



**SOLICITATION DOCUMENT**

**TENDER FOR THE SUPPLY AND DELIVERY OF HOSPITALITY SERVICES**

**UNDER TWO YEARS CALL-OFF FRAMEWORK AGREEMENTS**

**NATIONAL COMPETITIVE BIDDING (NCB)**

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**Tender No. CARE-ZMB03/HS/NCB05**

**Monday, 2<sup>nd</sup> February 2026**

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## PART A: BIDDING PROCEDURE

### 1 SECTION 1: Invitation to Bid

1. CARE Zambia has been operating in country since 1992, making meaningful contributions to the lives of millions of Zambians. Since then, CARE has been working in partnership with Government, non-governmental organizations, community-based organizations, and the private sector to deliver sustainable and impactful local solutions aimed at improving the lives of poor, vulnerable, and socially excluded individuals.

These tailored humanitarian and development projects have empowered women and girls to address critical water, sanitation and hygiene, health, livelihoods, food security, agriculture, nutrition, education, social protection, gender equality, and economic needs across the country.

To know more about CARE Zambia; <https://www.carezambia.org/>

2. CARE Zambia now invites sealed bids from eligible candidates for the Provision of Hospitality Services under Two Years Call-Off Framework Agreements.

#### Schedule of Requirements:

No.	Description	Delivery Period
1	Accommodation	Call-Offs
2	Conference Facilities	Call-Offs

3. Bidding will be conducted under the Open National Bidding (ONB) method of procurement.

Interested eligible bidders may download complete sets of tender documents from the **CARE Zambia website at:** <https://www.carezambia.org/tenders/>

All bids must be accompanied by a Bid-Securing Declaration which will take a three (3) year suspension period if the bidder withdraws its bid after the bid submission deadline.

4. Completed Bid Documents should be enclosed in plain sealed envelope(s) clearly marked with the tender name and tender reference number and should be addressed to the following address: -

**The Country Director  
CARE Zambia,  
Plot No. 7, Chitemwiko Close, Kabulonga  
P.O Box 36238, Lusaka, Zambia**

All bids should be deposited in the Tender Box at the Main Reception at **CARE Zambia Plot No. 7, Chitemwiko Close, Kabulonga, Lusaka** and in the **Tender Boxes at respective CARE field offices** specified in the tender documents on or before **16<sup>th</sup> March 2026 at 14:30 p.m.** Electronic bidding will **ONLY** be permitted for bidders located in **selected provinces as indicated on the Bid Submission Locations schedule below**, pursuant to paragraph 2.16.

Electronic bids should be submitted in writing via email to [zmb.tenders@care.org](mailto:zmb.tenders@care.org)

5. Late bids will be rejected. Bids will be opened immediately after tender closing in the presence of the candidates, representatives or bidders who choose to attend, at CARE Zambia Plot No. 7, Chitemwiko Close, Kabulonga, Lusaka and at respective CARE field offices specified in the tender documents.

Interested eligible bidders are invited to a **pre-bid conference on Thursday, 5<sup>th</sup> March 2026 from 10:00 a.m. to 11:30 a.m.** To access the zoom link for registration of the pre-bid conference, log onto the CARE Zambia website at: [https://careorg.zoom.us/webinar/register/WN\\_F-GIEb8CS3-5fwQaCpSBjA](https://careorg.zoom.us/webinar/register/WN_F-GIEb8CS3-5fwQaCpSBjA)

6. **ALL TENDER QUERIES/ CLARIFICATIONS** will be addressed during the pre-bid conference.
7. **Women owned businesses are encouraged to bid.**
8. Prices quoted should be inclusive of VAT and must be in **Zambian Kwacha**. The prices in your price schedule should be broken down as follows:
  - I. Unit price
  - II. Sub total
  - III. 16% VAT
  - IV. Total Cost

**Note:** CARE Zambia is **VAT exempted**. Bidders will be required to submit price schedules inclusive of 16% VAT. Payment(s) to the successful bidder(s) shall be made in total exclusive of VAT and a VAT exemption ZRA LPO will be issued accordingly.

