with ITB sub-clause 23.1, the specific bid opening procedures shall be: <b>N/A</b>
	<b>E. Evaluation and Comparison of Bids</b>
<b>ITB 32.3(d)</b>	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: <i>[refer to Schedule III, Evaluation and Qualification Criteria; insert complementary details if necessary]</i></p> <p>(a) Deviation in Delivery schedule: <b>Yes</b></p> <p>The adjustment per week for delivery delays beyond the earliest delivery period offered in the Schedule of Requirements is one half (0.5%) percent of the total bid sum for every week delayed.</p> <p>(b) the cost of major replacement components, mandatory spare parts, and service: <b>Yes</b></p> <p>(c) the performance and productivity of the equipment offered- <b>Yes</b>.</p>
<b>ITB 32.5</b>	Bidders <b>are not allowed</b> to quote separate prices for this Tender.
	<b>F. Award of Contract</b>
<b>ITB 37.1</b>	<p>The maximum percentage by which quantities may be increased is: <b>25%</b></p> <p>The maximum percentage by which quantities may be decreased is: <b>25%</b></p>

## **Section III. Evaluation and Qualification Criteria**

*This Section complements the Instructions to Bidders. It contains the criteria that the Procuring Entity may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.*

### **Contents**

1. Evaluation Criteria
2. Single Contract
3. Post-qualification Requirements

## 1. Evaluation Criteria

The Tender will be evaluated in three stages namely Preliminary, Technical and Financial evaluation and only firms that were responsive to the criteria in the preceding stage would proceed to the next stage.

The lowest evaluated bidder shall then be subjected to Post Evaluation Requirements indicated in 4 below prior to award of contract. Post Evaluation Requirements shall determine award of contract.

### Preliminary Evaluation

The Procuring Entity's evaluation of a bid will consider the following items as required in accordance to Sub-Clause 11.1:

- Bid Submission Form, Bidder Information Form and Price Schedules (signed by the bidder) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12 and 14;
- Bid Form duly signed by person(s) duly authorized to do so by a Written Power of Attorney;
- Certificate of Incorporation
- Valid Tax Clearance Certificate
- Bid validity period of 90 days from date of Tender Closing
- Bid Security in accordance with ITB Clause 19
- Bid security validity for a period of 28 days beyond the validity period of the bids should be denominated in Zambian Kwacha for companies based in the purchaser's country and any freely convertible currency for firms based outside the purchaser's country.
- Written power of attorney from a Law Firm or Letter of authorization for the signatory to the Bid. Written power of attorney either from a Law Firm or Letter of authorization could be signed by the company's Attorney or any other authorized person (s) such as Managing Director (Management of Board of Directors). The full name and specimen signature of the appointed person committing the bid Must be provided.
- Manufacturer's Authorization or Authorized Dealership from the Manufacturer (This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer.

### Technical Evaluation

The Procuring Entity's evaluation of a bid will consider the following:

- (a) Satisfying the **Zambia Statistics Agency** schedule of requirements as indicated in Section VI of the Tender Document. The Bidder to provide documentary evidence in accordance with ITB Clauses 16 and 27, that the Goods conform to the Bidding Documents,
- (b) Warranty Terms: 1-year global warrant
- (c) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the in the solicitation document. This must include product literature or other documents.

## Commercial Evaluation

In addition to the Bid Price quoted in accordance with ITB Clause 14.6, one or more of the following factors as specified in ITB Sub-Clause 32.3(d) and in BDS referring to ITB 32.3(d), using the following criteria and methodologies.

- (a) Market Price Index (MPI): The prices will be subjected to Market Price Index issued by the Authority in accordance with section 12 (3) of the Public Procurement Act No. 8 of 2020
- (b) Delivery schedule.  
The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive) specified in Section VI, Delivery Schedule. No credit will be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as non-responsive. Within this acceptable period, an adjustment of 0.5%, will be added, for evaluation purposes only, to the bid price of bids offering deliveries later than the —Earliest Delivery Date of 6-8 weeks specified in Section VI, Delivery Schedule.
- (c) Payment Terms: 10% of the contract price shall be paid within 30 days of signing the contract and 65% Contract Price shall be paid on receipt of the Goods (after delivery and Acceptance of the goods) and then the remaining 10% of the Contract Price shall be paid to the Supplier within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.

### 2. Single /Multiple Contract (ITB 32.5)

The Procuring Entity shall award a single contract to the Bidder that offers the best-evaluated bid and meets the post-qualification criteria.

### 3. Comparison of Bids (ITB 33.1) N/A

### 4. Post-qualification Requirements (ITB 34.2)

After determining the best-evaluated bid in accordance with ITB Sub-Clause 33.1, the Procuring Entity shall carry out the post-qualification of the Bidder in accordance with ITB Clause 34, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

#### (a) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- Audited Financial statements for the years 2019-2021,
- The financial net worth of the bidder shall not be negative during the financial years 2019 and 2021.
- Evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resource.
- Bidders are expected to submit a letter addressed to their Bankers authorizing the Zambia Statistics Agency to obtain references if necessary.

(b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

- The Bidder must have a proven track record of handling similar contracts. The Bidder must have performed three similar contracts in the last five years. Similarity is on the contract complexity and values.
- Bidder shall provide information on contract values, description of services performed, goods delivered and the purchaser's name and address. The absence of this information shall render the bid non-responsive, and
- Bidder to be well established and based in Zambia or having a representative in Zambia

Bidder's financial, technical, and supply capabilities will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the bidder as well as such other information as the Purchaser deems necessary and appropriate.

---

## Section IV. Bidding Forms

### Table of Forms

Bidder Information Form.....	26
Joint Venture Partner Information Form: N/A.....	27
Bid Submission Form.....	28
Bid Security (Bid Bond).....	33
Price and Completion Schedule - Related Services.....	36

## Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*  
LB No.: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
<p><b>41    6. Bidder's Authorized Representative Information</b></p> <p>Name: <i>[insert Authorized Representative's name]</i></p> <p>Address: <i>[insert Authorized Representative's Address]</i></p> <p>Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i></p> <p>Email Address: <i>[insert Authorized Representative's email address]</i></p>
<p>7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1.</p> <p><input type="checkbox"/> In case of government owned entity -, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.</p>

B. \_\_\_\_\_



## Joint Venture Partner Information Form: N/A

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

Date: *[insert date (as day, month and year) of Bid Submission]*

LB No: *[insert number of bidding process]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Party year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
<p>6. JV's Party Authorized Representative Information</p> <p>Name: <i>[insert name of JV's Party authorized representative]</i></p> <p>Address: <i>[insert address of JV's Party authorized representative]</i></p> <p>Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i></p> <p>Email Address: <i>[insert email address of JV's Party authorized representative]</i></p>
<p>7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i></p> <p><input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.</p> <p><input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.</p>

