



REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR VENDORS AND CONSULTANTS FOR THE SUPPLY OF GOODS, WORKS AND NON-CONSULTANCY SERVICES OR CONSULTANCY SERVICES FOR THE FINANCIAL YEARS 2024-2026.

TENDERER'S NAME:

CATEGORY NAME:

CATEGORY NUMBER:

CLOSING DATE:

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SNV is a global development partner, deeply rooted in the countries where we operate including Zambia. We are driven by a vision of a better world: ***A world where across every society all people live with dignity and have equitable opportunities to thrive sustainably.***

To make this vision a reality, we need transformations in vital agri-food, energy, and water systems. SNV contributes by strengthening capacities and catalysing partnerships in these sectors. We help strengthen institutions and effective governance, reduce gender inequalities and barriers to social inclusion, and enable adaptation and mitigation to the climate and biodiversity crises.

Building on 60 years of experience we support our partners with our technical and process expertise and methodological rigour. By being adaptable and tailoring our approaches to these different contexts, we can contribute to impact at scale, resulting in more equitable lives for all.

SNV Netherlands Development Organisation Zambia invites applications from eligible, competent, qualified, expert consultancy companies, local NGOs and associations, vendors, service providers and individual consultants to pre-qualify for supply of goods, works, non-consultancy services, and consultancy services that are anticipated to be required over the next two years (June 2024 – June 2026) of programming for SNV in Zambia as per the below categories:

CATEGORY REFERENCE #	CATEGORY
CATEGORY A	Supply and delivery of goods
SNV/PREQ/0001/2024-2026	Office stationery, toners & cartridges
SNV/PREQ/0002/2024-2026	Newspapers and Magazines
SNV/PREQ/0003/2024-2026	Computers, laptops, printers, scanners, photocopiers, Projectors, cameras & IT related accessories and equipment
SNV/PREQ/0004/2024-2026	Water dispensers & drinking water
SNV/PREQ/0005/2024-2026	Disposable items i.e. toiletries, lotions, detergents
SNV/PREQ/0006/2024-2026	General office Utilities and Consumables -water bowser services, Internet service providers, kitchen utensils and consumables
SNV/PREQ/0007/2024-2026	Office furniture, office fittings and equipment

SNV/PREQ/0008/2024-2026	Motor vehicles and motorbikes
SNV/PREQ/0009/2024-2026	Fuel, oil, lubricants for motor vehicles, motorbikes, generators and gas for kitchen use
SNV/PREQ/0010/2024-2026	Spare parts, tyres, tubes, batteries for motor vehicles
SNV/PREQ/0011/2024-2026	Design & Branding of promotional materials; T-shirts, water bottles, notebooks, bags
SNV/PREQ/0012/2024-2026	Supply and delivery of computer software and hardware
SNV/PREQ/0013/2024-2026	Farm input, equipment, fertilizers and farm Chemicals
SNV/PREQ/0014/2024-2026	Building Materials, Hardware tools, paints and fittings
SNV/PREQ/0015/2024-2026	Alternative energy products e.g. Solar Panels, Batteries, charge controllers, UPS, solar lighting products
SNV/PREQ/0016/2024-2026	Occupational safety equipment and accessories -Fire extinguishers. PPE
SNV/PREQ/0017/2024-2026	Electronic appliances and accessories Television sets, fridges, speakers, PA system
CATEGORY B	Provision of Non-Consultancy Services
SNV/PREQ/0018/2024-2026	Courier Services i.e. Local and International courier services
SNV/PREQ/0019/2024-2026	Outside catering services and hire of tents and chairs
SNV/PREQ/0020/2024-2026	Accommodation and conferencing services country wide
SNV/PREQ/0021/2024-2026	Sanitary, Fumigation & Landscaping services i.e. Garden maintenance services, Garbage collection services
SNV/PREQ/0022/2024-2026	Emergency response services – fire, alarm and ambulance services
SNV/PREQ/0023/2024-2026	Car hire and hired transport services i.e. hailing apps, vans, buses, trucks and related services
SNV/PREQ/0024/2024-2026	Clearing and forwarding services
SNV/PREQ/0025/2024-2026	Communication and Branding services -Public relations management, brand management, media monitoring, advertising, research, Specialised services - Writing, rapporteur, illustrations, Audio Visual and Entertainment Services (Emceeing, Photography, Videography)
SNV/PREQ/0026/2024-2026	Car wash services
SNV/PREQ/0027/2024-2026	Printing services i.e. bulk printing, bulk photocopying, bulk binding, bulk scanning
SNV/PREQ/0028/2024-2026	Rider services
SNV/PREQ/0029/2024-2026	Repair, service and maintenance of IT and communication equipment - printers, laptops, phones and Ups, Photocopiers, cameras, tablets
SNV/PREQ/0030/2024-2026	Travel agency and related services -Air ticketing services, Travel insurance and international hotel bookings
SNV/PREQ/0031/2024-2026	Security services

SNV/PREQ/0032/2024-2026	Garages for the repairs and maintenance of vehicles and motorbikes
SNV/PREQ/0033/2024-2026	Repairs and maintenance of generators, water pumps and lawn mowers
SNV/PREQ/0034/2024-2026	Repair and preventative service of electrical appliances i.e. air conditioners, fridge and related equipment
SNV/PREQ/0035/2024-2026	Insurance brokerage services
SNV/PREQ/0036/2024-2026	Language translation Services
CATEGORY C	Works
SNV/PREQ/0037/2024-2026	Small Contractual Works -General office design, repairs and maintenance works -Electrical, Painting, Plumbing
SNV/PREQ/0038/2024-2026	Civil and Building Works contractors and Renovators -Building works, Architectural works, Electrical works and General construction works
CATEGORY D	Consultancy services
SNV/PREQ/0039/2024-2026	Climate Smart Agriculture and agribusiness – all aspects of value chain and market development (i.e. technical training to farmers, post-harvest handling, financial and business management, quality control systems, warehouse management, aggregation/bulking)
SNV/PREQ/0040/2024-2026	Energy (cooking [biomass, LPG], electrification [solar, grid]) - all aspects of value chain and market development
SNV/PREQ/0041/2024-2026	Water, Sanitation and Hygiene (WASH) (water supply, sanitation and hygiene products and services) in both Urban and Rural locations
SNV/PREQ/0042/2024-2026	Youth inclusion (including life skills development, technical skills development, entrepreneurship, mentoring, coaching, community development, etc)
SNV/PREQ/0043/2024-2026	Gender Equity and Mainstreaming, Gender and Social Inclusion assessments and studies expertise, Gender Based Value Chain Analysis experience
SNV/PREQ/0044/2024-2026	Training and Coaching in the three sectors (needs analysis, content-curriculum development, design of delivery methodologies, group formulation and training facilitation, results tracking and monitoring, etc.)
SNV/PREQ/0045/2024-2026	Business Development Services (BDS) supporting private sector and small medium enterprise establishment & development – in Agriculture or Energy or WASH
SNV/PREQ/0046/2024-2026	Impact Investment Advisory Services (Pre and Post Investment services)
SNV/PREQ/0047/2024-2026	Environmental Impact Assessment, Environmental Audits, Waste Management
SNV/PREQ/0048/2024-2026	Natural Resources Management
SNV/PREQ/0049/2024-2026	Local Economic Development (Urban and Rural)