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

## **SECTION 2: Instructions to Bidders**

### **2.1 Eligible Bidders.**

- 2.1.1 This Invitation for tender is open to all eligible bidders.
- 2.1.2 Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### **2.2 Cost of bidding.**

- 2.2.1 The bidders shall bear all costs associated with the preparation and submission of its bid. CARE Zambia will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

### **2.3 Amendment of documents**

- 2.3.1 At any time prior to the deadline for submission of bids, CARE Zambia for any reasons, whether at its initiative or in response to a clarification requested by a prospective bidder, may modify the tender documents by amendments.
- 2.3.2 The prospective bidders will be notified of the amendment in writing and will be posted on the CARE Zambia website.
- 2.3.3 To allow prospective bidders reasonable time in which to take the amendment into account

in preparing their bids, CARE Zambia at its discretion may extend the deadline for the submission of bids.

## **2.4 Bid Prices and Currencies**

2.4.1 The bidders shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total bid price of the items proposed to be purchased under the framework agreement.

2.4.2 Prices quoted by the bidders shall be fixed during the bid validity period and not to be subject to variation on any account. A bid submitted with an adjustable price schedule will be treated as non-responsive and will be rejected.

2.4.3 The price quoted shall be in Kwacha.

## **2.5 Validity of Bids**

2.5.1 Bids shall remain valid for 90 days after the date of tender opening prescribed by CARE Zambia, pursuant to paragraph 2.9.1 Bids valid for a shorter period shall be rejected by CARE Zambia as non-responsive.

## **2.6 Sealing and marking bids**

2.6.1 The bidder shall seal the bid and mark it with the tender name and number, and **“DO NOT OPEN BEFORE 14:30 hours on 16<sup>th</sup> March 2026”**.

## **2.7 Deadline for Submission of Bids**

2.7.1 Bids shall be received by CARE Zambia at the address specified not later than 14:30 hours p.m on **Tuesday 16<sup>th</sup> March 2026**.

## **2.8 Modification of Bids**

2.8.1 The bidder may modify or withdraw its bid after the tender's submission provided that written notice of the modification, including substitution or withdrawal of the bid is received by CARE Zambia prior to the deadline prescribed for submission of bids in the Tender document.

2.8.2 The bid modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.8.1.

## **2.9 Withdrawals of Bids**

2.9.1 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the tender document.

2.9.2 A bidder who withdraws its bid after the deadline for submission will be suspended for a period of three (3) years from participating in CARE Zambia tenders in line with the Bid Securing Declaration form, signed by the bidder

## **2.10 Opening of tenders**

CARE Zambia will open all tenders in the presence of bidders' representatives who choose to attend at 14:30 hours on Monday 16th March 2026 and in the locations specified in the tender. The bidders or its representatives who will be present shall sign a register evidencing their attendance.

2.10.1 The bidders' names, tender modifications or withdrawals, and the presence or absence of requisite Bid Securing Declaration and such other details as CARE Zambia may, at its discretion consider appropriate, will be announced at the tender opening.

2.10.2 CARE Zambia will prepare a tender opening report.

## **2.11 Clarification of bids**

2.11.1 To assist in the examination, evaluation and comparison of bids, CARE Zambia at its discretion, may ask the bidders for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices shall be permitted before post-qualification.

2.11.2 Any effort by the bidders to influence CARE Zambia in the bid evaluation or contract award decisions may result in the rejection of the bidders' bid.

## **2.12 Evaluation and Comparison of Bids**

2.12.1 CARE Zambia will examine the bids to determine whether they are complete, whether any **computation errors** have been made, whether documents have been properly signed and whether the bids are generally in order. After examination, a bid that will be determined to be substantially non-responsive, will be rejected by CARE Zambia.

2.12.2 CARE Zambia will evaluate and compare the bids, which have been determined to be substantially responsive.

## **2.13 Notification of Award**

2.13.1 Prior to the expiration of the period of bid validity, CARE Zambia will notify successful bidders in writing that the bids have been accepted.

2.13.2 Simultaneously the other bidders shall be notified that their bids have been unsuccessful.

## **2.14 Appeal Period**

2.14.1 Any bidder/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 days of the date of the award notification. Any letter received after the third day shall not be responded to and shall be treated as null and void. CARE Zambia shall have dispensed this procurement.

## **2.15 Contacting CARE Zambia**

2.15.1 No bidder shall contact CARE Zambia on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.

2.15.2 Any effort by a bidder to influence CARE Zambia in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the bidders bid.

2.15.3 **Payment Terms:** CARE Zambia shall make payments within **30 days** after provision of the service by the service provider.