## Bid Submission Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

LB No.: *[insert number of bidding process]*

Invitation for Bid No.: *[insert No of IFB]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Entity]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda];*
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[insert a brief description of the Goods and Related Services];*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: *[insert the total bid price in words and figures];*
- (d) The discounts offered and the methodology for their application are:

**Discounts.** If our bid is accepted, the following discounts shall apply. *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

**Methodology of Application of the Discounts.** The discounts shall be applied using the following method: *[Specify in detail the method that shall be used to apply the discounts];*

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 22.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 40 and GCC Clause 16 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by ZPPA, , in accordance with ITB Sub-Clause 4.3;

- (i) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

- (j) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (k) We understand that you are not bound to accept the best-evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*  
 In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

B. \_\_\_\_\_

## Bid-Securing Declaration

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: \_\_\_\_\_  
 Bid No.: \_\_\_\_\_  
 Alternative No.: \_\_\_\_\_

To: \_\_\_\_\_

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 Purchaser for the period of time of \_\_\_\_\_ starting on \_\_\_\_\_, 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 Purchaser 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: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Name: \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_

Dated      on      \_\_\_\_\_      day      of      \_\_\_\_\_,      \_\_\_\_\_  
 Corporate Seal (where appropriate)

B. \_\_\_\_\_

## Bid Security (Bank Guarantee)

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*[insert Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** *[insert name and address of Procuring Entity]*

**Date:** *[insert date]*

**BID GUARANTEE No.:** *[insert bid Guarantee number]*

We have been informed that *[insert name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated *[insert date]* (hereinafter called "the Bid") for the execution of *[insert name of Contract]*.

Furthermore, we understand that, according to your conditions, bids must be supported by a Bid Guarantee.

At the request of the Bidder, we *[insert name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures expressed in Zambian Kwacha]*, *[insert amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Bid Submission Form; or
- (b) having been notified of the acceptance of its Bid by the Procuring Entity during the period of bid validity as stated in the Bid Submission Form or extended by the Employer at any time prior to expiration of this period, (i) fails or refuses to execute the Contract, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

*[Signature(s) of authorized bank's representative(s)]*

## Bid Security (Bid Bond)

*[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]*

BOND NO. *[insert bond number]*

BY THIS BOND *[insert name of Bidder]* as Principal (hereinafter called “the Principal”), and *[insert name, legal title, and address of surety]*, **authorized to transact business in** *[insert name of country of Procuring Entity]*, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[insert name of Procuring Entity]* as Oblige (hereinafter called “the Procuring Entity”) in the sum of *[insert amount of Bond expressed in Zambian Kwacha]* *[insert amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Bid to the Procuring Entity dated the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, for the supply of *[insert name and/or description of goods]* (hereinafter called the “Bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (1) withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
- (2) having been notified of the acceptance of its Bid by the Procuring Entity during the period of Bid validity;
  - (a) fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then the Surety undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and affect up to and including the date 28 days after the date of expiration of the Bid validity as stated in the Invitation to Bid. Any demand in respect of this Bond should reach the Surety not later than the above date.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this \_\_\_ day of \_\_\_\_\_ 20\_\_.

B. \_\_\_\_\_

Principal (s): *[name(s) of authorized representative(s) of the Surety]*      Surety: *[Name of Surety]*

Corporate Seal (where appropriate)

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name and title)*

B. \_\_\_\_\_



## Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Procuring Entity in the Schedule of Requirements.]*

## Price and Completion Schedule - Related Services

Date: ... LB No: _____ Alternative No: _____ Page N° _____ of _____						
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
Service N°	Description of Services	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5 x 6 or estimate)
<i>[insert number of the Service ]</i>	<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
<b>Total Price: Related Services</b>						

**Name of Bidder:** *[insert complete name of Bidder].*

**Signature of Bidder:** *[signature of person signing the Bid]*

**Date:***[insert date]*

C. \_\_\_\_\_

B. \_\_\_\_\_

---

## Section V. Eligible Countries

### Eligibility for the Provision of Goods, Works and Services in Zambia

1. In accordance with Section 61 of the Public Procurement Act No. 12 of 2008 and Clause 155 of the Public Procurement Regulations of 2011, Government permits firms and individuals from all countries to offer goods, works and services for Government-financed projects. As an exception, firms of a Country or goods manufactured in a Country may be excluded if:
  - (i): as a matter of law or official regulation, the Borrower's Country prohibits commercial relations with that Country, provided that Cooperating Partners involved are satisfied that such exclusion does not preclude effective competition for the supply of the Goods or Works required, or
  - (ii): by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Government prohibits any import of goods from that Country or any payments to persons or entities in that Country.
2. For the information of bidders, at the present time firms, goods and services from the following countries are excluded from this bidding:

---

---

---

---

H.

C.

---

## **PART 2 – Supply Requirements**

42

C.

---

43

## Section VI. Schedule of Requirements

### Contents

1.	List of Goods and Delivery Schedule .....	42
2.	List of Related Services and Completion Schedule .....	43
3.	Technical Specifications .....	45
4.	Drawings .....	<b>Error! Bookmark not defined.</b>
5.	Inspections and Tests .....	<b>Error! Bookmark not defined.</b>

## **Notes for Preparing the Schedule of Requirements**

The Schedule of Requirements shall be included in the bidding documents by the Procuring Entity, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB Clause 37.1.

# 1. List of Goods and Delivery Schedule

[The Procuring Entity shall fill in this table (Columns A to G inclusive) with column H which is to be filled by the Bidder]

Lot N°	Description of Goods	Qty	Physical unit	Final (Project Site) Destination	Delivery Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [to be provided by the bidder]
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>	<i>H</i>
<b>1.</b>	Census Door Stickers	10,000,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	Census Posters	500,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	Census Brochures	2,000,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	Census Folders	200,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	Census Car Stickers	4,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	Census Fact Sheets	100,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	Census Fliers	2,000,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
<b>2.</b>	Reflective Vests	46,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	Golf T-Shirts	10,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
<b>3.</b>	Hire of Trucks	156	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
<b>4.</b>	Mobile Satellite Internet Equipment	1,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
<b>5.</b>	Finger Printer Capturing Machine	232	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	USB Wired Handheld Automatic Barcode Scanner Laser	232	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	Routers	130	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
	SD Card	45,000	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
<b>6.</b>	Census Call Centre	1	5 months	Zambia Statistics Agency	Ex-stock	4– 6 weeks	
<b>7.</b>	Recruitment Platform	1	Each	Zambia Statistics Agency	Ex-stock	4– 6 weeks	

C. \_\_\_\_\_



<b>8.</b>	Bicycle accessories	13,000	Set	Zambia Statistics Agency	Ex-stock	4- 6 weeks	
<b>9.</b>	Toner Cartridges	Various	Each	Zambia Statistics Agency	Ex-stock	4- 6 weeks	
	Stationery	Various	Each	Zambia Statistics Agency	Ex-stock	4- 6 weeks	
	Barcode Labels	650,000	Each	Zambia Statistics Agency	Ex-stock	4- 6 weeks	

## 2. List of Related Services and Completion Schedule N/A

*[This table shall be filled in by the Procuring Entity. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates]*

Service N°	Description of Service	Quantity <sup>1</sup>	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>44 [insert Service No]</i>	<i>45 [insert description of Related Services]</i>	<i>46 [insert quantity of items to be supplied]</i>	<i>47 [insert physical unit for the items]</i>	<i>48 [insert name of the Place]</i>	<i>49 [insert required Completion Date(s)]</i>

B. \_\_\_\_\_

1. If applicable

B. \_\_\_\_\_

### 3. Technical Specifications

Bidders are required to provide an item-by-item commentary on the Technical Specifications to indicate whether they meet the specifications or not failure to which their bid will be considered non-responsive.

