



Zimbabwe Health Interventions (ZHI)

Emerald Office Park Number 30, The Chase,
Corner 2nd St. Extension & The Chase (West)
Mount Pleasant, Harare, Zimbabwe

REQUEST FOR QUOTATION (RFQ)

Canon Cameras (EOS60D and 90D) Accessories

RFQ Number:	ZHI.RISE.2023.12.493
Submit Quotation to:	procurement@zhi.co.zw
Date of Issue of RFQ:	January 05, 2024
Closing Date of RFQ:	January 14, 2024, at 2359hrs

Method of Submittal:

Respond via e-mail to the email provided above, with attached quotation document in MS Word / pdf format. Documents should not be more than **2MB in size**.

1. INTRODUCTION

Zimbabwe Health Interventions (ZHI) is a local Zimbabwean non-profit human development organization whose mission is to help the Government of Zimbabwe achieve its health-related goals, with a focus on contributing to HIV/AIDS epidemic control using comprehensive and sustainable human development approaches; conducting research that will guide/inform policy and development of innovative interventions for human development in Zimbabwe. ZHI is currently implementing the Re-Ignite Innovate Sustain and Empower (RISE) program which is a five-year (October 2021 – September 2026) United States Agency for International Development (USAID) funded program. The RISE Program is one of the President's Emergency Plan for AIDS Relief (PEPFAR) funded programs through USAID that aims to disrupt the main drivers of HIV risk for adolescent girls and young women (AGYW) in Zimbabwe using a proven approach called Determined, Resilient, Empowered, AIDS-free, Mentored, and Safe women (DREAMS). The RISE Program is largely a community-based intervention with a lot of demands and expectations. For more information, please visit www.zhi.co.zw.

2. PURPOSE/THE REQUIREMENTS

ZHI RISE project intends to upgrade its Canon Cameras (EOS60D and EOS90D) to meet the requirements of the project. In this regard, ZHI now invites reputable and legally registered suppliers to provide quotations for the supply of the required accessories in accordance with the specifications stated below.

3. ACCESSORIES SPECIFICATIONS

The specifications prescribed below are not in any way limited to any specific tenderer as they are based on generally achievable requirements. Thus, minimum preferred specifications are as stated below: -

Item No.	Description	Specification	Quantity	Unit of Measure
1.	Camera Handling	Heavy duty Tripod Stand	1	Each
		3-Axis Gimbal Stabiliser (for DSLR)	1	Each
2.	Camera Lens	24-105mm lens	1	Each
		16mm lens	1	Each
		50mm lens	1	Each
3.	Lighting	AD600bm Strobe Light (with battery pack and charger)	1	Each
		Godox 850ii Speedlight	1	Each
		AA battery charger with 8 rechargeable batteries	1	Each
		X2 Trigger	1	Each
		Heavy Duty Light Stand	1	Each
		120cm parabolic quick release soft boxes	1	Each
4.	Sound	Lapel Microphone	1	Pair
5.	Memory	128GB SD Cards	2	Each
		HDMI Video Capture Card	1	Each
		10TB External Hard Drive	1	Each
6.	Handling & Cabling	25mm Extension cable (reel)	1	Reel
		Plastic Trunk	1	Each

4. SUBMISSION INSTRUCTIONS AND TERMS FOR BIDDERS

By submitting a bid, all Bidders certify that the person(s) involved in the preparation and collation of the quotation and/or quotes were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this tender.

4.1 All bids **MUST** be submitted by **2359hrs on January 14, 2024**, via email to: procurement@zhi.co.zw. The quotations **MUST** be received on or before the closing date and time and any bids received after the closing date and time may not be considered.

4.2 Language - the quote, as well as all correspondence and documents relating to the offer shall be in **English**.

4.3 The Quotation should include the following:

4.3.1 Price shall be quoted in **US dollars (USD) only**.

4.3.2 Prices for the requested services should be inclusive of all related costs include all associated costs.

4.3.3 **Bid Validity Date** - All information submitted in connection with this RFQ will be valid for thirty (30) days from the RFQ due date and not subject to variation on any account during the Bidder's performance of the final Contract unless another time is specified in the addendum of the RFQ. This includes, but is not limited to items quoted, cost, pricing, delivery timelines, terms and conditions, service levels, and all other information.