2.15.4 **Price Adjustment:** Based on the price schedule submitted, successful bidders shall enjoy holding firm the unit prices for a period of six (6) months from the date of signing the contract. Prices may be adjusted semi – annually if the inflation rate exceeds 12%. Price adjustments will be subject to negotiation and mutual agreement by both parties.

## 2.16 Bid Submission Locations

No.	LOCATION	ADDRESS FOR SUBMISSION OF BIDDING DOCUMENTS
	<b>LUSAKA PROVINCE</b>	
1	LUSAKA	CARE ZAMBIA, PLOT NO.7 CHITEMWIKO CLOSE, KABULONGA, Lusaka
	<b>EASTERN PROVINCE</b>	
1	CHIPATA	CARE ZAMBIA, STAND NO. 2785 OFF UMODZI HIGHWAY (CHIPATA MALAWI ROAD) CHIPATA
2	MAMBWE	ONLINE SUBMISSION
3	CHADIZA	ONLINE SUBMISSION
4.	SINDA	ONLINE SUBMISSION
	<b>SOUTHERN PROVINCE</b>	
1	MONZE	CARE IN ZAMBIA, PLOT NO. 2149 FAIRVIEW AREA MONZE
2	CHOMA	CARE ZAMBIA, PLOT NO. 350A/D KABANANA AREA, CHOMA
3	ZIMBA	CARE ZAMBIA, PLOT ZM/27, ZIMBA.
4	SIAVONGA	ONLINE SUBMISSION
5	LIVINGSTONE	ONLINE SUBMISSION
	<b>NORTH-WESTERN PROVINCE</b>	
1.	SOLWEZI	HARRISON NGUNI BUILDING, CHIKWA CLINIC, PLOT NO 5025 OFF COLLEGE ROAD, SOLWEZI
2.	MWINILUNGA	ONLINE SUBMISSION
3.	ZAMBEZI	ONLINE SUBMISSION
4.	MUFUMBWE	ONLINE SUBMISSION
	<b>CENTRAL PROVINCE</b>	

1.	KABWE	ONLINE SUBMISSION
	<b>LUAPULA PROVINCE</b>	
1.	MANSA	LUAPULA FOUNDATION BUILDING, PLOT NO.3311, CHIBUKU PLANT ROAD, SURBURBS, MANSA.
2.	NCHELENGE	ONLINE SUBMISSION
3.	KAWAMBWA	ONLINE SUBMISSION
4.	SAMFYA	ONLINE SUBMISSION
5.	MWANSABOMBWE	ONLINE SUBMISSION
6.	CHIENGI	ONLINE SUBMISSION
	<b>COPPERBELT PROVINCE</b>	
1.	KITWE	ONLINE SUBMISSION

Note: Online Submissions/ Electronic bids should be submitted via email to:-

[zmb.tenders@care.org](mailto:zmb.tenders@care.org)

**SECTION 3: Eligibility Requirements**

**a. Bidder Declaration and Business Information Forms**

Bidders are requested to complete the forms under this section, including Bidder Declaration Form signed by an authorized person, Bidder’s Business Information Form, References and Bid Securing Declaration Form. These forms shall be submitted as part of your bid. No alterations to its format shall be permitted and no substitutions shall be accepted.

**i) BIDDER’S DECLARATION**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> By submitting this Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFQ; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
<input type="checkbox"/>	<input type="checkbox"/>	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFQ and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote, or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFQ process.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	

ii) Confidential Business Information

Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Year of Registration	
Company' Specific Areas of Expertise	
Email Address	
Phone numbers	
<b>Bank Reference</b>	
Bank Information <i>(Please Provide bank details below:)</i>	
Bank Name:	
Account Name:	
Branch Name:	
SWIFT Code	
Account Currency:	
Bank Account Number:	

iii) References

<b>Previous relevant experience: Minimum 3 contracts</b> <b>(Provide names and contact details of customers (clients) who may be approached to verify your capacity to perform against similar contracts).</b>				
<b>Name the Organization</b>	<b>Client &amp; Reference Contact Details</b>	<b>Contract Value</b>	<b>Period of relationship</b>	<b>Types of items supplied</b>

**iv) Bid-Securing Declaration Form**

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: 16<sup>th</sup> March 2026

Bid No.: CARE-ZMB03/HS/NCB05

To: **CARE Zambia**

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of **three (3) years** starting on **16<sup>th</sup> March 2026** if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, (i) fail or refuse to execute the Contract.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) expiration of the bid validity period.