Lot Number	Item	Qty	Unit of Measure	Technical Specification
1.	Census Door Stickers	10,000,000	Each	Outdoor Self-Adhesive Stickers with sun/&water proof compatible with dry ink pen 60mmx120mm full color packed in 1000
	Census Posters	500,000	Each	A2/A1 170gsm Full Color on gloss paper
	Census Brochures	2,000,000	Each	A4 135gsm full color on gloss paper
	Census Folders	200,000	Each	A3 <sup>++</sup> Folders 350gsm on gloss paper in Full Color Die Cut Pocket and lamination
	Census Car Stickers	4,000	Each	40x40mm washable vinyl full color
	Census Fact Sheets	100,000	Each	A5 bond 80gsm full color printed on both sides
	Census Fliers	2,000,000	Each	A5 170gsm printed both sides full color gloss paper
2.	Reflective Vests	46,000	Each	Screen Printed Reflector Vest 3.1oz Polyester Mesh, two inside pockets, a mic tab and an adjustable hook and loop front closure
	Golf T-Shirts	10,000	Each	Embroidered Golf T-Shirt <b>180-200grams, 100% cotton</b>
3.	Hire of Trucks	156	Each	<p><b>Qty 116</b> - Hire of 3- 5-ton trucks for 5 days during deployment 5 days during demobilization</p> <p><b>Qty 20</b> - Hire of 10-ton trucks for 5 days during deployment 5 days during demobilization</p> <p><b>Qty 20</b> - Hire of 20-ton trucks for 5 days during deployment 5 days during demobilization</p>
4.	Mobile Satellite Internet Equipment	1,000	Each	<ul style="list-style-type: none"> <li>• <b>Dimensions (HxW):</b> 20.2 x 21.1 cm (7.8" x 12.7")</li> <li>• <b>Weight:</b> 3.9kg (8.5lbs)</li> <li>• <b>Satellite Service:</b> To be Provided by Ground Control</li> <li>• <b>Voice:</b> 4kbps</li> <li>• <b>Standard IP Data:</b> Up to 464 kbps (Rx) 448 kbps (Rx). Class-2 terminal</li> <li>• <b>Streaming IP Data:</b> 32, 64, 128 kbps</li> <li>• <b>WLAN Interface:</b> 802.11 b/g/n</li> <li>• 1 x USB Host Interface</li> <li>• <b>Power:</b> 10.5-32VDC / 100-240VAC</li> <li>• <b>Built in Battery:</b> 7.2V / 5700 mAh Lithium ion (Rechargeable), Up to 3.5hrs usage, <b>Recharge:</b> less than 3hrs</li> <li>• <b>Operating Temperature:</b> -25°C to +55°C / -13°F to +131°F</li> <li>• <b>Storage Temperature:</b> -25°C to +80°C / -13°F to +176°F</li> <li>• <b>Humidity:</b> 95% non-condensing at +40°C/+104°F</li> <li>• <b>Robustness:</b> 0.5 m/1.64 ft drop on concrete</li> <li>• <b>Environmental Rating:</b> IP66 for dust and water</li> </ul>

				<p>ingress</p> <ul style="list-style-type: none"> <li>• <b>Environmental (Antenna):</b> IP 66 for dust and rain</li> <li>• <b>Environmental (Transceiver):</b> IP52for dust and rain</li> <li>• Supported Languages - UK, FR, DE, ES, RU, CN</li> <li>• <b>Standard Warranty</b> - 2-year parts and labor - Extended warranties available</li> <li>• <b>Approvals:</b> CE, FCC, IC, Inmarsat Class-2 type approval</li> <li>• <b>Terminal Color:</b> White</li> <li>• <b>Standard Warranty:</b> 2-year parts and labor. Extended warranties available</li> </ul>
5.	Finger Printer Capturing Machine	232	Each	<p>A fingerprint scanner that offers an optical live fingerprint reader with a large plate. A device that can capture 4 slaps and 2 thumb fingerprints. Thus, it can collect all fingerprints, both single rolled and flat type using the 4 + 4 + 2 method.</p> <p><b>Acquisition Speed:</b> &gt; 28 fps for slap (Preview mode) &gt; 25 fps for rolled</p> <p><b>Certifications:</b> CE, FCC, RoHS, KCC and ISO 60950-1</p> <p><b>Dimensions:</b> 148 x 152 x 120 mm</p> <p><b>Flat Fingers Scanning Area:</b> 3.2 x 3.0 inch</p> <p><b>Humidity:</b> From 10 to 90% (Non-condensing)</p> <p><b>Image Resolution:</b> 500 dpi, 256 gray</p> <p><b>Image Size:</b> 1600 x 1500 pixels (SLAP) 800 x 750 pixels (ROLLED)</p> <p><b>Interface:</b> USB 2.0 (Data and Power Supply)</p> <p><b>IP Rating:</b> IP54</p> <p><b>LED Interface:</b> Yes</p> <p><b>Operating System:</b> Windows, Linux, Android</p> <p><b>Operating temperature:</b> 0 -50 Degree C</p> <p><b>Platen Scanning Window:</b> 3.2 x 3.2 inch</p> <p><b>Rolled Fingers Scanning Area:</b> 1.6 x 1.5 inch</p> <p><b>Storage Temperature:</b> 20 to 50 Degree C</p> <p><b>Weight:</b> up to 1.5 Kg</p>
	USB Wired Handheld Automatic Barcode Scanner Laser	232	Each	<p>Handheld and Stationery use Automatic (no trigger button) Scanning Compatibility: Register 1D, 2D and even QR Codes Dust and Shock-Proof IP65 for moisture resistance</p> <p>USB RS232 Interface</p>
	Routers	130	Each	4G, Wireless,200Mbps, Mobile Router, Support Sim Card
	SD Card	45,000	Each	16GB
6.	Census Call Centre	1	5 months	24/7 for; all 7 major languages including English; to be used across all networks
7.	Recruitment Platform	1		<p><b>Terms of Reference (TOR)</b></p> <p><b>Programme:</b> To develop and Implement SMS Recruitment platform for Enumerators</p>