4.3.4 A **valid Tax Clearance Certificate** and **Company Registration Certificate** should be submitted together with the Quotation.

4.4 ZHI does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

4.5 ZHI will issue a Purchase Order to the selected winner(s) that shall state the items to be purchased, the location to which the items should be delivered, the specific timeframe within which the order should be completed, and a fixed price for the items to be purchased (including delivery costs). The Purchase Order will become a legally binding contract when it has been formally signed by both ZHI and the winning Vendor. A full list of the Terms and Conditions of the final Purchase Order are included as **Attachment A** to this RFQ.

4.6 If your firm is awarded the contract, all information in the RFQ and negotiation process is contractually binding. No submission will be considered for any discovered omissions from the Bidder(s).

4.7 In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to make delivery of all the goods by the agreed delivery date or dates, ZHI may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

4.7.1 Procure all or part of the goods from other sources, in which event ZHI may hold the Supplier responsible for any excess cost occasioned thereby.

4.7.2 Refuse to accept delivery of all or part of the goods.

4.7.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of ZHI.

4.8 All responses and supporting documentation shall become the property of ZHI and will not be returned.

5. ETHICAL BEHAVIOR

Zimbabwe Health Interventions (ZHI) adheres to the highest standards of ethics, honesty and integrity as part of its corporate governance initiatives. ZHI believe that ethics, honesty and integrity are foundations for healthy business practices, and expects its business partners to do the same. ZHI has ZERO tolerance for fraud, theft, corruption, kickbacks undisclosed conflicts of interest especially in its procurement processes which ZHI endeavours to ensure are open, fair and allow for equal opportunity to all service suppliers including small and women led organisations.

Therefore, if you experience or suspect unethical behaviour by a ZHI employee, please contact the ZHI's Deloitte Tip-offs Anonymous on: Toll free cell: 0808 5500/ 4461 (Econet Subscribers Only) Toll free cell:

0716 800 189/ 0716 800 190 (Netone subscribers only) Toll free cell; 0732 220 220/0732 330 330 (Telecel subscribers only) WhatsApp: 0772 161 1630 and on e-mail: reportszw@tip-offs.com

Any vendor/consultant who attempts to engage, or engages, in corrupt practices will have their quotation disqualified and will not be solicited for future work.

6. TERRORISM

ZHI shall use its best endeavours to ensure that funds provided under this tender do not provide direct or indirect support or resources to organizations and individuals associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking and assistance to drug traffickers. If, during the course of this tender, ZHI discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the tendering process.

Bidders will also be verified if they are not listed on database of restricted/debarred suppliers.

7. ZHI EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

ZHI is an equal opportunity employer and employs personnel without regard to race, ancestry, place of origin, colour, ethnic origin, language, citizenship, creed, religion, gender, sexual orientation, age, marital status, physical handicap or financial ability.

8. ZHI RIGHTS AND DISCLAIMERS

- ZHI reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- ZHI may cancel the solicitation and not award
- ZHI may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by ZHI
- ZHI will not compensate any offeror for responding to solicitation
- ZHI reserves the right to issue award based on initial evaluation of offers without further discussion
- ZHI may choose to award only part of the activities/items in the solicitation, or issue multiple awards based on the solicitation activities/items
- ZHI reserves the right to waive minor quotation deficiencies that can be corrected prior to award determination to promote competition.

