

Request for Expression of Interest (EOI): Supply of goods and services

1. ABOUT PROSPERO

Prospero is a UKaid-funded private sector development entity designed to incentivise investment in innovation that will change the way that market systems work and create new growth opportunities for MSMEs. We focus on the following high-growth potential sectors:

- **Food and Agriculture:** Increasing competitiveness and value of Zambian food products in end consumer markets.
- **Mines and Mining Services:** Increasing the sustainable and inclusive economic impact of mining in Zambia.
- **Tourism and Hospitality:** Increasing the value and proportion of tourist revenues captured by local businesses.
- **Investment Services:** To increase MSME access to appropriate financial services by strengthening the Zambian finance and investment ecosystem
- **Business Services:** To increase MSME access to appropriate non-financial services to stimulate business innovation and growth

We partner with leading private sector players, government agencies and business associations to design synergistic initiatives that support strong business model development, promote transformative financial services, attract quality investors and foster enabling business and investment environments. We work at the intersection of market system development and the impact investment ecosystem, recognising that enterprise growth at scale requires access to substantial and sustainable sources of commercial finance.

2. CONTEXT

We invite expressions of interest by companies/businesses/organisations and individuals for the provision of goods and services in the following categories:

Category	Good and Services
Property Maintenance	<ul style="list-style-type: none"> • Building Maintenance – plumbing, electrical, carpentry, painting, and interior finishes • Cleaning Services • Servicing of Air Conditioners • Servicing of Fire Extinguishers • Office Equipment Repairs and Maintenance • Pest control • Provision of Garbage Collection Service
Professional and consultancy services	<ul style="list-style-type: none"> • Accounting • Auditing • Law firms • Technical experts in Prospero’s focus sectors • Accounting and Customer Relationship management systems experts
Logistics & Travel	<ul style="list-style-type: none"> • Provision of Freight, Clearing and Forwarding Services • Provision of Courier and Mail Delivery Services • Relocation Services/ Household removals
Supply and maintenance of IT equipment and Software	<ul style="list-style-type: none"> • Supply of Computers, laptops, printers, scanners, photocopiers, Projectors, cameras & IT related accessories and equipment • Office stationery, toners & cartridges • Supply and installation of communication equipment • Security Equipment & Spares (CCTV & Access Control) • Provision of Internet and Web Hosting Services • Computer Hardware & Maintenance • Supply & Maintenance of Servers

Marketing and Branding	<ul style="list-style-type: none"> • Video/photography/ documentary Production Services • Printing services i.e., bulk printing, bulk photocopying, bulk binding, bulk scanning • Language Editing, Graphics Design and Lay-outing Services for Publications • Design & Branding of promotional materials; banners, brochures • Roadshow Management & Activation • Social Media Management Service • PR Services
General Supplies	<ul style="list-style-type: none"> • Toiletries, Groceries • Supply of Bottled Water
Human Resource	<ul style="list-style-type: none"> • Recruitment Agencies • Training Services
Vehicles and equipment supply and maintenance	<ul style="list-style-type: none"> • Motor Vehicle Supplies and maintenance • Motor Vehicle Accessories & Repairs • Supply and Maintenance of Air-Conditioning installations and services • Supply and maintenance of solar systems, batteries, inventors, and other providers of alternative sources of energy • Supply of Communication Equipment and Communication Services • Supply of Fuel and Lubricants • Provision of Fleet Management Systems including Vehicle Tracking Services

3. REQUIREMENTS

The Applicant shall prepare the EOI and include all requirements mentioned below:

- Full Registered name of the Organization and Company Profile which should not exceed five (5) pages, including printed brochures.
- Copy of Valid VAT and Tax clearance certificate.
- Latest Business Registration Certificate, including Articles of Incorporation, or equivalent document if applicant is not a corporation.
- Postal, Physical and email addresses
- Telephone and email
- Three letters of reference from reputable clients
- Names of Directors and as registered at PACRA.
- CVs for key staff for consultancy firms or individual consultants
- Proof of Franchise- (Where applicable) e.g., for software suppliers
- Proven track record with at least 1 year of experience

Firms/individual consultants:

- The applicants shall provide a brief description of their firm(s)/individual profiles with legal mandates/authorized business activities, year and country of incorporation, core area of specialization, expertise and types of activities undertaken, structure and organization diagram.
- The Applicant should present information regarding any litigation, current or during the last five years, in which the firm(s)/individual is involved, the parties concerned and liabilities under Firm(s) profile.

4. SUBMISSION GUIDELINES

Interested applicants should take note of the following submission guidelines:

- Any request for clarifications shall be submitted in writing by e-mail to Prospero Zambia's Procurement and Compliance department at the following email addresses:
procurement@prospero.co.zm
- EOI submissions should be made **ELECTRONICALLY ONLY** and marked "**Expression of Interest-Supply of Goods and Services**" in the subject of the email. Prospero Zambia may reject any EOI which is not compliant the requirements stated in this request for EOI.
- Prospero Zambia will use a set of unified criteria to evaluate the qualifications of Applicants. Eligible Applicants will be assessed in one-stage process for compliance with the requirements set out in this request for expression of interest. Each Applicant will be assessed on a "Pass/Fail" basis as to whether each criterion is satisfactorily met.

- All Applicants that meet the eligibility and qualification criteria shall form the list of pre-qualified firms/individuals.
- Prospero Zambia may arrange site visits and personal interviews to examine the experience and capabilities of applicants.
- Prospero Zambia reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to Applicants.
- The costs of preparing business profiles are entirely on the account of the organisation/individuals preparing the profiles. Prospero Zambia will not pay for any such costs
- Once Prospero Zambia has completed the evaluation of the applications it shall notify by email to all applicants about the outcome of evaluation.
- Potential suppliers should submit their business profiles electronically to:

Submission email address	procurement@prospero.co.zm
Deadline for submission	25 March 2021

- Any EOI received after the deadline of submission of EOI will not be considered eligible for this prequalification exercise.
- All correspondence and documents relating to the EOI exchanged by the Applicant and Prospero Zambia shall be written in the English language only.

Prospero reserves the right to amend, extend or cancel this request for expression of interest at any stage. The EOI does not entail any commitment on the part of Prospero Zambia, either financial or otherwise. Prospero Zambia reserves the right to accept or reject any or all EOIs without incurring any obligations to inform the affected applicants of the grounds.