

## INVITATION FOR BIDS

### Supply and Delivery of Printed Books

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a German federal enterprise which offers workable, sustainable, and effective solutions and systems for efficient service delivery. Most of GIZ's work is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ).

GIZ is hereby inviting suitable bids from established firms for the Supply and Delivery of Printed Books on **DDP** basis **Lusaka District**:

| Item description              | Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Quantity |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>Let Me Tell You Series</b> | <p>Number of copies-(300 for each Let me tell you series x 8 (Titles:</p> <ul style="list-style-type: none"> <li>• <b>Washing Hands</b></li> <li>• <b>Introduction to the Body</b></li> <li>• <b>Vitamin A</b></li> <li>• <b>Iron</b></li> <li>• <b>Protein</b></li> <li>• <b>Aquaculture</b></li> <li>• <b>Fish Value Chain</b></li> <li>• <b>Omega-3- Fatty Acids</b></li> </ul> <ul style="list-style-type: none"> <li>○ Pages: 28 (full colour)</li> <li>○ Paper: A5 size comic booklets printed in 28 pages inside on gloss 128 GSM paper</li> <li>○ Cover: 2 pages cover on gloss 250 GSM paper full color throughout to include cover laminating and saddle stitching</li> </ul> | 2400     |
| <b>Fish Puzzles</b>           | <ul style="list-style-type: none"> <li>• Overall Size: A3 (297mm x 420mm)</li> <li>• Piece Size: Pieces must be cut in such a way that the completed puzzle will measure exactly A3 dimensions. Individual pieces must vary in size but ensure ease of handling and fitting.</li> </ul> <p><b>Material and Construction:</b></p> <ul style="list-style-type: none"> <li>• Core Material: The puzzle will be constructed from high-density cardboard with a thickness of 2mm.</li> <li>• Finish: Each piece will have a matte, waterproof laminate finish.</li> </ul> <p><b>Packaging:</b></p>                                                                                           | 500      |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                 | <ul style="list-style-type: none"> <li>Box: Each packet should have 100 puzzle pieces in a rectangular box.</li> <li>Inserts: An A4-sized poster of the puzzle image and a brief instruction guide for puzzle assembly will be included inside the box.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Fish Tales Playing Cards</b> | <ul style="list-style-type: none"> <li>Size and Dimensions: Cards: 64mm x 89mm</li> <li>Box: Customized to fit a 54-card deck</li> <li><b>Number of Cards: 54</b></li> <li><b>Number of copies: 500</b></li> <li>Material: High-quality cardstock</li> <li>Paper Weight: 400gsm, ensuring durability and a premium hand-feel.</li> <li>Finish: Matte lamination on both sides for a sophisticated look and feel.</li> </ul> <p><b>Printing:</b></p> <ul style="list-style-type: none"> <li>Full-color CMYK printing.</li> <li>High-resolution personalized imagery and text on one side</li> <li>Cutting: Precision die-cutting for uniformity in size and shape.</li> <li>Corners: Rounded corners with a radius of 2-3mm</li> </ul> <p><b>Box Specifications:</b></p> <ul style="list-style-type: none"> <li>Material: Each box should contain 54 cards; the box should have a minimum thickness of 350gsm.</li> <li>Finish: Matte laminated to match the playing cards</li> <li>Construction: Box to be constructed with precision for a comfortable fit of the cards</li> </ul> |  |

### **Selection Criteria:**

To qualify for consideration in the tender procedure, interested companies/firms are required to submit the following information and documents for eligibility assessment:

- Tax Clearance Certificate (TCC) and confirm **NO** ongoing litigation.
- Company profile and legal documents with a turnover of K700,000.00 or more for the past financial year.
- Offer validity for 90 days.
- Prices should be quoted in (ZMW) Zambian Kwacha **ONLY**
- List of similar or related works done in the past.
- Bidders in consideration will be requested to submit samples of each for quality checks/evaluation and approval by GIZ.
- GIZ is VAT exempt.

### **Submission Details:**

- Cover letter with offer summary.

- Company details: Brief description of the company including copies of registration documents (physical address, contact details, etc.).
- Delivery Period

Bidders must comply with the Value Added Tax (VAT) regulations as stipulated by the Zambia Revenue Authority (ZRA). Specifically:

- Bidders with an annual taxable turnover exceeding ZMW 800,000 or a taxable turnover exceeding ZMW 200,000 in any three-month period are required to be VAT-registered and must issue electronic invoices through the ZRA's Smart Invoice system.
- Bidders below these thresholds are not mandated to register for VAT but may do so voluntarily.
- Compliance with these requirements is essential for participation in this procurement process.

### **How To Submit:**

The number of pages of all submission documents shall not exceed 50 pages. External content (e.g., links to websites) will not be considered, the size limit of the attachment is 30MB.

**Local** bidders must submit their bids indicating the full specifications and delivery period via email: **zm\_quotation@giz.de** with the subject line **“15.07.2026\_PRINTING\_7000015689/33616”**.

The closing date for handing in the **BIDS** is on **Wednesday 15<sup>th</sup> July at 13:00hrs**.

For further **clarification** and **Artwork**, interested parties may submit their enquiries to **zm\_inquiry@giz.de**

GIZ Zambia may request for necessary and/or more information during the evaluation.

### **Important Note.**

Before entering into any contract, GIZ reserves the right to ascertain the origin of the goods offered. This assessment will be conducted to ensure compliance with embargoes and other trade restrictions in place within the scope of GIZ's due diligence. This is particularly true of the EU sanctions against Russia, Belarus, Crimea and the affected parts of Eastern Ukraine [1] currently in place (primarily the EU Council Regulations No.: 833/2014 and 765/2006).

By submitting their bid, the bidder undertakes towards GIZ the responsibility that in the event of a probable award, the bidder will provide all necessary support to enable GIZ to ensure compliance with the sanction's regime – this assurance is thus given prior to the award of any contract. This includes in particular the obligation, if so, requested by GIZ, to complete a self-declaration to determine the origin of the goods offered and/or to provide GIZ with the required evidence of the origin of such goods. Should the bidder fail to meet these obligations or fail to do so within a reasonable period of time, this can result in their bid being excluded.

A contract can only be awarded on completion of this assessment of the origin of the goods offered. Should this check give grounds for concern or reveal facts that constitute a contractual impediment, GIZ shall inform the bidder without delay. GIZ shall also reserve the right in such cases to award the contract to the next-ranked bidder in the competitive tender procedure.

**GIZ Procurement Unit**