



PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES FOR THE YEAR 2027-2028

SUPPLIER NAME:

REFERENCE NUMBER (Please Indicate):

DESCRIPTION OF GOODS AND SERVICES (Please Indicate):

CLOSING DATE: TUESDAY, 27th OCTOBER, 2026

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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES

DAPP in Zambia invites applications for pre-qualification from interested suppliers (including current suppliers) for the supply of goods and services to the organization for the period January, 2027 to December, 2028 in the following categories:

a) DAPP/PQ/01/2026 - SUPPLY OF BRANDED CORPORATE ATTIRE & SAFETY WEAR

- Corporate Shirts
- T-Shirts
- Caps
- Safety Boots/Gloves/Riders Jackets, Knee Guards/Rain Coats

b) DAPP/PQ/02/2026 - PROVISION OF COURIER SERVICES

- Domestic Delivery Services (FA)

c) DAPP/PQ/03/2026 - ADVERTISING AND PRINTING

- Advertising – Digital/On-line, Radio/TV Documentaries
- Graphic design and digital printing
- Signage/Corporate Branding – Billboards/Display boards/Vinyl
- Promotional Materials – Pull-ups, Banners

d) DAPP/PQ/04/2026 - PROVISION OF INSURANCE SERVICES

- General Insurance Services (FA)
- Medical Insurance Services (FA)

e) DAPP/PQ/05/2026 – STATIONERY AND OTHER CONSUMABLES

- Stationery & Office Supplies (FA)
- Toners - HP/Canon (FA)
- Medical Consumables

f) DAPP/PQ/06/2026 - SUPPLY AND MAINTENANCE OF GENERATORS, INVERTORS & SOLAR EQUIPMENT

- Supply of Solar Systems Installation – Solar Panels, Invertors, Batteries
- Supply of Generators

g) DAPP/PQ/07-2026 - PROVISION OF FREIGHT FORWARDING & CLEARANCE SERVICES (FA)

h) DAPP/PQ/08/2026 - SUPPLY OF AGRICULTURE INPUTS AND SUPPLIES & EQUIPMENT

- Pulses, Seeds, Seedlings
- HEPS

- Supply of Irrigation Systems
- Borehole Drilling
- Pumps
- Tarpaulins
- Solar Dryers, Maize Shellers
- Beekeeping Equipment – Hives, Smokers, Protective Gear

i) DAPP/PQ/09/2026 - ICT SERVICES

- Supply of IT Equipment/Hardware/Software, Networking and other Accessories
- Supply and Maintenance of Power back-up services
- Provision of Internet services and Fibre
- Supply and Maintenance of Copier/Printer Services
- Provision of Airtime - across all network providers – (FA)

j) DAPP/PQ/10/2026 - MOTOR VEHICLES

- Supply of Vehicles/Motor Cycles
- Tyres, Tubes, Fitment Alignment Services
- Supply of Fuel & Lubricants (FA)
- Vehicle/Motor Cycle Repairs & Servicing Garages (FA)

k) DAPP/PQ/11/2026 – BICYCLES

- Supply of Buffalo Bicycles
- Bicycle Spares
- Bicycle Repair Services

l) DAPP/PQ/12/2026 - TRANSPORTATION & CAR HIRE SERVICES

- Light/Heavy Duty trucks (FA)
- Off-Road/Station Wagons, 4 x 4

m) DAPP/PQ/13/2026 - PROVISION OF HOSPITALITY SERVICES

- Accommodation/Lodging and meals (FA)
- Conference facilities and Meals
- Outside catering

n) DAPP/PQ/14/2026 - TRAVEL AGENCY SERVICES

- Local/International

o) DAPP/PQ/15/2026 - GENERAL MAINTENANCE SERVICES

- Carpentry, Electrical and general property maintenance works
- Construction and repair works
- Supply and Maintenance of Fire Equipment services (FA)
- Supply and Servicing of Air Conditioners (FA)
- Fumigation services
- Building Materials/General Hardware

p) DAPP/PQ/16/2026 - CONSULTANCY/PROFESSIONAL SERVICES

- Audit
- General Consultancy

q) DAPP/PQ/17/2026 – EDUCATIONAL MATERIALS & SUPPLIES

- Teaching Aids, Educational & Sports materials
- Mattresses, Bed Linen, Clothes, Shoes, Cups, Plates, etc.
- Tailoring Equipment - Sewing Machines, Materials, Sewing Thread, etc.

r) DAPP/PQ/18/2026 – RETAIL SHOPS CONSUMABLES

- Plastic Clothes Hangers (FA)
- Plastic Carrier Bags (FA)
- Thermal Till Rolls (FA)

FA = Framework Agreement

Interested candidates may download Pre-qualification of supplier's documents from the DAPP in Zambia website <https://www.dappzambia.org> click "More"; click "Publications" and go under Jobs and Tenders.

