INVITATION FOR BIDS

Supply and Delivery of Branded T-shirts

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 **Mansa and Katete**:

Item description	Specifications	Quantity	Destination
LOT 1	Type: Crew-neck (round-neck), short sleeved, unisex design Fabric: Cotton-Polyester Blend: 60% Real Cotton and 40% Polyester – for good breathability, and lasting durability in extended use cases (in the sun and almost every week use) and original colour retention; hand washing and drying (drying in moderate heat (in the sun)), with very minimal to no shrinkage after washing Fit Type: Regular (Standard) Colours: Black, Grey, Navy Blue, Maroon, and Orange Sizes: Mix – Small, Medium, Large, and Extra-Large Artwork (logos and messages): Direct To Film Printing	6212	Katete
LOT 2	Type: Crew-neck (round-neck), short sleeved, unisex design Fabric: Cotton-Polyester Blend: 60% Real Cotton and 40% Polyester – for good breathability, and lasting durability in extended use cases (in the sun and almost every week use) and original colour retention; hand washing and drying (drying in moderate heat (in the sun)), with very minimal to no shrinkage after washing Fit Type: Regular (Standard)	4167	Mansa

	Colours: Mix – Black, Grey, Navy Blue, Maroon, and Orange Sizes: Mix – Small, Medium, Large, and Extra-Large Artwork (logos and messages): Direct To Film Printing		

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 **K2,000,000.00** or more for the past three financial years.
- 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 are required to submit samples of any color of the branded T-shirt 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
- Marked samples can be dropped at the following address before closing date:

  GIZ - Deutsche Gesellschaft für Internationale Zusammenarbeit
  Private Bag RW 37 X Plot 2 Corner of Great East/Kariba Road, Kalundu
  Lusaka, Zambia

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 for any of the lots or/ all lots indicating full specifications and delivery period via email: **zm_quotation@giz.de** with the subject line "**25.11.2026_Branded_T-Shirts_700002500/56442".**

The closing date for handing in the **BIDS** is on **Wednesday 25th Wednesday at 13:00hrs**.

For further **clarification and artwork/logo** requests, 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