Call for Quotations

ZM-UAT-20261022-0253 STOR-CFQ Synthetic Research

Closing Date: Thursday 24 December 2026 at 00:00 Africa/Lusaka

PUBLIC PROCUREMENT SUMMARY

Reference	VVOB/ZM/CFQ/2026/010
Object	ZM-UAT-20261022-0253 STOR-CFQ Synthetic Research
For VVOB	VVOB Zambia
Nature	Services
Description of the services/supplies to be provided	See point 2 (Terms of reference for services / Technical specifications for supplies)
Procedure	Negotiated procedure without publication but with simplified announcement
Deadline for submitting quotations	24 December 2026 00:00 Africa/Lusaka
Contract duration	Ten days
Estimated start date	15 January 2027
Information session and/or site visit	No site visit or information session is planned.
Conditions to participate	Meet the synthetic qualification question and provide a complete quotation.
Content of the quotation	See point 3.3.1 (data to be included in the quotation)
Technical and financial evaluation criteria	Price: 40%. Non-price: 60%. The highest raw non-price score receives the full non-price weight; other bids are scaled against it. Price excludes VAT.
Contact for Questions	The VVOB Procurement Team: kafui@BAARAconsulting2012.onmicrosoft.com
Other	Synthetic UAT only. No additional requirements.

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1. GENERAL PROVISIONS

1.1. CONTRACTING AUTHORITY

The contracting authority of this public procurement contract is VVOB Belgium, non-profit organisation, with its registered office at Julien Dillensplein 1, 1060 Brussels, Belgium, acting through its office VVOB Zambia.

For this procurement contract the leading office is VVOB Zambia, represented by Caroline Elliot, Country Programmes Manager of VVOB Zambia who will sign the award letter, and if applicable the service contract following the procurement process, who is mandated to do so and to represent VVOB towards third parties.

1.2. RULES GOVERNING THE PROCUREMENT

The specific administrative and contractual provisions that apply to public procurement contract and procedure are among others:

- The Law of 17 June 2016 on Public Procurement contracts (Law Public Procurements)
- The law of 17 june 2013 on justifications, notifications and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services;
- The Royal Decree of 18 April 2017 on the award of Public Procurement contracts in the classic sectors (RD 2)
- The Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works (RD 1)

An all-encompassing overview of all applicable Belgian regulations regarding the public contracts is available for consultation through the website .

This contract is equally subject to:

- The specifications in this call and in its appendices, and any notes, standards or documents referred to. The tenderer is deemed to have taken note of this and to have taken it into account when preparing his bid.
- All laws and regulations concerning the requested products and materials (e.g. CE conformity etc.)
- The General Data Protection Regulation: Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC.
- The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data;
- VVOB's Codes of Conduct;

Any additions, amendments, and replacements to the aforementioned laws and other documents on the date of their entry into force with due observance of any transitional provisions.

1.3. PROCESSING OF PERSONAL DATA BY THE CONTRACTING AUTHORITY

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Quotations with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

The bidder undertakes to comply strictly with the obligations provided for by the GDPR and Belgian law on the protection of personal data, regarding the processing of data entrusted to it by the Contracting Authority or collected by the bidder on behalf of and at the request of the Contracting Authority.

If the bidder reasonably considers that other agreements should be concluded in order to comply with the applicable legislation, the bidder will proactively inform the contracting authority. In any case, the bidder must cooperate in good faith with the contracting authority in order to comply with the applicable legal provisions at all times.

For all questions regarding the protection of personal data, the bidder may contact the Contracting Authority's Data Protection Officer or his designate.

We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

1.4. CONFIDENTIALITY

The bidder and/or contractor as well as the contracting authority are bound to secrecy towards third parties with regards to any confidential information obtained within the framework of this procurement and will not disclose this information without obtaining the necessary written prior consent of the other party. An exception is made for the disclosure of confidential information to third parties that are involved in the assignment, in which case parties undertake to adequately inform the involved parties of their confidentiality obligations and their required compliance as such.

1.5. GENERAL CONDITIONS OF SALE

Synthetic UAT only. The reviewed service agreement will govern the simulated assignment. No real commitment is created.

2. SUBJECT MATTER AND SCOPE OF THE PROCUREMENT

2. SUBJECT MATTER AND SCOPE OF THE PROCUREMENT

Synthetic research services for staging UAT, with one complete package. The annexes describe the synthetic assignment and quotation.