SNV/PREQ/0050/2024-2026	Engineering (civil and / or mechanical) for design of appropriate technologies in Agriculture, Energy and WASH
SNV/PREQ/0051/2024-2026	Monitoring, Evaluation, Verification and Learning (MEVL) - including conducting monitoring and evaluation exercises; conducting baseline and end line surveys; Project Mid-term Reviews, conducting Outcome mapping and surveys; building of capacity amongst stakeholders to develop MEVL plans and conduct quantitative and qualitative data collection and analysis
SNV/PREQ/0052/2024-2026	Geographic Information Systems (GIS) – provision of; use of; training stakeholders to use them
SNV/PREQ/0056/2024-2026	Governance, accountability, and leadership – with a specific focus on building these skills in Associations/ CSOs/ Cooperatives/ Producer or Processor Groups
SNV/PREQ/0057/2024-2026	Organizational and institutional development
SNV/PREQ/0058/2024-2026	Multi-stakeholder Dialogue and solution development - facilitation and coordination to ensure market system change
SNV/PREQ/0059/2024-2026	Organizational Audits and capacity development of organizations to improve financial, operational and procurement systems and structures
SNV/PREQ/0060/2024-2026	Human resource management services inclusive of Recruitment Services, Salary Surveys and Workforce planning, Learning and Development and employee wellbeing programmes
SNV/PREQ/0061/2024-2026	Media and communication services including professional services in graphic design, video production, photography, social media, case studies, narrative content development and editing -translations and website design and development
SNV/PREQ/0062/2024-2026	ICT product development and services in desktop and mobile applications for data collection and analysis, database management, monitoring and evaluation
SNV/PREQ/0063/2024-2026	ICT based solutions for value chain actors in the three sectors i.e. streamlining the supply chain, mobile payment solutions, providing online extension services, streamline delivery of products to clients, quality control applications
SNV/PREQ/0063/2024-2026	Proposal development/proposal writing
SNV/PREQ/0064/2024-2026	Developing business cases, and conducting Market Analysis in any of our three target sectors
SNV/PREQ/0065/2024-2026	Political Economy Analysis in targeted value chains or markets
SNV/PREQ/0066/2024-2026	Research, Advocacy and Policy Development
SNV/PREQ/0067/2024-2026	Conducting Consumer Studies in the three sectors – Agriculture; Energy or WASH
SNV/PREQ/0068/2024-2026	Skills Development for Lead Farmers; Model farmers – with particular attention to Gender and Gender specific skills development

SNV/PREQ/0069/2024-2026	Behaviour Change Communication (development of strategies and tools and message design),
SNV/PREQ/0070/2024-2026	Sanitation Financing (sanitation micro credit/micro-financing), sanitation marketing, Promotion of Sanitation as a business & Sanitation business model development
SNV/PREQ/0071/2024-2026	Urban planning with GIS mapping expertise, (sanitation mapping), sanitation planning (including master plan development)
SNV/PREQ/0072/2024-2026	Climate change, vulnerability and resilience expertise - landscape approaches; deforestation free value chains; experience with the synergy of climate vulnerability, urban WASH and livelihood;
SNV/PREQ/0073/2024-2026	Design of Faecal Sludge Treatment Plants, including reuse of end products
SNV/PREQ/0074/2024-2026	Faecal Sludge analysis and monitoring (laboratory services)
SNV/PREQ/0075/2024-2026	Design and Construction of Faecal Sludge Treatment Systems and or Sanitation Facilities
SNV/PREQ/0076/2024-2026	Faecal Sludge Management and Solid Waste Management, segregation/recycling, emptying and transportation services, managing treatment facilities and promotion of reuse of end products
SNV/PREQ/0077/2024-2026	Community mobilization and organization with particular focus in vulnerable communities
SNV/PREQ/0078/2024-2026	Design and production of innovative hand washing systems
SNV/PREQ/0079/2024-2026	Civil and Building works, special construction contractors.
SNV/PREQ/0080/2024-2026	Water, Wastewater laboratory services
SNV/PREQ/0081/2024-2026	Menstrual Hygiene Management related research, training and capacity building`
SNV/PREQ/0082/2024-2026	Stove tests (thermal efficiency, emissions, durability, thermal shock, etc.)
SNV/PREQ/0083/2024-2026	Capacity assessment and capacity development for Producer Groups, AMCOS and Cooperatives
SNV/PREQ/0084/2024-2026	Field onsite verification
SNV/PREQ/0085/2024-2026	Sustainability Market Investment verification
SNV/PREQ/0086/2024-2026	Graphics Design
SNV/PREQ/0087/2024-2026	GIS and Remote Sensing
SNV/PREQ/0088/2024-2026	Documentation, Marketing and External Communication

Complete prequalification documents should be emailed to Zambia: zambiaprocedurement@snv.org.

The closing date for the submission is **25th July 2024**. For any clarifications, please contact the Contracting and Procurement Unit by Close of Business on **18th July 2024**, on email, zambiaprocedurement@snv.org.