ATTACHMENT A: GENERAL TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS: REFERENCING PURCHASE ORDER/INDEPENDENT CONTRACT AGREEMENT

- 1. Offer & Agreement:** The following terms together with those on the face of this agreement, other documents as may be incorporated by reference or attached hereto, and additional terms in any Change Notice issued this order, constitute the offer of Zimbabwe Health Interventions (dba ZHI) to the Vendor and shall, when accepted, constitute the entire order or contract between ZHI and Vendor. This agreement shall be deemed to have been accepted upon Vendor's signed acceptance on the cover of this order or commencement of performance. Any reference herein to any proposal, quotation, or other communication by Vendor shall, unless indicated to the contrary herein, be deemed to be limited to the description of the services and to be limited by the terms set forth or incorporated by reference herein.
- 2. Assignment:** Neither party may assign this order or any benefits arising from this order without the prior written consent of the other, and, unless otherwise agreed in writing, the rights of any assignee shall be subject to all set-offs, counterclaim, and other comparable rights arising hereunder. ZHI shall not, except as otherwise agreed in writing by ZHI, delegate or assign all or substantially all of on any item or service to be furnished under this agreement.
- 3. Proprietary Information & Confidentiality:** Vendor shall consider all data, documentation, drawings, specifications software and other information furnished by ZHI to be confidential and proprietary and shall not disclose any such information to any other person, or use such information itself for any purpose other than that for which it was intended in completing this order, unless Vendor obtains written permission from ZHI to do so. Vendor agrees to execute ZHI's standard Non-Disclosure Agreement upon request.
- 4. Terms of Payment:** Subject to any superseding terms on the face thereof, Vendor shall invoice ZHI at _____ to the Attn: ZHI Accounts Payables Department and be paid upon completion/acceptance of the required supplies/services. Vendor shall be paid not later than thirty (30) days after ZHI's receipt of an acceptable invoice or ZHI's receipt of the completed products/services, together with any required documents. Drafts will not be honored.
- 5. Compliance with Law:** Vendor's performance of work hereunder and all products to be delivered hereunder shall be in accordance with any and all applicable executive orders. Federal, State, municipal, and local laws and ordinances, and rules, orders, requirements and regulations.
- 6. Title and Risk of Loss:** Title to and risk of loss of, each product and/or service to be delivered hereunder shall, unless otherwise provided herein, pass from Vendor to ZHI upon acceptance of such product/service by ZHI.
- 7. Inspection:** (a) Vendor shall work within professional standards and limitations specified on work statements, drawings and specifications covering the work and shall make such inspections as are deemed necessary to insure Vendor compliance, unless deviation there from is authorized in writing by ZHI. (b) All shipments of materials shall be subject to final inspection by ZHI after receipt by ZHI at destination. If material supplied or work performed by Vendor is found to be defective. Vendor shall be given the opportunity to correct any deficiencies within a reasonable period of time. If correction of such work is impracticable, Vendor shall bear all risk after notice of rejection and shall, if so requested by ZHI and at its own expense, promptly make all necessary replacements. Vendor shall provide immediate notice to ZHI of any potential failure on the part of its suppliers to provide supplies/services required hereunder. Vendor is responsible for any deficiency on the part of its suppliers. VENDOR SHALL BE RESPONSIBLE FOR ANY COSTS OF REPROCUREMENT AS MAY NECESSARY FOR ZHI TO SECURE THE SUPPLIES/SERVICES AS A RESULT OF VENDOR'S INABILITY TO PERFORM THAT EXCEED THE AGREED UPON PRICE HEREIN.
- (d) Final inspection and acceptance by ZHI shall be conclusive except for latent defects, fraud, or for any rights provided by any product warranty.
- 8. Force Majeure:** The Vendor shall not be liable by reason of any failure in performance of this Agreement in accordance with all its terms if such failure arises out of causes beyond control and without the fault or negligence of Vendor. Such cases may include, but are not restricted to, acts of God, acts of government or municipal or other authorities, fires, floods, epidemics, quarantines, strikes, and labor disputes. Such causes do not include deficiencies on the part of its suppliers.
- 9. General Warranty:** Vendor warrants all supplies/services to be free from all materials defects and expressly represent that all such required supplies/services are capable of performing the function service for which they were intended. Vendor agrees to pass on all manufacturer's warranties to ZHI.
- 10. Liens:** Vendor agrees to deliver the products/services which are subject-matter of this order to ZHI free and clear of all liens, claims, and encumbrances.