B. \_\_\_\_\_

				<p><b>1.0 BACKGROUND</b></p> <p>The Zambia Statistics Agency (ZamStats) has received funding from the Ministry of Finance and National Planning for the 2022 Population and Housing Census, and intends to apply part of the proceeds for the engagement of IT specialist for the development and implementation of the SMS Recruitment platform for Enumerators.</p> <p>The SMS recruitment platform aims to assist the Government of Zambia (GRZ) to receive information about applicants from the three networks: Airtel, Zamtel and MTN.</p> <p>ZamStats is therefore calling for bids from qualified consultants to develop and implement the SMS recruitment platform.</p> <p><b>2.0 OBJECTIVE OF THE SMS RECRUITMENT PLATFORM</b></p> <p>Receive the following information from the applicant via SMS from any mobile phone: Year of birth, NRC, Grade 12 examination number, constituency of residence, school certificate single or multiple GCE and certified non-Zambian school</p> <p><b>3.0 SPECIFIC OBJECTIVES</b></p> <p>The SMS recruitment platform should have the following functionalities:</p> <ol style="list-style-type: none"> <li>SMS Short code and the USSD completion menu.</li> <li>Hosting and Management of applications.</li> <li>Feedback verification via Bulk SMS.</li> </ol> <p><b>4.0 ACCESS TO REGISTRATION PORTAL</b></p> <ol style="list-style-type: none"> <li>Clearly state the user fee charges</li> </ol> <p><b>5.0 DELIVERABLES</b></p> <ol style="list-style-type: none"> <li>Aggregated applicants' details in csv or excel format.</li> </ol> <p><b>6.0 QUALIFICATIONS</b></p> <p>To qualify, the service provider must furnish the following:</p> <ol style="list-style-type: none"> <li>Provide valid tax clearance certificate and certificate of incorporation</li> <li>Evidence of having undertaken similar assignments</li> <li>Provide relevant documents of accreditation to institutions such as ZICTA and TIZ</li> </ol> <p><b>7.0 TIME FRAME</b></p> <p>The development and implementation of the SMS recruitment platform shall be done within a period of 2 weeks, unless otherwise agreed in writing by the parties.</p> <p><b>8.0 SUBMISSION</b></p> <p>Do a trial run of the SMS recruitment platform involving 200 applicants from 10 provinces. 5 days to patch up the SMS recruit platform and be open to the public.</p>
8.	Bicycle accessories (Air pump, spanner)	13,000	Set	Air pump (20cm-50cm long); spring loaded; drum size 2cm - 5cm; extended tube with nozzle clip. Spanner; single with

	& Horn/bell)			all the nut sizes for a bicycle (m6, m8, m10, m12). Horn/Bell with adjustable clamp
9.	Toner Cartridges	Various	Various	<ol style="list-style-type: none"> <li>1. 100% Toner C-EXV 49 All colors - <b>Qty set 5</b></li> <li>2. 100% Toner C-EXV 33 – <b>Qty 2</b></li> <li>3. 100% Toner C-EXV 50 – <b>Qty 6</b></li> <li>4. 100% FX 10 Toner – <b>Qty 2</b></li> <li>5. 100% Toner 731 All Colors – <b>Qty 2</b></li> <li>6. 100% HP Laser Jet 17A Toner – <b>Qty 2</b></li> <li>7. 100% HP Laser Jet 05A Toner – <b>Qty 6</b></li> <li>8. 100% HP Laser Jet 55A Toner – <b>Qty 8</b></li> <li>9. 100% HP laser Jet 42A Toner – <b>Qty 4</b></li> <li>10. 100% HP laser Jet 81A Toner – <b>Qty 4</b></li> <li>11. 100% HP laser Jet 87A Toner – <b>Qty 2</b></li> <li>12. 100% HP laser Jet 90A Toner – <b>Qty 2</b></li> <li>13. 100% HP laser Jet 305A Toner – <b>Qty 2</b></li> <li>14. 100% HP laser Jet 38A Toner – <b>Qty 1</b></li> <li>15. 100% HP laser Jet 42A Toner – <b>Qty 2</b></li> <li>16. 100% HP laser Jet 125A Toner – <b>Qty Set 1</b></li> <li>17. 100% HP laser Jet 80A Toner – <b>Qty 3</b></li> <li>18. 100% HP laser Jet 85A Toner – <b>Qty 8</b></li> <li>19. 100% HP laser Jet 64A Toner – <b>Qty 1</b></li> <li>20. 100% HP laser Jet 49A Toner – <b>Qty 1</b></li> <li>21. 100% HP laser Jet 35A Toner – <b>Qty 2</b></li> <li>22. 100% HP laser Jet Q6000A All Colors – <b>Qty set 1</b></li> </ol>
	Stationery	Various	Various	<ol style="list-style-type: none"> <li>1. A4 Bond Paper <b>Boxes Qty - 150</b></li> <li>2. Stapler Kangaroo (Giant) <b>each Qty - 50</b></li> <li>3. Stapler HP 45 (MEDIUM) <b>each Qty - 100</b></li> <li>4. Staples 23/(Giant) <b>Boxes Qty - 5</b></li> <li>5. Staples 26/6 (MEDIUM) <b>Boxes Qty - 10</b></li> <li>6. Sticker Notes <b>Boxes Qty - 5</b></li> <li>7. Pens (Blue, Black and Red) 1x12 <b>Boxes Qty - 2</b></li> <li>8. File Trays set 1x4 <b>Qty - 15</b></li> <li>9. Waste bins <b>each Qty - 50</b></li> <li>10. Stainless Steel Electric kettle ,250v, 13A, 1.8liters <b>each Qty - 10</b></li> <li>11. Paper Punch heavy duty Kangaroo <b>each Qty - 30</b></li> <li>12. Paper Punch Medium Kangaroo <b>each Qty - 30</b></li> <li>13. Carbon Paper 1x100 <b>Qty - 20</b></li> <li>14. Envelopes (A6) <b>Boxes Qty - 15</b></li> <li>15. Envelopes (A5) <b>Boxes Qty - 30</b></li> <li>16. Envelopes (A4) <b>Boxes Qty - 30</b></li> <li>17. Envelopes (A3) <b>Boxes Qty - 15</b></li> <li>18. Paper fasteners 1x10 <b>Boxes Qty - 30</b></li> <li>19. Plain Folders 1x100 <b>Qty - 25</b></li> <li>20. Paper clips, 33mm 1x10 <b>Boxes Qty -10</b></li> <li>21. Paper clips, 58mm 1x10 <b>Boxes Qty - 10</b></li> <li>22. Paper clips, 78mm 1x10 <b>Boxes Qty - 10</b></li> <li>23. Paper clips, 100mm 1x10 <b>Boxes Qty - 10</b></li> </ol>

				<b>24. Subject Folders 1*100 Qty - 20</b> <b>25. Rulers 30cm each Qty - 50</b> <b>26. Highlighters 1*10 Boxes Qty - 3</b> <b>27. Permanent Markers 1*12 Boxes Qty - 3</b> <b>28. Box Files 1*50 Boxes Qty - 10</b> <b>29. Ring Bindereach Qty - 100</b> <b>30. Analysis Book eachQty - 30</b> <b>31. Scissors each Qty - 15</b> <b>32. A4 Hardcover Books each Qty-50</b> <b>33. Tissue (Baby Soft)1*72 Qty - 20</b>
	Barcode Labels	650,000	each	Count: 65 Labels per sheet Size: 38.1 x 21.2mm of each label Compatibility: Standard inkjet or Laser printers

These Bidding Documents includes “**no**” drawings.