SECTION 1

1.0 INSTRUCTIONS TO BIDDERS

1.1 INTRODUCTION

The **PROCUREMENT COMMITTEE - SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested bidders, who must qualify by meeting the set criteria as provided by SNV, to perform the contract of supply and delivery of goods or provision of Works or non-consultancy or consultancy services.

1.2 EOI OBJECTIVE

The main objectives of this part are to qualify vendors and consultants to supply and deliver assorted items and provide services or works under relevant RFQs/ RFPs as and when required during the period July 2024 to July 2026.

1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

Vendors and Consultants registered with the Registrar of Companies under the Laws of Zambia for the respective supply and delivery of Goods, Works, Non-Consultancy and Consultancy services are invited to submit their EOI documents to the **PROCUREMENT COMMITTEE, SNV ZAMBIA so they may be pre-qualified for submission on RFPs/ RFQs.** EOIs will be submitted in complete lots singly or in combination. SNV requires prospective Vendors or Consultants to supply mandatory information for the Eoi.

1.4 EXPERIENCE

Prospective vendors and consultants must have carried out successful supply and delivery of similar goods/services/works to institutions of similar size and complexity as SNV. Potential vendors/ consultants must demonstrate the willingness and commitment to meet the Eoi criteria.

1.5 EOI DOCUMENT

This document includes questionnaire forms and documents required of prospective vendors and consultants.

1.6 TENDER PROSPECTIVE

In order to be considered for the Request for EoI, prospective vendors and consultants must submit all the information requested herein.

1.7 SUBMISSION OF EOI DOCUMENTS

A **copy** of the complete EOI data and other information requested should be submitted to reach SNV as a soft copy document, all pages should be serialized and stamped or initialled by the appointed authorised signatory to:

THE PROCUREMENT COMMITTEE,

SNV NETHERLANDS DEVELOPMENT ORGANISATION

7 Nkanchibaya road | Rhodespark, P.O. 31771 Lusaka | **Zambia**

Email - zambiaprocurement@snv.org.

The category applied for should be clearly indicated as follows:

Email Subject: EOI – Category Type (No. and Category)

Email Body: Please include your company name, contact information office location and a request for the full EOI and attachments.

1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the Request for EOI documents should be directed to the contracts and Procurement unit whose email address is given in 1.7 above, ***not later than 20th May 2024.***

1.9 ADDITIONAL INFORMATION

SNV reserves the right to request submission of additional information from prospective vendors.

SECTION 2

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 TAXES ON IMPORTED MATERIALS

The Vendor/ Consultant will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are donor funded.

Evidence of tax compliance should be provided.

2.2 CUSTOMS CLEARANCE

The Vendor/ Consultant shall be responsible for custom clearance of their imported goods and materials. (If applicable).

2.3 CONTRACT PRICE

The contract shall be of unit price type or cumulative of computed unit price and quantities required as well as any taxes that may be accrued to the item or service. Quantities may increase or decrease as determined by demand and on the authority of the SNV's officer or procurement committee.

2.4 PAYMENTS

All local purchase shall be on credit of a maximum of thirty (30) days or as it may be stipulated in the contract agreement.

SECTION 3

3.0 EOI DATA FORM INSTRUCTION

3.1 EOI DATA FORM

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective Vendors/ Consultants who wish to be included in SNV's Roster of preferred Vendors for the specified category.

INCOMPLETE APPLICATION

Application forms that are not filled, serialized and duly stamped and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English language and in legible ink.

3.2 QUALIFICATION

TENDER DATA

It is understood and agreed that the data on prospective bidders will be used by **SNV** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client. It will be kept secure in line with SNV's commitment to EU GDPR 2018, and only used for programming purposes. It will be destroyed after 7 years in line with data requirements.

QUALIFICATION REQUIREMENTS

Vendors will not be considered qualified unless they possess capability, experience, qualified personnel and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or services in the judgement of **SNV**.

3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

EXPERIENCE

Vendors shall have at least two (2) years' experience in the supply of goods, works, non-consultancy services and allied items. Potential Vendor should show competence, willingness and capacity to service the contract.

Please note that, prospective Vendors require special experience and capability to organize supply and deliver items or services at short notice.