- 11. Stop Work and Termination:** (a) ZHI shall have the right to direct Vendor to stop work at any time. Such direction must be writing and shall be effective for a period of not more than 30 days after which time Vendor may continue work absent direction to do so or a notice of termination. (b) This Order may be terminated upon default of either party in meeting its obligations hereunder. (c) This order may be terminated for convenience, without fault of either party, by ZHI with advance written notice to Vendor. Vendor shall be paid for work completed an shall be reimbursed all actual costs for work in process incurred to time of termination notification inclusive of any associated administrative costs, restocking charges, vendor cancellation charges and settlement costs. Under no circumstances shall Vendor receive more than the original value of its Order (d) This order may be terminated for constructive default in the event the ZHI has reasonable cause to believe that the Vendor will not be able to perform in accordance with terms and conditions of the Order. Vendor shall be given a reasonable opportunity to respond to a notice of constructive default termination. In the event of failure of the Vendor to deliver/complete any part of this order, the ZHI shall, at its sole discretion, have the right to accept ant delivered/pleted part and unilaterally reduce the agreed upon price accordingly. (e) ZHI acceptance of partial deliveries shall not constitute a waiver of any of the Vendor's remaining obligations hereunder. (f) The preceding paragraph (e) shall not limit any legal rights of either party to cancel this order by reason of any default, and ZHI further reserves the right to cancel this order without further liability for articles not accepted by ZHI in the event Vendor commits a act of bankruptcy, files or has filed against the petition of bankruptcy or insolvency or suffers any receivership or other similar petition to be filed for or against it.
- 12. Insurance & Work on ZHI's or ZHI Client Premises:** When Vendor performs work on ZHI's premises during the performance of this order, the Vendor shall maintain adequate insurance coverage against claims arising from injuries sustained by Vendor on ZHI's facilities and agrees to be liable for all during damages & claims arising against ZHI for which the Vendor is responsible.
- 13. Independent Relationship:** Nothing in this agreement shall be construed as creating anything other than an independent Contractor/Vector, ZHI/ Vendor relationship between ZHI and the Vendor.
- 14. Work Product Presumptive ZHI Property:** All writing, books, articles, computer programs, databases, source and object codes, and other material of any nature whatsoever, including trademarks, trade names, and logos, that is subject to copyright protection and reduced to tangible form in whole or in part by Vendor in the course of Vendor's service to ZHI shall be considered a work made for hire, or otherwise ZHI property. During this agreement and thereafter, Vendor agrees to take all actions and execute any documents that ZHI may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (ZHI shall pay all related expenses.) Vendor shall identify all materials in which Vendor intends to exempt from this provision prior to the use or development of such materials.
- 15. Rights in Data:** The Vendor understands and agrees that ZHI may itself and permit others, including government agencies of the United States and other foreign governments, to reproduce through but not limited to the publication, broadcast, translation, creation of other versions, quotations there from, any provided publications and materials, and otherwise utilize this work and material based on this work. During the agreement and thereafter, Vendor agrees to take all actions and execute any documents that ZHI may consider necessary to obtain or maintain copyrights, whether during the application for copyright or during the conduct of an interference, infringement, litigation, or other matter (all related expenses to be borne by ZHI). The Vendor shall identify all materials it intended to exempt from this provision prior to the use or development of such materials. The Vendor shall defend, indemnify and hold harmless ZHI against all claims, suits, costs, damages and expenses that ZHI may sustain by reason of any scandalous, libelous, or unlawful matter contained or alleged to be contained in the work, or any infringement or violation by the work of any copyright or property right; and until such claim suit has been settled or withdrawn, ZHI may withhold any sums due the Vendor under this agreement. Vendor agrees to specifically identify to ZHI any and all computer software licences (including shrink-wrap) as may convey to the ZHI. Vendor agrees that any and all computer software development in the performance of this order using ZHI monies shall, unless otherwise agreed, become and remain the property of ZHI.
- 16. Indemnification:** The Vendor shall defend, indemnify, and hold harmless ZHI against all claims, suits, costs, damages, and expenses that ZHI may sustain by reason of Vendor's negligent or unlawful actions resulting from Vendor's performance under this agreement.