**Signed:** *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

**Name:** *[complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[date of signing]*  
Corporate Seal (where appropriate)

*[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]*

## SECTION 4: Evaluation Criteria

Bids will be evaluated based on the criteria below. Bids **lacking any of the documents** below will be considered as non-responsive and therefore will be eliminated at this stage.

i. Hotel Classification/ Rating (Mandatory) (marks 10%)

Bidders must indicate their facility classification by ticking/selecting one:

**A- Hotels**

- 5-Star Hotel
- 4-Star Hotel
- 3-Star Hotel
- 2-Star Hotel
- 1-Star Hotel
- Non-Rated Hotel

**B- Lodges**

- 5-Star Lodge
- 4-Star Lodge
- 3-Star Lodge
- 2-Star Lodge
- 1-Star Lodge
- Non-Rated Lodge

**Note:**

If rated, please attach certification from relevant tourism authority.

If non-rated, provide details of available facilities and standards maintained.

Added advantage for Rated Hotels and Lodges

ii. **Mandatory Preliminary Requirements**

No.	REQUIREMENTS	Scoring %
1.	Copy of Certificate of Incorporation/Certificate of Registration issued by PACRA	5%
2.	Copy of valid ZRA Tax Compliance certificate	5%
3.	Copy of Valid Tourism License.	5%
4	Must submit a bidder declaration (using the declaration form provided in the tender document) and must be signed by an authorized person.	5%

5	Must provide a bidder information (using the <b>Confidential Business Form</b> provided in the tender document)	5%
6	Bidders must provide a minimum of three (3) references by filling in the reference form under section 5.	5%
	<b>ENSURE</b> that all pages are sequentially paginated in the format 1, 2,3 .... starting with 1 on top page	
	<b>Total Score</b>	<b>30%</b>

iii. **Previous Services and Awards**

No.	REQUIREMENTS	Scoring %
1.	<b>Previous services-</b> Provide 3 or more purchase order copies or contracts for similar services provided in the past one (1) year	15%
2.	<b>Previous awards (vendor's citations and awards) –</b> The Bidder must provide citations and awards received from award-giving bodies.	5%
	<b>Total Score</b>	20%

iv. Technical Requirements

a. ACCOMMODATION

Item #	Item Description	Bidder to indicate number of room available	Score%
LOT 1	i) Standard Rooms - Single Occupancy Self Contained		10%
	ii) Standard Rooms - Double Occupancy Self Contained		
LOT 2	Executive Rooms - Single Occupancy Self Contained		
	Executive Rooms - Double Occupancy Self Contained		
LOT 3 (Lusaka and Livingstone only) <b>OPTIONAL</b>	Suites – Single Occupancy		
	Suites – Double Occupancy		
	<b>Total Score</b>		10%

**Note:** The Bidder must provide response only for the type of rooms they offer. Score allocation will be calculated based on 10% of the lots chosen by the bidder

b. CONFERENCE FACILITIES

Item #	Item Description	Bidder's Response - Maximum Sitting Capacity	Score%
1	Hall Hire-10 To 20 Pax		10%
2	Hall Hire 20 To 40 Pax		
3	Hall Hire 40 To 60 Pax		
4	Hall Hire 60 -100 Pax		
5	Hall Hire 100 To 150 Pax		
6	Hall Hire 150 Plus Pax		
	Bidder to respond only in the available sitting capacity for Halls/Conference rooms		
	<b>Total Score</b>		10%

**PART B: FINANCIAL REQUIREMENTS**

**Section 1: Price schedule – Accommodation**

No.	Item Description	Unit of Measure	Standard Rate (ZMW)	Discounted Rate for CARE	Delivery Period
LOT 1	i)Standard Rooms - Single Occupancy Self Contained	each			Call - Off
	ii) Standard Rooms - Double Occupancy Self Contained	each			
LOT 2	Executive Rooms - Single Occupancy Self Contained	each			
	Executive Rooms - Double Occupancy Self Contained	each			
LOT 3 (Lusaka, Livingstone only)	Suites – Single Occupancy	each			
<b>OPTIONAL</b>	Suites – Double Occupancy	each			