PERSONNEL

The names and pertinent information and the CVs of the key personnel for individuals or groups to execute the contract must be indicated in Form PQ3.

FINANCIAL CONDITION

The Vendor's financial condition will be determined by latest financial reports and or statements submitted with the EoI documents as well as letters of reference from their bankers regarding their credit position. Potential Vendors will be pre-qualified on the satisfactory information given.

PAST PERFORMANCE

Past performance will be given due consideration in qualifying Vendors. Letters of reference from past customers should be included in Form PQ5 where applicable.

3.4 STATEMENT

The application must include a sworn statement (Form PQ6) by the Vendor ensuring the accuracy for the information given.

3.5 WITHDRAWAL

Should a condition arise between the time the firm has submitted their Quote / Proposal and the opening date which in the opinion of the SNV Zambia could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV Zambia reserves the right to reject the proposal/ quote from such a bidder even though initially prequalified through the EoI.

3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Vendor/Consultant should also submit a brief statement of supply and service delivery methods and procedures plans to be used to execute the contract in Form PQ2

3.7 EOI EVALUATION CRITERIA

No	Information Required	Form Type	Point Score
1	Registration Document	PQ-1	20
2	EOI data	PQ-2	5
3	Supervisory Personnel	PQ-3	5
4	Financial Position and Bank Details	PQ-4	15
5	Past Experience	PQ-5	20
6	Sworn Statement	PQ-6	5
7	Confidential Questionnaire	PQ-7	20
8	Litigation History	PQ-8	10
	TOTAL		100

3.8 QUALIFICATION MARK

The qualification score of 70 points and above.

FORM PQ-1 : EOI DOCUMENTATION

All firms must provide in serialized pages:

- (a) Copies of Certificate of Registration with PACRA.
- (b) Copy of V.A.T Registration Certificate
- (c) Tax Compliance Certificate/Tax clearance certificate from Zambia Revenue Authority
(Failure to produce this certificate to prove compliance will lead to automatic disqualification thus no further evaluation of the application)
- (d) Copies of TPIN Certificates of firm/Company/Individual
- (e) Attach a copy of ZPPA certificate
- (f) Copies of business permits and licenses
- (g) List of ongoing and previous Contracts/Projects (Services)
- (h) Bank references and bank details
- (i) Attach a copy of Bank statements for the last 2 years.
- (j) Comprehensive Capacity Statement, CV, academic and professional certificates, latest dealership letters (technical/experience etc.)
- (k) Statement to indicate willingness to provide goods and services on credit
- (l) Applicants should only apply in their areas of expertise

Compulsory i.e., any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically disqualified)

FORM PQ-2 : EOI DATA

Vendor/Contractor Identification	
Legal name of firm	
Street and Address	
City	
Country	
Telephone No.	
Contact Person	
Title	
Business Information	
Management Personnel	
MD	
Director	
General Manager	
Treasurer	
Other	
Partnership (if applicable)	
Name of partners	
Others	
Business founded or incorporated	
Under present management since	
Bank reference and address	
Bonding company reference and address	

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

FORM PQ-3 : SUPERVISORY PERSONNEL

Name : _____

Age : _____

Academic qualification : _____

Professional qualification : _____

Length of service with Vendor/ Consultant
or position held : _____

Supply or Service experience.

Name of client/customer : _____

Character and nature of contract: _____

Contract value : _____

Location of contract : _____

Title and responsibility in contract: _____

Other : _____

Proposed Technical personnel.

a) _____

b) _____

c) _____

d) _____

Proposed position in this project if contract is awarded: _____

Brief statement of supply and service delivery method the vendor/ consultant plans to use to execute the contract:

FORM PQ-4 : FINANCIAL POSITION AND BANK DETAILS

4.1 Attach a copy of the last two audited and certified financial statements giving summary of assets and current liabilities/or any other financial support.