The completed pre-qualification documents clearly indicating reference number and item description should be placed inside plain, sealed, and separate envelopes (each category MUST be submitted in a separate envelope/email) and clearly labelled as below:

PRE-QUALIFICATION OF SUPPLIERS 2027-2028: REFERENCE NUMBER AND DESCRIPTION OF GOODS AND SERVICES. (e.g. DAPP/PQ/04/2026 – Provision of Insurance Services) or in case of email: Email subject should be: (e.g. DAPP/PQ/04/2026 – Provision of Insurance Services).

Applications may be deposited in the Tender Box addressed to: The Managing Director, DAPP Zambia, 12 Luneta Road, Northrise, P. O. Box 70505, Ndola; **OR** DAPP Partnership Office, 13 Antelope Close, Kabulonga, Lusaka; **OR** emailed to: procurement@dappzambia.org

Submissions will be opened immediately thereafter and expressions of interest evaluated by a committee appointed by DAPP.

DAPP in Zambia reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

DAPP in Zambia referred to as the “Company” would like to invite interested companies and individuals who must qualify by meeting the set criteria as provided by DAPP in Zambia to perform the contract of supply and delivery or provision of goods and services to the Company.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and provide services under relevant tenders/quotations to DAPP in Zambia as and when required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with PACRA in respective merchandise or services are invited to submit their Pre-Qualification documents to The Managing Director – DAPP in Zambia so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. To be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified

N/B: All filled prequalification documents should be bound (spiral/velo bound and stamped). All submissions MUST follow the pagination order of the table of contents above. Emailed applications should be clear, readable, and submitted in a SINGLE PDF/ZIPPED ATTACHMENT. Email subject should be e.g. (DAPP/PQ/04/2026 – Provision of Insurance Services)

1.6 Distribution of Pre-Qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

The Managing Director – DAPP in Zambia, P. O. BOX 70505 – NDOLA not later than TUESDAY, 27th OCTOBER, 2026 at 17:00HRS.

1.7 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Procurement Committee on the following address not later than 20th October, 2026.

The Managing Director – DAPP in Zambia, P. O. BOX 70505 - NDOLA
Email: procurement@dappzambia.org

1.8 Additional Information

DAPP in Zambia reserves the right to request submission of additional information from prospective bidders.

1.9 Request for quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by DAPP in Zambia at the disclosure of the Procurement Committee after the completion of the pre – qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

Suppliers will be required to pay all applicable taxes.

2.2 Customs Clearance

The suppliers shall be responsible for custom clearance of their imported goods and materials.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Procurement Committee. Prices quoted should be inclusive of all delivery charges and valid for the duration of Contract.

2.4 Payments

All local purchases shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement

3 PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-Qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by DAPP in Zambia in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of DAPP in Zambia they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

3.3.1 Experience:

(a) Prospective bidders shall have at least 2 years' experience in the supply of goods, services, and allied items in case of potential supplier should show competence, willingness, and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/consultant's credit position.

Potential suppliers/consultants will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then DAPP in Zambia reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 Information on Suppliers

The firm must have a fixed Business Premise and must be registered in Zambia, with certificate of Registration/Incorporation, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate.

3.6.2 The firm must declare any conflict of interest in relation to any member of staff. DAPP in Zambia will not procure goods or services from suppliers where the employees have not declared conflict of interest.

3.6.3 DAPP in Zambia may carry out a source audit exercise for the shortlisted prequalified suppliers.

3.6.4 Any effort by the tenderer to influence DAPP in Zambia in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

3.7 Prequalification Criteria

No.	Required Information	Form Type	Maximum Score	Supplier Score (for official use ONLY)
1.	Registration Documentation	PQ1	30	
2.	Pre-Qualification Data	PQ2	5	
3.	Supervisory Personnel	PQ3	10	
4.	Financial Position	PQ4	20	
5.	Confidential Report	PQ5	15	
6.	Experience	PQ6	10	
7.	Litigation History	PQ7	10	
		TOTAL	100	