**Section 2: Price schedule – Conference**

No.	Item Description	Unit of Measure	Standard Rate (ZMW)	Discounted Rate for CARE	Delivery Period
1	CONFERENCE PACKAGE- <b>FULL DAY</b> (Buffet Lunch, Tea break X 2, Mineral Water(500mls) X2)	Each (Pax)			Call - Off
2	CONFERENCE PACKAGE- <b>HALF DAY</b> (Buffet Lunch, Tea break X 1, Mineral Water(500mls) X1)	Each (Pax)			
4	Mineral Water - 500mls	each			
6	Hall Hire-10 To 20 Pax	20 pax			
7	Hall Hire 20 To 40 Pax	40 pax			

8	Hall Hire 40 To 60 Pax	60 pax			
9	Hall Hire 60 -100 Pax	100 pax			
10	Hall Hire 100 To 150 Pax	150 pax			
11	Hall Hire 150 Plus Pax	200 pax			
12	Public Address System	Per day			
13	Projector Hire (LCD)	Per day			
15	Shuttle Services (Airport – Hotel/Lodge) only if applicable (Quote must be rate per KM)	1KM			

**Note:**

Hall hire quote should align with maximum sitting capacity for each category e.g Hall hire – 40 -60 pax

## PART C: GENERAL CONDITIONS AND CLAUSES

### A. GENERAL CONDITIONS

1. The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a bid does not commit CARE Zambia to award a contract to any vendor.
2. CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:
  - ✚ To determine whether the information provided does or does not substantially comply with the requirements of the tender.
  - ✚ To contact any bidder at evaluation stage for clarification of any information provided.
  - ✚ To waive any or all formalities of bidding
  - ✚ To not accept the lowest bid
  - ✚ To negotiate with one or more bidders in respect to any aspect of submitted bid
  - ✚ To conduct a due diligence exercise without prior notification to the vendor
  - ✚ To award contracts based on whatever is in the best interest of CARE.
3. Any material statements made in writing in response to this tender or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.
4. Framework Agreement do not necessarily constitute a requirement to purchase anything from the supplier, but rather to set terms for future purchases.
5. **Payment terms:**
  - Advance payments shall not be applicable under this contract unless the vendor provides the advance payment bank guarantee.
  - Payments shall be made promptly by the Purchaser thirty (30) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.

### B. CONFIDENTIALITY/ NON-DISCLOSURE

- I. Reciprocally, CARE commits that information received in response to this tender will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.
- II. Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by CARE Zambia in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.
- III. **PUBLICITY** Any publicity referring to this tender, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE Zambia.
- IV. **FORCE MAJEURE** Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure

Event.” A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party’s reasonable control. The Party that seeks to invoke this Force Majeure provision (the “Affected Party”) shall provide the other Party (the “Unaffected Party”) with a written notice within five (5) days of the date the Affected Party determines a Force Majeure Event has occurred.

#### **V. CONFLICT OF INTEREST**

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

## **PART C: ANNEX 1 Stages of Tender Evaluation**

### **A. Preliminary Evaluation/ General Suitability of the Bid**

- ✓ Bidders are required to comply with mandatory requirements.
- ✓ Bidders are required to provide all forms and documents requested. These forms will form part of the bid and subject to the evaluation

### **B. Technical Evaluation**

#### **i. Documents Examination**

- ✓ Bidders are required to provide technical specifications as requested in the tender documents

### **C. Financial Evaluation**

Bidders who are successful at preceding stages shall have their prices compared and award recommended to the lowest evaluated responsive bid.

### **D. Due diligence**

The evaluation shall include a due diligence exercise to verify the physical location and operational status of the establishment, suitability and standard of accommodation and conference facilities, availability of required facilities and support services, compliance with applicable regulatory and safety requirements, and confirmation of any other information as provided by the bidder.

**Note:** The outcome of the due diligence exercise shall inform and determine the final decision on the award or rejection of the bid.

CARE Zambia,  
Plot No. 7, Chitemwiko Close, Kabulonga  
P.O Box 36238, Lusaka – Zambia  
Tel: +260(211)267950-3  
Cell: +260 977 790074-6/ +260 966 866866

#### **For Clarifications**

Contact the Procurement Manager on:

Email: [ZMB.Procurement@care.org](mailto:ZMB.Procurement@care.org)