*[If documents shall be included, insert the following List of Drawings]*

<b>List of Drawings</b>		
<b>Drawing Nr.</b>	<b>Drawing Name</b>	<b>Purpose</b>

B. \_\_\_\_\_

---


B. \_\_\_\_\_



## **PART 3 - Contract**

---

## Section VII. General Conditions of Contract

### Table of Clauses

1. Definitions.....	54
2. Contract Documents .....	55
3. Fraud and Corruption.....	55
4. Interpretation .....	56
5. Language.....	58
6. Joint Venture, Consortium or Association.....	58
7. Eligibility .....	58
8. Notices .....	58
9. Governing Law.....	59
10. Settlement of Disputes.....	59
11. Inspections and Audit by the National Audit Office .....	60
12. Scope of Supply.....	60
13. Delivery and Documents .....	60
14. Supplier's Responsibilities.....	60
15. Contract Price.....	60
16. Terms of Payment.....	60
17. Taxes and Duties .....	61
18. Performance Security.....	61
19. Copyright .....	62
20. Confidential Information .....	62
21. Subcontracting.....	63
22. Specifications and Standards .....	63
23. Packing and Documents.....	64
24. Insurance .....	64
25. Transportation .....	64
26. Inspections and Tests.....	64
27. Liquidated Damages .....	65
28. Warranty .....	66
29. Patent Indemnity.....	66
30. Limitation of Liability .....	68
31. Change in Laws and Regulations .....	68
32. Force Majeure .....	68

---

33. Change Orders and Contract Amendments.....	69
34. Extensions of Time.....	70
35. Termination.....	70
36. Assignment.....	71
37. Export Restriction.....	71

---

## Section VII. General Conditions of Contract

### Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- (a) “Contract” means the Contract entered into between the Procuring Entity and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) “Contract Documents” means the documents listed in the Contract, including any amendments thereto.
- (c) “Contract Price” means the price payable to the Supplier as specified in the Contract, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) “Day” means calendar day.
- (e) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) “GCC” mean the General Conditions of Contract.
- (g) “Goods” means “IT Equipment in accordance with the schedule of requirements, Technical specifications and Bid form and price Schedule submitted by the Supplier, that the supplier is required to supply under this contract.”
- (h) “Procuring Entity’s Country” is the country specified in the Special Conditions of Contract (SCC).
- (i) “Procuring Entity” means the entity purchasing the Goods and Related Services, as specified in the SCC.
- (j) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.

- (k) “SCC” means the Special Conditions of Contract.
- (l) “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (m) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Procuring Entity and is named as such in the Contract.
- (n) “The Project Site,” where applicable, means the place named in the **SCC**.

**Contract Documents**

- 2.1 Subject to the order of precedence set forth in the Contract, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract shall be read as a whole.

**Fraud and Corruption**

- 3.1 If the Procuring Entity determines that the Supplier and/or any of its personnel, or its agents, or its Subcontractors, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Procuring Entity may, after giving 14 days’ notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 35 shall apply as if such expulsion had been made under Sub-Clause 35.1.

- (a) For the purposes of this Sub-Clause:
  - (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party<sup>1</sup>;
  - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an

obligation<sup>2</sup>;

- (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party<sup>3</sup>;
- (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party<sup>4</sup>;
- (v) “obstructive practice” is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
  - (bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under Clause 11 [Inspections and Audits by the Bank].

3.2 Should any employee of the Supplier be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the purchase of the Goods, then that employee shall be removed.

## **Interpretation**

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Incoterms

- (a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and

---

<sup>2</sup> “Another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

---

obligations of parties thereunder shall be as prescribed by Incoterms.

- (b) The terms EXW, CIP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the **SCC** and published by the International Chamber of Commerce in Paris, France.

#### 4.3 Entire Contract

The Contract constitutes the entire contract between the Procuring Entity and the Supplier and supersedes all communications, negotiations and contracts (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

#### 4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

#### 4.5 Nonwaiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

#### 4.6 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability

of any other provisions and conditions of the Contract.

- Language**
- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Procuring Entity, shall be written in the English language as specified in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.
- Joint Venture, Consortium or Association**
- 6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Procuring Entity for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Procuring Entity.
- Eligibility**
- 7.1 The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.
- 7.2 All Goods and Related Services to be supplied under the Contract and financed by the Bank shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.
- Notices**
- 8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC**. The term “in writing” means communicated in written



form with proof of receipt.

8.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

### **Governing Law**

9.1 The Contract shall be governed by and interpreted in accordance with the laws of Zambia, unless otherwise specified in the **SCC**.

### **Settlement of Disputes**

10.1 The Procuring Entity and the Supplier shall make every effort to resolve amicably by direct informal negotiation any discontract or dispute arising between them under or in connection with the Contract.

10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC**.

10.3 The parties shall jointly appoint an Arbitrator. Should the parties fail to appoint an Arbitrator within thirty (30) days of notice requiring them to appoint an Arbitrator, the Chartered Institute of Arbitrators (Zambia Branch) shall appoint the Arbitrator.

10.4 Notwithstanding any reference to arbitration herein,

(a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

(b) the Procuring Entity shall pay the Supplier any monies due the Supplier.

<b>Inspections and Audit by the Office</b>	11.1 The Supplier shall permit, and shall cause its Subcontractors and consultants to permit, the Office of the Auditor General and/or persons appointed by the Auditor General to inspect the Supplier's offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Auditor General if requested by the Auditor General. The Supplier's and its Subcontractors and consultants' attention is drawn to Clause 3 [Fraud and Corruption], which provides, inter alia, that acts intended to materially impede the exercise of the Office of the Auditor General inspection and audit rights provided for under this Sub-Clause 11.1 constitute a prohibited practice subject to contract termination.
<b>Scope of Supply</b>	12.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.
<b>Delivery and Documents</b>	13.1 Subject to GCC Sub-Clause 33.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the <b>SCC</b> .
<b>Supplier's Responsibilities</b>	14.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.
<b>Contract Price</b>	15.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the <b>SCC</b> .
<b>Terms of Payment</b>	16.1 The Procuring Entity may make any advance payments which shall not exceed 25% of the Contract price as provided in regulation 140 (3) Public Procurement Regulations 2011, as specified in the <b>SCC</b> .  16.2 The Supplier's request for payment shall be made to the Procuring Entity in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfillment of all other obligations stipulated in the Contract.  16.3 Payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an

---

invoice or request for payment by the Supplier, and after the Procuring Entity has accepted it.