4.2 Provide the applicant’s bank details to SNV Zambia.

Account Name : _____

Account Number : _____

Bank Name : _____

Branch : _____

Branch code : _____

Bank code : _____

Swift Code : _____

Attach letters of reference from the banker regarding vendor/ consultant’s credit position.
(Compulsory)

FORM PQ-5 : PAST EXPERIENCE

NAMES OF THE VENDOR, OTHER CLIENTS, AND VALUES OF CONTRACTS/ORDERS IN THE LAST TWO YEARS

CLIENT 1

Name of 1st client (organization).....
Address of client (organization).....
Name of contact person at the client (Organization).....
Client Telephone Number.....
Value of contract.....
Duration of contract (Date).....

CLIENT 2

Name of 2nd client (organization).....
Address of client (organization).....
Name of contact person at the client (organization).....
Client Telephone Number.....
Value of contract.....
Duration of contract (Date).....

CLIENT 3

Name of 3rd Client (organization).....
Address of client (organization).....
Name of contact person at the client (organization).....
Client Telephone Number.....

Value of contract.....

Duration of contract (Date).....

Others:

.....
.....

FORM PQ-6 : SWORN STATEMENT

Having studied the EOI information provided above we/I hereby state:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a proposal or quotation on the basis of provisions in the RFP/RFQ documents to follow.
- c) When the RFP/RFQ is issued and we find that the legal, technical or financial conditions or the contractual capacity of our firm has changed, we will come ourselves to inform you and acknowledge your right to review the Proposal/Quote made.
- d) We enclose all the required documents and information required for the EOI evaluation.

Date:

.....
.....

Applicant's Name:

.....

Represented by:

.....

Signature:

.....
.

Designation:

.....

(Full name and designation of the person signing and stamp or seal.)

FORM PQ-7: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this form.

<p>Part 1 – General</p> <p>Business Name</p> <p>Location of Business Premises</p> <p>Plot No. Street/Road</p> <p>Postal Address Tel No.</p> <p>Nature of business</p> <p>Current Trade License No. Expiring date</p> <p>Maximum value of business which you can handle at any one-time ZMW</p> <p>Name of your bankers Branch</p>
<p>Part 2 (a) – Sole Proprietor</p> <p>Your Name in full Age</p> <p>Nationality Country of origin</p>

.....
* Citizenship details
.....

Part 2 (b) Partnership

Given details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.

Part 2 (c) – Registered Company

Private or Public
.....

State the nominal and issued capital of company –

Nominal ZMW. Issued ZMW.

Given details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.

4.	
5.	
*If Zambian citizen, indicate under citizenship details whether by Birth, Naturalization or Registration	
Date	Seal/Signature of Candidate

FORM PQ-8 : LITIGATION HISTORY

Provide any litigation or arbitration history based on the attached form on the next page

REPUBLIC OF ZAMBIA
IN THE MATTER OF OATHS AND STATUTORY DECLARATIONS ACT OF THE LAWS OF ZAMBIA
AND
IN THE MATTER OF THE PUBLIC PROCUREMENT ACT

AFFIDAVIT

I (INSERT NAME HERE) of Post Office Number (INSERT COMPANY ADDRESS) in the Republic of ZAMBIA make oath and state as follows: -

1. **THAT** I am a..... male/female adult of sound mind by reason whereof to swear this affidavit.
2. **THAT** I am a holder of National identity card number (INSERT ID NO. HERE) copy attached herewith.
3. **THAT** I am one of the Directors of the registered company namely (INSERT COMPANY NAME HERE) copy of Certificate of Incorporation attached herewith.
4. **THAT** there is no pending litigation whatsoever that can affect the execution of a contract with SNV Zambia. Or any claims expected of (INSERT COMPANY NAME).
5. **THAT** (INSERT COMPANY NAME) has not been barred to participate in Public Tender.
6. **THAT** we have never been involved in corrupt practices, neither shall we offer or facilitate, directly or indirectly, any inducement or reward to any public officer, their relations or business associates, in connection with this Tender
7. **THAT** I swear this affidavit conscientiously believing the same to be true and correct in accordance with the Oaths and Statutory Declaration of the laws of Zambia.

SWORN by the said:

(INSERT NAME HERE))
)
)
)
)
)
)
DEPONENT)

At (Name of Place) this day of , 22

)

BEFORE ME)
)
COMMISSIONER FOR OATHS)
DRAWN BY)