



Language Teachers' Association of Zambia

CALL FOR APPLICATIONS TO PROVIDE PRINTING SERVICES FOR THE PRELIM PROJECT

Reference No: LATAZ/PRELIM/RFQ/05/2024

The return date for responses against this RFQ is **27th May, 2024 at 15:00PM.**
Delivered in the requested manner and to the address advised.
Late responses will not be considered.

Date 23rd May, 2024

Dear Sir/Madam,

TITLE: PROVISION OF PRINTING SERVICES FOR THE PRELIM PROJECT – ONCE-OFF

Ref: LATAZ/PRELIM/RFQ/05/2024, Return by 27th May, 2024

You are invited to submit your proposal against the requirements detailed in the Request for Proposal (RFP) attached. The information contained within this invitation shall be treated as "Commercial in Confidence" and shall also be subject to the terms of any related Non-Disclosure Agreement signed by the parties.

Part 1 of the RFQ gives you information about LATAZ and the PRELIM Project. Part 2 is for you to answer and provide details as requested to support your proposal.

Proposers are requested to provide one copy of their proposal in soft format (either Microsoft Office or PDF). Submissions to this RFP must be returned by the time stated. Late submissions may not be considered by LATAZ.

Your RFP must be valid for one month from the return date.

Product Specifications

1. 4,400 3" x 5" Flashcards - Black and White,
2. 100 A3 phonetic charts - Black and White,
3. 1,000 activity booklets - colour (36 pages)
4. 100 Teacher's Guides- black and white (13 paged)

Queries

All queries should only be directed to the undersigned. We look forward to your responses soon.

Yours faithfully



George Kanyama
President and Head of Project
0974019474

Part 1 LATAZ Profile

1. Introduction

1.1 Procurement Policy on Bribery and Corruption

The Language Teachers' Association of Zambia strictly adheres to professional work ethics and emphasizes zero tolerance to Bribery and any forms of corruption. It is our policy that suppliers involved in offering bribery will be terminated and excluded from any potential engagement opportunity.

1.2 Executive Summary of Project

This RFP is an invitation to prospective proponents to submit proposals for the provision of printing services for materials developed under the Partnered Remote Language Improvement Project (PRELIM) for LATAZ, once and for all. The successful company should be able to manage and meet the requirements for this activity.

The purpose of this RFP is to seek information from potential suppliers to establish an agreement between the association and the successful Bidder. The Contract that follows this process shall bind the Company and the successful Bidder to perform in a specific way for an agreed duration to be agreed in the Contract in the event of the formation of the ***Supplier Information Questionnaire***

Part 2

2. Organization Profile

2.1. Registration & Accreditation	Compliance Statement (Y/N)
<i>Country of Registration & Registration Number</i>	
<i>Business address</i>	
<i>Taxpayer) Registration Number</i>	
<i>Submit Certificate of incorporation</i>	
Submit Tax Clearance Certificate	

<i>Submit PACRA Printout</i>	
<i>Attach two Reference Letters</i>	
<i>Letter Confirming Banking Details</i>	
<i>Letter confirming email address where Purchase Orders and queries will be sent to.</i>	

3. Ownership & Financial Background

3.1 Financial-Related Information	Compliance Statement (Y/N)
<i>Last bank statement (for past three months)</i>	

4. Track Record & Reference

4.1 Industry Experience	Compliance Statement (Y/N)
<i>How many existing clients you have and what countries are involved? Name your key clients.</i>	
<i>Major deals undertaken in the past year.</i>	
<i>Details of any cancelled deals in the past</i>	
4.2 Relationship with LATAZ	Compliance Statement (Y/N)
<i>Product/services which you provide to LATAZ (currently or previously)</i>	
<i>Value of your sales to LATAZ for the past 3 years and by product/services</i>	

<i>Percentage of your annual turnover ascribable to LATAZ</i>		
<i>Your current LATAZ contact person.</i>		
4.3 Client Reference (Please provide at least 3 clients for deals similar in nature to this RFP)		
<i>Names of companies which can provide reference to LATAZ</i>		
<i>Names & job titles of contact person</i>		
<i>Contact details (email address, address, office number)</i>		