3. PROCEDURES FOR THE PROCUREMENT CONTRACT

3.1. AWARD PROCEDURE

This public contract is a negotiated procedure without prior publication in accordance with Belgian public procurement law.

3.2. CONTACT PERSON, SITE VISIT AND INFORMATION SESSION

Synthetic UAT only. Questions use the procurement contact in the summary. No site visit or information session is planned.

3.3.1. Data to be included in the quotation

Provide the synthetic quotation, technical approach and price schedule. Annex A describes the synthetic scope. Annex B contains price information.

3.3.2. Subcontracting, price reductions, variants and options

- Synthetic UAT only. Subcontracting, variants and options are not required.

3.3.3. Validity of the quotations

Submitted quotations shall be valid for 90 calendar days from the final date for submission of offers. The same deadline shall apply to the BAFO from the final date of submission of BAFO.

3.3.4. Pricing and price components

Quote a fixed all-inclusive synthetic price in ZMW, stating VAT separately.

3.3.5.1. Offers Submitted by VVOB Operations Portal

Submit the synthetic quotation PDF through the VVOB Operations Portal before the stated deadline.

3.3.5.2. Derogation from Article 14, § 7 of the Law on Public Procurements

Considering article 14, §2, 1° of the law on public procurements, it would not be appropriate to impose the obligation to use electronic means of communication referred to in article 14, §7 of the law.

The nature of the underlying contract in question is such that national or regional economic operators do not have equal access to the requirements linked to the use of the Belgian federal "e-Procurement" platform. The technical characteristics may therefore be discriminatory and may restrict economic operators' access to the award procedure, particularly with regards the speed and quality of the internet connection, as well as the quality of the electricity transmission network. Moreover, the particular formats of electronic signatures envisaged by this platform are not yet compatible with the information and communications technology in use.

3.3.5.3. Languages

The offers can be submitted in English.

3.3.5.4. A single quote per order

Irrespective of any variants, the tenderer may only submit one tender per contract.

In this case, each participant in a group of economic participants without legal status as identity considered as a tenderer.

However, submitting an initial offer does not constitute an obstacle to negotiating, submitting subsequent offers or submitting a BAFO.

The tenderer shall submit its tender in a single copy.

3.3.5.5. End date for the receipt of the offers

Quotations must be submitted to VVOB before the end date and time for receipt of the quotations.

This limit is specified in the quotation request.

3.3.5.6. Late offers

Offers submitted late will not be accepted.

3.3.5.7. Modification or withdrawal of an already submitted offer

The amendment or withdrawal of an offer that has already been submitted must comply with the provisions of Article 43 of the RD.

3.3.6. Opening of the quotations

The quotation must be in the possession of the contracting authority before the final submission date and time specified in point 2.3.5 "Submission of the quotations". The tenders shall be opened behind closed doors.

3.3.7. Overview of the evaluation procedure and negotiations

In a first phase, the quotations will be evaluated as to selection (see 3.3.8.1. exclusion grounds and 3.3.8.2. qualitative selection criteria) and to regularity (see 3.3.1. data to be included in the quotation). In application of the art. 76 of the Law, regularising substantial irregularities is possible.

In order to be compliant,

- the quotation must be signed,
- the quotation must contain all the information and documents requested in this call for quatations,
- the quotation must propose supplies/services that conform to what is expected and described by VVOB,
- the provider must meet the minimal selection criteria referred to in points 3 and 4 of this call

If any information or documents provided by the bidder appear to be incomplete or incorrect, or if certain documents are missing, VVOB may request the bidder in question to submit, supplement, clarify or explain the information or documents concerned within an appropriate time period. This option in no way obliges VVOB to give bidders this opportunity.

Quotations that are not conform could be rejected notably in application of article 76 of the Royal decree of 18 april 2017 and could not be admitted tot the technical and financial evaluations.

If the bidder does not use the documents (forms, pricelist, etc if any) attached to this call for quotations, he shall bear full responsibility for ensuring that the documents used correspond exactly to those provided for.

In a second phase, the formally and materially regular quotations will be evaluated as to content by an evaluation commission by applying the award criteria stated in the procurement documents (see 3.3.8.1)

During the second phase, VVOB reserves the right to negotiate on the conditions of the quotations or not (improvement of the proposed conditions: price or other).

In case of negotiations, VVOB will conclude the negotiations by proposing to submit a BAFO (best and final offer). No changes/adjustments/regularisations whatsoever can be made to the BAFO submitted.

The award criteria and the minimum requirements certainly do not qualify for negotiations.

VVOB may or may not conduct negotiations in stages, whereby the number of offers to be negotiated is limited by applying the award criteria. Since the contracting authority reserves the right to negotiate only with the best placed candidates, tenderers are invited to indicate their best price in their tenders.

3.3.8.1. Exclusion criteria

Synthetic UAT only. Confirm the declaration of honour in Annex C and answer the qualification question.

3.3.8.2. Qualitative selection criteria

Bidders must satisfy the synthetic qualification question and provide a complete quotation.

3.3.8.3. Award criteria

Criterion	Max points	Scoring levels

Criterion	30	**Top score:**
Criterion	30	**Top score:**
Criterion	40	**Calculated from eligible bid price:**

3.3.8.4. Possibility of not awarding or concluding the contract

The conclusion of the procedure does not imply an obligation to award or conclude the contract. The contracting authority may refrain from awarding or concluding the contract, or may reopen the procedure in another way, if necessary.

3.3.8.5. Concluding the procurement contract

The contract is concluded by sending an order form / a notification letter by e-mail or post, possibly preceded by an information message. The call for quotations with any annexes and the quotation of the bidder with the annexes and order form or notification letter together constitute the contract.

4. SPECIAL CONTRACTUAL PROVISIONS

4.1. PLACE OF DELIVERY, DURATION AND END OF THE CONTRACT

Deliver the synthetic research report in Lusaka within ten days after the simulated contract starts.

4.2. EXTENSIONS AND REPETITIONS

Extensions: Without object *(if extensions wanted : see the guidelines for calls for quotations)*

Repetitions: Without object (not possible)

4.3. TERMS OF PAYMENT

Synthetic payment after SCC completion. No real payment or commitment.

4.4. BIDDERS RESPONSIBILITIES DURING THE EXECUTION OF THE CONTRACT

The bidder commits him(her)self to have the assignment carried out by the persons stated in the quotation, except in the event of force majeure. The persons mentioned or their replacements are all deemed to effectively participate in the execution of the contract.

The bidders personnel must be sufficient in number and must, each in her(hi)s field, possess the requisite competence to perform the contract regularly and correctly. The bidder must immediately replace all members of staff whom VVOB vzw has designated as an objection to the proper execution of the contract due to their incompetence, bad will or generally known misconduct.

The bidder shall assume full responsibility for errors or defects in the services performed, in particular in the examinations, calculations, plans and all other documents drawn up by him for the execution of the contract.

The services that do not correspond to the terms and conditions of the contract or that were not provided in accordance with the rules of the art must be restarted by the bidder. If not, VVOB will take ex officio measures at the bidders' expense and risk through one of the means of intervention mentioned in the applicable law. In addition, the bidder is exposed to fines and penalties for non-compliance with the terms and conditions of the contract.

Consequently, the bidder must indemnify VVOB against any damages that it may owe to third parties on account of its delay in performing the contract, insofar as the bidder is responsible for such delay.

4.5. DELAY PENALTIES

Synthetic UAT only. No delay penalties apply to this simulated exercise.

4.6. BAIL

No bail is required for this contract.

4.7. DISPUTES

The procurement contract must be performed and interpreted according to Belgian law.

The parties commit to sincerely perform their engagements to ensure the good performance of this procurement contract.In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a solution. If agreement is lacking, the Brussels courts are the only courts competent to resolve the matter.

4.9. INTELLECTUAL PROPERTY

(To be adapted on a case-by-case basis but catch all clause hereunder.)

The contracting authority acquires the intellectual property rights created, developed or used during performance of the contract.

Without prejudice to abovementioned, and unless otherwise stipulated in the procurement documents, when the subject-matter of the procurement contract consists of the creation, manufacture or the development of designs or of logos, the contracting authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

For domain names created under the procurement contract, the contracting authority also acquires the right to register and protect them, unless otherwise stipulated in the procurement documents.

When the contracting authority does not acquire the intellectual property rights, it obtains a patent licence of the results protected by intellectual property law for the exploitation modes that are mentioned in the procurement documents.

The contracting authority lists the exploitation modes for which it intends to obtain a licence in the procurement documents.

4.10. MODIFICATIONS OF THE CONTRACT (ART 37 TO 38/19 RD 1)

Synthetic UAT only. Prices remain fixed for this exercise. No real contract modification.