3.8 The qualification is 60 points and above

4. FORM PQ-1 REGISTRATION DOCUMENTATION

Mandatory Requirements

1. Company Profile – clearly indicating physical address, telephones and email address
2. PACRA Certificate of Incorporation or Registration
3. Valid ZRA Tax Registration and Tax Clearance Certificate
4. VAT Registration Certificate (if applicable)
5. Trade-Specific Mandatory Certificates (e.g. NCC, ZICTA, WARMA, ZAMRA). For all IT-related goods and services, applicants should show proof of being accredited as either support centres or solution providers for companies such as Microsoft, HP, Dell, etc.
6. Recent and current trade references
7. At least three (3) recent and current references from reputable clients
8. Must submit certified bank statements for the most recent 3 months (Oct 2021 – Dec 2021)

NOTE: ALL COPIES OF THE ABOVE DOCUMENTS MUST BE ATTACHED IN THE ORDER (1-10) ABOVE AFTER THIS PAGE.

(Max 30 points)

Three (3) marks each for every requirement where applicable

5. FORM PQ-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as
(Name of Company/Firm)

suppliers of
(Item Description)

.....
(Category No.)

Post Office Address.....

Town

Street

Name of building

Room /Office No. Floor No.

Telephone Nos.

Email address (MUST).....

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Other.....

Partnership (if applicable)

Names of Partners

Business founded or incorporated

Bank reference and address

.....

.....

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

.....

(5 Points)

PQ-3 SUPERVISORY PERSONNEL

Name

Title

Academic Qualification

Undergraduate.....

Post-graduate.....

Diploma.....

High School.....

Professional Qualification

(Attach Certificates if any)

Length of service with Supplier position held

.....

(Attach copies of certificates of at least 2 key personnel in the organization)- 5marks each

(10 Points)

6. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

- (a) Attach a copy of the most recent 3 months' certified bank statement - 7 marks
- (b) Attach letters of recommendation from the firm's bankers- 7 marks
- (c) State Credit period (minimum proposed is 30 days) – 6 marks

(20 Points)

7. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

*if Zambia Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration.

Part I - General

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address..... Tel. No.....

Email address (MUST).....

Nature of business.....

Current Trade License. No.....Expiring date.....

Maximum value of business which you can handle at any one time: Zmw.....

Name of your bankers Branch

Account No..... Branch

Swift code..... Branch code.....

Bank Currency.....

Part 2 (b) Partnership

Given details of partners as follows: Name; Nationality; Citizenship Details; Shares

.....

.....

.....

.....

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.

Date Signature of Candidate.....

(15 Points)

8. FORM PQ-6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client/Organization

- a) Name of Client (organization)
- b) Address of Client (organization)
- c) Name of Contact Person at the client (organization)
- d) Telephone No. of Client
- e) Value of Contract
- f) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- a) Name of Client (organization)
- b) Address of Client (organization)
- c) Name of Contact Person at the client (organization)
- d) Telephone No. of Client
- e) Value of Contract
- f) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- a) Name of Client (organization)
- b) Address of Client (organization)
- c) Name of Contact Person at the client (organization)
- d) Telephone No. of Client
- e) Value of Contract
- f) Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Others

(10 Points)

Three (3) marks each and an additional point for one other

9. FORM PQ-7: LITIGATION HISTORY

Name of Contract Supplier

Suppliers/Consultants should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT/CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE OR ZMW EQUIVALENT)

(10 Points)

10. FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above, we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre- qualification evaluation.

I, _____, do hereby certify, that the foregoing is true and complete to the best of my knowledge and belief and that no material changes have occurred to the business which would affect any of the above representations.

CERTIFICATION REGARDING TERRORISM: Seller hereby confirms that it has not provided and will not provide material support and/or resources to any individual/s and/or organizations that advocates, plans, sponsors, engages in, or has engaged in any act of terrorism.

CERTIFICATION REGARDING DATA PROTECTION: Seller hereby confirms that it has taken security measures required to comply with the Data Protection Act No. 3 of 2021 and certify that organization is registered, or eligible to register, with the Office of the Data Protection Commissioner.

NOTE: Misrepresentations of any of the above may result in cancellation and severing all ties with the agency / person and will be deleted from DAPP's database of clients. I have read the above statement and certify under oath that the information contained herein is true to the best of my knowledge and belief.

Name of Person Completing Form [Please print clearly] Also place official stamp/seal.		
Title:	Signature:	Date: