



Republic of Zambia

**MINISTRY OF GREEN ECONOMY AND ENVIROMENT  
ZAMBIA INTEGRATED FOREST LANDSCAPE PROJECT  
LOCAL PURCHASING ENQUIRY**

**ENQUIRY NO/MNDP/ZIFLP/CW/002/2021**

DATE: 19/01/2022

To:  
Interested Bidders

This is merely an Enquiry and not an order. You are requested to quote for the works as follows:

S/No.	Complete description of items (specifications) use separate sheet if necessary	Qty Required	Approximate Unit price	Approximate total price
1	Rehabilitation of offices and House at Mindola (Katete) Forestry Camp for Forestry Department	1		
2	Rehabilitation of offices at Msipazi (Chipata) Forestry Camp for Forestry Department	1		
3	Rehabilitation of camp house at Masupe in Chipata for Forestry Department	1		
4	Rehabilitation of seed storage at Masupe in Chipata	1		
5	Rehabilitation of camp house at Msipazi in Chipata for Forestry Department	1		
		<b>Total cost</b>		

**NOTE**

- See attached BOQ
- Bidders are encouraged to do site visit before submission of quotation in conjunction with assigned Officers on site as follows:
- Katete at 10hrs on 25<sup>th</sup> January, 2022, and Chipata beginning 10hrs on 25<sup>th</sup> January, 2022.

## Submission of quotation

Your quotation should indicate the following:

- 1) Unit price in ZMW for each item
- 2) VAT indicated separately where applicable
- 3) Total price in ZMW
- 4) Duration of works :12 weeks for lot 1, and 7 weeks per lot for lot 2 to 5
- 5) Validity of Quotation 45 days minimum
- 6) Payment Terms 14 days minimum after Invoice, Retention 5%, 10% advance payment if needed on a **Bank Guarantee**
- 7) Required delivery time: between 10.00hrs and 16.00hrs on working hours and days
- 8) Place of delivery: **Mindola, Msipazi and Masupe**
- 9) **Legal documents:** Valid Tax Clearance Certificate and Certificate of Incorporation/Registration
- 10) Valid NAPSA Compliance Certificate
- 11) PACRA Computer Print out
- 12) NCC- Grade 6 category B Certificate or better
- 13) *Proof of Site Visit* signed by the officer on site
- 14) Availability of tools and equipment
- 15) Availability of personnel: Project Engineer – Degree in Civil Engineering or related field, Foreman – Diploma in construction related field, Bricklayer and Plumber – Craft Certificates **with current up to date Engineering Institution of Zambia membership**
- 16) To be considered for award the bidder should be within the acceptable variance from the engineers estimate.
- 17) The Performance Security amount is 10% of the contract sum.

Your quotation must be **SUBMITTED IN SEALED ENVELOPE** and be dropped in a tender box located at Provincial Administration, Eastern Province, Chipata by 3<sup>rd</sup> February, 2022 at 10:00 hrs



Aaron C. Ng'onga  
Procurement Officer

**Zambia Integrated Forest Landscape Project**

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**SECTION I – SAMPLE FORMS**

**1. Quotation Letter**

Date: \_\_\_\_\_

Request for Quotations N<sup>o</sup>: \_\_\_\_\_

*A: Provincial Agriculture Coordinator's Complex, Chipata*

To: Zambia Integrated Forest Landscape Project (ZIFLP:

Having examined the documents regarding the Request for Quotations, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods [or works] ]* in conformity with the said Request for Quotations for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of the Quotation.

We undertake, if our Quotation is accepted, to deliver the goods [or works] in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Quotation for the period specified in the Request for Quotations as of the date of the opening of the Quotations and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign this Quotation for and on behalf of \_\_\_\_\_



#### 4 – Contract Form

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [Name of the Purchaser] (hereinafter called “the Purchaser”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited quotations for certain goods [or works] and ancillary services, and has accepted a quotation by the Supplier for the supply of those goods [or works] and ancillary services in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS::

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) The Request for Quotations sent to the Supplier;
  - (b) The Price Schedule submitted by the Supplier [and the delivery period] and
  - (c) Schedule of Requirements (technical specifications).
  - (d) Appendix 1; Policy Corrupt and fraudulent Practices
2. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods [or works] and ancillary services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
3. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods [or works] and ancillary services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract: [Insert the methods of payment].

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Purchaser)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

## **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 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."