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**Zambia**

### **ADDENDUM RFQ- DIARIES AND CALENDARS**

**Procurement Number:** 27/07/2021/1/ss

Date:27/07/2021

The Common Market for Eastern and Southern Africa (COMESA) invites Companies dealing in the supply of Calendars and Dairies to submit their quotation for supplying of the listed calendars and Diaries in section B . Any resulting order shall be subject to COMESA’s General Terms and Conditions of Contract for Local Purchase Orders except were modified by this Request for Quotations.

**Section A: Quotation Requirements**

1. Quotations to be provided in 7 working days from the date of publication of this RFQ.
2. Quotations must be valid for *30 days* effective date of submission.
3. Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
4. Quotations must be received no later than **16:00 hrs** 2/08/2021. Physical samples shall be received on the 02 August 2021 in Procurement office and should clearly marked with RFQ number and names of submitting company not later than 16hrs. bidders are to adhere to the Covid rules and regulations when conducting this exercise.
5. All submitting bidders shall be subjected to massive sanitizing and temperature checks and details of visiting clients shall be required when accessing the premises.
6. Quotations must be returned sent via email to [procurement@comesa.int](mailto:procurement@comesa.int) . Only online submissions shall be entertained.
7. Delivery Period shall be 8-11 weeks after placing of order.
8. Unit Price shall be quoted in USD for Diaries and ZMW for the calendars.
9. Payment shall be made 100% upon delivery of order inline with the COMESA Procurement Rules and Regulations.
10. The attached Schedule of Requirements *at* Section B details the software to be supplied. You are requested to quote for the requirements in Sections B. Quotations shall cover all costs of labour, equipment, services, overheads, profits and all associated costs for performing the service. The whole cost of supplying the software shall be included in the items stated and the cost of any incidental services shall be deemed to be included in the prices quoted.
11. Quoted prices shall be USD and should be net of tax in line with the conditions in the Host Agreement between COMESA and the Government of the Republic of Zambia.
12. Payment shall only be upon delivery of the software in line with the terms and conditions of the order.
13. The Applicant shall provide the following information and copies of the documents listed with its application as evidence that it operates an established and financially sound business:
14. Company profile
15. copy of registration certificate or certificate of incorporation.
16. Valid tax clearance certificate
17. Proof of Agency, Dealership or Sales agreement with Manufacturer or Regional Distributorship.
18. Written Power of Attorney of the signatory of the prequalification application to commit the potential bidder.
19. Annual Financial Reports or Annual Return Forms for the past three years (Companies Form 42 and 53 filed by Limited Companies, The Business Names Form VII for Sole Traders/Partnerships, and a stamped receipt which bears the Accounts stamp from relevant authorities.
20. Signed: Date: 27/07/2021

Name: *Silver Mwesigwa* Title/Position: Head, Procurement and General services.

**Section B – Technical Specifications**

The specifications are as follows.

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| **Item** | **Size** | **Pages** | **Quantity** | **Paper** | **Binding** |  |
| **Wall Calendars** | 26 x 35cm (double) | 13 | 1000 | 200gsm | Spiral |  |
| **Desk calendars** | A5 | 26 | 1000 | 300gsm | Spiral |  |
|  | **Type** | **Format** | **Quantity** | **Material** | **Binding** | **Inside** |
| **Diaries** | Duo Design B5 | One day to view | EN – 800  FR – 100  AR - 100 | Canvas Blue/COMESA blue royal | Ivory blind stamping | * Inside pages 8 * Languages 3 * on 170 gsm matt paper with corporate information |