16.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the bid price is expressed.

16.5 In the event that the Procuring Entity fails to pay the Supplier any payment by its due date or within the period set forth in the **SCC**, the Procuring Entity shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitrage award.

### **Taxes and Duties**

17.1 For goods manufactured outside the Procuring Entity's Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Procuring Entity's Country.

17.2 For goods Manufactured within the Procuring Entity's country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Entity.

17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Procuring Entity's Country, the Procuring Entity shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.

### **Performance Security**

18.1 If required as specified in the **SCC**, the Supplier shall, within fourteen days (14) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the **SCC**.

18.2 The proceeds of the Performance Security shall be payable to the Procuring Entity as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

18.3 As specified in the **SCC**, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Procuring Entity; and shall be in one of the format stipulated by the Procuring Entity in the **SCC**, or in another format acceptable to the Procuring Entity.

18.4 The Performance Security shall be discharged by the Procuring

---

Entity and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the SCC.

**Copyright**

19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Procuring Entity by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Procuring Entity directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party

**Confidential Information**

20.1 The Procuring Entity and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Procuring Entity to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20.

20.2 The Procuring Entity shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Procuring Entity for any purpose other than the performance of the Contract.

20.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:

- (a) the Procuring Entity or Supplier need to share with the Bank or other institutions participating in the financing of the Contract;
- (b) now or hereafter enters the public domain through no fault of that party;
- (c) can be proven to have been possessed by that party at the time of disclosure and which was not previously

obtained, directly or indirectly, from the other party; or

- (d) otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

### **Subcontracting**

21.1 The procuring entity shall approve all subcontracts in writing.

21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

21.3 A subcontract between the contractor and a sub-contractor shall not constitute a contract between the Client and the sub-contractor.

### **Specifications and Standards**

22.1 Technical Specifications and Drawings

- (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.

- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Procuring Entity, by giving a notice of such disclaimer to the Procuring Entity.

- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Procuring Entity and shall be treated in

---

accordance with GCC Clause 33.

**Packing and Documents**

- 23.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 23.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the **SCC**, and in any other instructions ordered by the Procuring Entity.

**Insurance**

- 24.1 Unless otherwise specified in the **SCC**, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the **SCC**.

**Transportation**

- 25.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.

**Inspections and Tests**

- 26.1 The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC**.
- 26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in the Procuring Entity's Country as specified in the **SCC**. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity.
- 26.3 The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Procuring Entity bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and

---

board and lodging expenses.

- 26.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Procuring Entity. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Procuring Entity or its designated representative to attend the test and/or inspection.
- 26.5 The Procuring Entity may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- 26.6 The Supplier shall provide the Procuring Entity with a report of the results of any such test and/or inspection.
- 26.7 The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Sub-Clause 26.4.
- 26.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.
- Liquidated Damages**
- 27.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Procuring Entity may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the delivered price of the

---

delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **SCC**. Once the maximum is reached, the Procuring Entity may terminate the Contract pursuant to GCC Clause 35.

**Warranty**

- 28.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 28.2 Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 28.3 Unless otherwise specified in the **SCC**, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC**, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.
- 28.4 The Procuring Entity shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Procuring Entity shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 28.5 Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Procuring Entity.
- 28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC**, the Procuring Entity may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract.

**Patent Indemnity**

- 29.1 The Supplier shall, subject to the Procuring Entity's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Procuring Entity and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses,



---

which the Procuring Entity may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- (a) the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- (b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 29.2 If any proceedings are brought or any claim is made against the Procuring Entity arising out of the matters referred to in GCC Sub-Clause 29.1, the Procuring Entity shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Procuring Entity's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 29.3 If the Supplier fails to notify the Procuring Entity within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Procuring Entity shall be free to conduct the same on its own behalf.
- 29.4 The Procuring Entity shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 29.5 The Procuring Entity shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract

---

arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Procuring Entity.

**Limitation of Liability**

- 30.1 Except in cases of criminal negligence or willful misconduct,
- (a) the Supplier shall not be liable to the Procuring Entity, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Entity and
  - (b) the aggregate liability of the Supplier to the Procuring Entity, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Procuring Entity with respect to patent infringement

**Change in Laws and Regulations**

- 31.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Procuring Entity's country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

**Force Majeure**

- 32.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 32.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to

negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

32.3 If a Force Majeure situation arises, the Supplier shall within 14 days notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**Change Orders and  
Contract  
Amendments**

33.1 The Procuring Entity may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Entity;
- (b) the method of shipment or packing;
- (c) the place of delivery; and
- (d) the Related Services to be provided by the Supplier.

33.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Procuring Entity's change order.

33.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

33.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written

---

amendment signed by the parties.

- Extensions of Time**
- 34.1 If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the Procuring Entity in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Procuring Entity shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

**Termination**

- 35.1 Termination for Default
- (a) The Procuring Entity, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to GCC Clause 34;
  - (ii) if the Supplier fails to perform any other obligation under the Contract; or
  - (iii) if the Supplier, in the judgment of the Procuring Entity has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Procuring Entity terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Procuring Entity for

any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

### 35.2 Termination for Insolvency.

- (a) The Procuring Entity may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity

### 35.3 Termination for Convenience.

- (a) The Procuring Entity, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Entity's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Entity at the Contract terms and prices. For the remaining Goods, the Procuring Entity may elect:
- (i) to have any portion completed and delivered at the Contract terms and prices; and/or
- (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

### **Assignment**

- 36.1 Neither the Procuring Entity nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

### **Export Restriction**

- 37.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Procuring Entity, to the country of the

---

Procuring Entity, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Procuring Entity and of the Bank that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Procuring Entity's convenience pursuant to Sub-Clause 35.3.

**Survival**

- 38.1 The termination or expiration of this contract for any reasons shall not release either party from any liabilities or obligations set forth by their nature would be intended to be applicable following any such termination.

**Corporate  
Authority and  
Standing**

- 39.1 The Procuring Entity has full power and authority to enter into and perform this Contract when executed will constitute a valid and binding obligation on the Client, in accordance with its terms.
- 39.2 The supplier is a corporation in good standing, duly organized and validly existing under the laws of Zambia, and has all corporate power and legal authority to carry on its business as now being conducted.

## Section VIII. Special Conditions of Contract

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

<b>GCC 1.1(h)</b>	The Procuring Entity's country is: <b>ZAMBIA</b>
<b>GCC 1.1(i)</b>	The Procuring Entity is: <b>ZAMBIA STATISTICS AGENCY</b>
<b>GCC 1.1 (n)</b>	The Project Site(s)/Final Destination(s) is/are: <b>ZAMBIA STATISTICS AGENCY</b>
<b>GCC 4.2 (a)</b>	The meaning of the trade terms shall be as prescribed by Incoterms.
<b>GCC 4.2 (b)</b>	The version edition of Incoterms shall be <b>Incoterms 2016</b>
<b>GCC 5.1</b>	The language shall be: <i>English</i>
<b>GCC 8.1</b>	For notices, the Procuring Entity's address shall be: <b>Interim Statistician General</b> <b>Attention: Head Procurement and Supplies Unit</b> <b>Address: Zambia Statistics Agency Corner of John Mbita and Nationalist Road, Lusaka</b> <b>City: LUSAKA</b> <b>Country: ZAMBIA</b> <b>Telephone: +260-211-252978</b> <b>Electronic mail: <a href="mailto:gcmumba@yahoo.com">gcmumba@yahoo.com</a> and must be copied to: <a href="mailto:george.mumba@mndp.gov.zm">george.mumba@mndp.gov.zm</a>, and <a href="mailto:mawandijocelyn@yahoo.com">mawandijocelyn@yahoo.com</a></b> <b>FOR THE SUPPLIER</b> <b>Attention: [insert name of supplier]</b> <b>Address: [insert address]</b> <b>Telephone: [insert phone number]</b> Electronic mail address: <u>[insert email]</u>
<b>GCC 9.1</b>	<b>The governing law shall be the law of: The Republic of Zambia</b>
<b>GCC 10.2</b>	The parties shall make every effort to resolve amicably by direct informal negotiations, any discontract or disputes arising

	<p>between them under or in connection with the contract.</p> <p>If after twenty-eight days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either party may give notice to the party of its intention to commence arbitration, as hereinafter provided as of the matter in dispute and no arbitration in respect of matter may be commenced unless such notice is given.</p> <p>Any dispute or difference in respect of which shall be conducted in accordance with the Arbitration Act No.19 of 2000. The seat of arbitration will be Lusaka.</p> <p>Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the contract unless they otherwise agree</p>
<b>GCC 15.2</b>	The prices charged for the Goods supplied and the related Services performed shall <b>not</b> be adjustable.
<b>GCC 16.1</b>	<p>GCC 16.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p><b>100% Payment for Goods and Services supplied from within the Procuring Entity's country shall be made in kwacha upon full delivery and acceptance.</b></p>
<b>GCC 16.5</b>	<p>The payment-delay period after which the Procuring Entity shall pay interest to the supplier shall be <b>thirty (30)</b> days.</p> <p>The interest rate that shall be applied is:</p> <p>the prevailing interest rate for commercial borrowing at the Supplier's bank for each currency in which payments are to be made.</p>
<b>GCC 18.1</b>	A Performance Security of ten <b>percent (10%)</b> will not be required since goods will be delivered ex stock.
<b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: <b>Not Applicable</b>
<b>GCC 24.1</b>	The insurance coverage shall be as specified in the Incoterms.
<b>GCC 25.1</b>	<p>Responsibility for transportation of the Goods shall be:</p> <p>a) The Supplier is required under the Contract to transport the Goods to the project site/final destination in accordance with GCC 1.1 (o), including insurance. The carriage shall include the cost of payment by the Supplier of the cost of custom formalities, duties, taxes or other charges payable on the foreign goods for their transit</p>



	<p>through any country other than the Procuring Entity's country. Duties and taxes are not applicable within the Procuring Entity's country.</p> <p>b) The prices for inland transportation, insurance, clearing agents and other local costs incidental to delivery of the goods to the project site/final destination must be included in the price.</p>
<b>GCC 26.1</b>	Pre-shipment inspection will be mandatory and shall be as follows: <b>N/A</b>
<b>GCC 26.2</b>	The Inspections shall be conducted at the supplier's warehouse. <b>N/A</b>
<b>GCC 27.1</b>	The liquidated damage shall be: 0.5% per week of delayed delivery
<b>GCC 27.1</b>	The maximum amount of liquidated damages shall be: <b>10%</b>
<b>GCC 28.3</b>	The period of validity of the Warranty shall be: <b>12 months</b>
<b>GCC 28.5</b>	The period for repair or replacement shall be: <b>18 months.</b>
	The Auditor General or any Public Officer, Agent or Specialist Consultant authorized by him shall have access to and shall examine all books, records and other documents relating to the utilization of funds under this contract in accordance with section 8 of the Public Audit Act Chapter 378 of the Laws of Zambia.

## **Section IX. Contract Forms**

### **Table of Forms**

1. Contract Agreement.....	77
2. Performance Security.....	77
3. Bank Guarantee for Advance Payment.....	80

# 1. Contract Agreement

*[The successful Bidder shall fill in this form in accordance with the instructions indicated]*

THIS CONTRACT made this .....day of .....2020 between the Government of the Republic of Zambia acting through the Ministry of National Development Planning of, P.O. Box 30147 Corner of John Mbita and Nationalist Road, Lusaka, ZAMBIA (hereinafter called “the Procuring Entity”) of the one part and ..... a company incorporated under the laws of Zambia, having its registered office at Plot No. .... (hereinafter called “the Supplier”) of the other part:

## WHEREAS

1. The Procuring Entity invited bids for the supply and delivery of Mechanical for Line Ministries under the Zambia Integrated Forest Landscape Project in accordance with the specifications contained in the list at (a), (b) and (c) of clause 2 of this contract (Hereinafter “The Goods”)
2. The Supplier submitted its bid for the supply of the Goods at the Price of ..... (.....) excluding all taxes (CIP). Hereinafter “The Contract Price ”)
3. At its meeting held on the ..... day of 2020 the Procuring Entitys’ Ministerial Procurement Committee accepted the Suppliers Bid in consideration for the Supplier supplying and delivering the goods to the Procuring Entity.

## NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract namely:
  - (a) Bid Form and the Price Schedule submitted by the Bidder;
  - (b) Schedule of Requirements;
  - (c) Technical Specifications;
  - (d) General Conditions of Contract;
  - (e) Special Conditions of Contract; and
  - (f) Procuring Entity’s Notification of Award.
3. In the event of inconsistencies within the contract documents, the Special Conditions of Contract (SCC) shall prevail over the General Conditions of Contract (GCC) and the order of priority of all other documents is as listed in clause 2.

B. \_\_\_\_\_

- 4. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- 5. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sums as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed the day and year first above written.

**FOR AND ON BEHALF OF THE PROCURING ENTITY, MINISTRY OF NATIONAL DEVELOPMENT PLANNING**

**Name:** \_\_\_\_\_ **in the Capacity as** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witnessed by:**

**Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR AND ON BEHALF OF** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**In the presence of:**

**Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

B. \_\_\_\_\_

## 2. Performance Security

I. *[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

J.

Date: *[insert date (as day, month, and year) of Bid Submission]*  
ONB No. and title: *[insert no. and title of bidding process]*

K.

L.

Bank's Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert complete name of Procuring Entity]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)<sup>5</sup> in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month][insert year]*,<sup>6</sup> and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

*[signatures of authorized representatives of the bank and the Supplier]*

<sup>5</sup> *The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC.*

<sup>6</sup> *Dates established in accordance with Clause 17.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 15.2 of the GCC intended to be secured by a partial Performance Guarantee. The Procuring Entity should note that in the event of an extension of the time to perform the Contract, the Procuring Entity would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Procuring Entity might consider adding the following text to the Form, at the end of the penultimate paragraph: " We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Procuring Entity's written request for such extension, such request to be presented to us before the expiry of the Guarantee."*

B. \_\_\_\_\_

### 3. Bank Guarantee for Advance Payment

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month, and year) of Bid Submission]*  
LB No. and title: *[insert number and title of bidding process]*

*[bank's letterhead]*

**Beneficiary:** *[insert legal name and address of Procuring Entity]*

**ADVANCE PAYMENT GUARANTEE No.:** *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[Insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)<sup>7</sup> in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date<sup>8</sup>]*.

---

<sup>7</sup>The bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC.

<sup>8</sup> Insert the Delivery date stipulated in the Contract Delivery Schedule. The Procuring Entity should note that in the event of an extension of the time to perform the Contract, the Procuring Entity would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Procuring Entity might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six months][one year], in response to the Procuring Entity's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

---

## **Additional Provisions and Modifications to National Competitive Bidding**

The procurement procedure to be followed for National Competitive Bidding (“NCB”) shall be the open international bidding procedure set forth in the Public Procurement Act, 2008, Act. No.12 of 2008, as amended by the Public Procurement (Amendment) Act, 2011, Act No. 15 of 2011 (the “PPA”), and the Public Procurement Regulations, 2011, Statutory Instrument No. 63 of 2011 (the “Regulations”); provided, however, that such procedure shall be subject to the provisions of Section I and Paragraphs 3.3 and 3.4 of Section III, and Appendix 1 of the “Guidelines for Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers” (January 2011, revised July 2014) (the “Procurement Guidelines”), and the additional provisions in the following paragraphs:

(a) Eligibility: Eligibility to participate in a procurement process and to be awarded an Association-financed contract shall be as defined under Section I of the Procurement Guidelines; accordingly, no bidder or potential bidder shall be declared ineligible for contracts financed by the Association for reasons other than those provided in Section I of the Procurement Guidelines. No restriction based on nationality of bidders and/or origin of goods shall apply, and foreign bidders shall be allowed to participate in NCB without application of restrictive conditions, such as, but not limited to, mandatory partnering or subcontracting with national entities.

(b) Domestic Preference: No margins of preference of any sort shall be applied in the bid evaluation.

(c) Bidding Documents: Procuring entities shall use bidding documents acceptable to the Association.

(d) Bid validity: An extension of bid validity, if justified by exceptional circumstances, may be requested in accordance with Appendix 1 of the Procurement Guidelines. A corresponding extension of any bid guarantee shall be required in all cases of extension of bid validity. A bidder may refuse a request for extension of bid validity without forfeiting its bid guarantee.

(e) Qualification: Qualification criteria shall be clearly specified in the bidding documents. All criteria so specified, and only such specified criteria, shall be

---

used to determine whether a bidder is qualified. Qualification shall be assessed on a “pass or fail” basis, and merit points shall not be used. Such assessment shall be based entirely upon the bidder’s or prospective bidder’s capability and resources to effectively perform the contract, taking into account objective and measurable factors, including: (i) relevant general and specific experience, and satisfactory past performance and successful completion of similar contracts over a given period; (ii) financial position; and where relevant (ii) capability of construction and/or manufacturing facilities

(f) Prequalification procedures and documents acceptable to the Association shall be used for large, complex and/or specialized works. Verification of the information upon which a bidder was prequalified, including current commitments, shall be carried out at the time of contract award, along with the bidder’s capability with respect to personnel and equipment. Where pre-qualification is not used, the qualification of the bidder who is recommended for award of contract shall be assessed by post-qualification, applying the qualification criteria stated in the bidding documents.

(g) Bid Evaluation: All bid evaluation criteria other than price shall be quantifiable in monetary terms. Merit points shall not be used, and no minimum point or percentage value shall be assigned to the evaluation criteria or significance of price in bid evaluation. No negotiations shall be permitted.

(h) Guarantees: Guarantees shall be in the format, shall have the period of validity and shall be submitted when and as specified in the bidding documents.

(i) Cost Estimates: Detailed cost estimates shall be confidential and shall not be disclosed to prospective bidders. No bids shall be rejected on the basis of comparison with the cost estimates without the Association’s prior written concurrence.

(j) Rejection of bids and re-bidding: No bid shall be rejected solely because it falls outside of a predetermined price range or exceeds the estimated cost. All bids (or the sole bid if only one bid is received) shall not be rejected, the procurement process shall not be cancelled, and new bids shall not be solicited without the Association’s prior written concurrence.



---

(k) Fraud and corruption: In accordance with the Procurement Guidelines, each bidding document and contract shall include provisions stating the Association's policy to sanction firms or individuals found to have engaged in fraud and corruption as set forth in the Procurement Guidelines.

(l) Inspection and audit rights: In accordance with the Procurement Guidelines, each bidding document and contract shall include provisions stating the Bank's policy with respect to inspection and audit of accounts, records and other documents relating to the submission of bids and contract performance.

---

**APPENDIX TO CONTRACT .****Policy- Corrupt and Fraudulent Practices**

(text in this Appendix shall not be modified)

Guidelines for Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, dated January 2011:

“Fraud and Corruption:

1.16 It is the Bank’s policy to require that Borrowers (including beneficiaries of Bank loans), bidders, suppliers, contractors and their agents (whether declared or not), sub-contractors, sub-consultants, service providers or suppliers, and any personnel thereof, observe the highest standard of ethics during the procurement and execution of Bank-financed contracts. In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party; ;

(ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(v) “obstructive practice” is

(aa) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(bb) acts intended to materially impede the exercise of the Bank’s inspection and audit rights provided for under paragraph 1.16(e) below.

(b) will reject a proposal for award if it determines that the bidder recommended for award, or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;

(c) will declare misprocurement and cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement or the implementation of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;

(d) will sanction a firm or individual, at any time, in accordance with the prevailing Bank’s sanctions procedures, including by publicly declaring such firm or individual ineligible, either

B. \_\_\_\_\_

This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

---

*[signature(s) of authorized represe*

---

indefinitely or for a stated period of time: (i) to be awarded a Bank-financed contract; and (ii) to be a nominated ;

(e) will require that a clause be included in bidding documents and in contracts financed by a Bank loan, requiring bidders, suppliers and contractors, and their sub-contractors, agents, personnel, consultants, service providers, or suppliers, to permit the Bank to inspect all accounts, records, and other documents relating to the submission of bids and contract performance, and to have them audited by auditors appointed by the Bank.”

B. \_\_\_\_\_