- 17. Liquidated Damages:** If the Vendor fails to deliver the supplies or perform the services within the time specifies in this agreement, ZHI may require that Vendor pay, in place of actual damages, liquidated damages in the amount of one percent(1%) of the agreement value for each day of delay. If ZHI terminates this agreement in whole or in part for default, as provided under section 12 above, Vendor is liable for liquidated damages accruing until such time that ZHI reasonably obtains delivery or performance from another vendor. These liquidated damages shall be in addition to any excess costs for re-purchase. Vendor will not be charged with liquidated damages when delay of delivery or performance is beyond the control and without the fault or negligence of the Vendor.
- 18. Debarment, Suspension, Ineligibility, and Voluntary Exclusion:** Vendor certifies by acceptance of this agreement that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any U.S. Federal Government department of agency.
- 19. DrugTrafficking:** ZHI reserve the right to terminate this purchase order/subcontract to demand a refund or take other appropriate measures if the vendor is found to have been convicted of a narcotics offense or to have been engaged in drug trafficking as defined in 22 CFR Part 140.
- 20. Terrorism E.O. 13224:** Vendor agrees and certifies to take all necessary actions to comply with Executive Order No. 13224 on Terrorist Financing: blocking and prohibiting transactions with persons who commit, threaten to commit, or support terrorism. (E.O.13224 text available at: <http://www.whitehouse.gov/news/releases/2001/09/20010924-1.html> Note: Vendor is required to obtain the updated lists at the time of procurement of goods or services. The updated lists are available at: <http://treasury.gov/offices/enforcement/ofac/sanctions/terrorism.htm> and <http://www.un.org/Docs/sc/committees/1267>.
- 21. Computer Software Licenses:** Vendor agrees to specifically identify to ZHI any and all computer software licenses ("including shrink-wrap") as may convey to the ZHI. The Vendor agrees that any and all computer software developed in the performance of this order using ZHI monies shall, unless otherwise agreed, become and remain the property of ZHI.
- 22. Vendor Terms and Conditions:** The terms and conditions of this purchase order shall supersede any other terms and conditions except those expressly accepted by ZHI.
- 23. Gratuities:** This agreement shall be terminated for cause in accordance with section 11 above should it be determined by ZHI that Vendor offered or gave a gratuity (e.g. entertainment, gift, services or money) to any ZHI employee or other persons responsible for or connected to those responsible for the decision to award this agreement or the acceptance of performance under this agreement and that gratuity was intended to obtain this award or favorable treatment during performance of the award.
- 24. Payment for Reimbursable Expenses:** Requests for payment for materials costs under Time and Materials agreements must be supported by receipts for all items invoiced.
- 25. Independent Price Determination:** (a) Vendor certifies that -
- (1) The prices in this order have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which Vendor has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
 - (2) The prices in this order were not knowingly disclosed by the Vendor, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which Vendor has any ownership or other interests or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law;
 - (3) No attempt was made by the Vendor to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment. Vendor understand and agrees that violation of this certification will result in the termination of this order for default as well as exclusion from future solicitations.
- 26. Eligibility Rules for Goods and Services:** Vendor shall not procure: (i) Military equipment; (ii) Surveillance equipment; (iii) Commodities and services for support of police or other law enforcement activities; (iv) Abortion equipment and services; (v) Luxury goods and gambling equipment, or (vi) Weather modification equipment. Vendors shall not procure any goods or services from firms or individuals whose name appears on the "Lists of Parties Excluded from Federal Procurement and Nonprocurement Programs." Prior to procuring any of the following goods and services, Vendor must obtain prior written approval from the ZHI contracts administration (i) Agricultural commodities; (ii) Motor vehicles; (iii) Pharmaceuticals; (iv) Pesticides; (v) Used equipment; (vi) U.S. Government - owned excess property, or (vii) Fertilizer. All procurements must be conducted in accordance with 22CFR228, Rules on Procurement on Commodities and Services Financed by the Agency for International Development, which is incorporated into this Award in its entirety.
- 27. Ocean Shipment of Goods:** Vendor must ensure transport on a US flag commercial vessels. When U.S. flag vessels are not available, or their use would result in a significant delay, the vendor must contract FHI360 Contracts Administrator before proceeding.
- 28. Air Transportation:** In accordance with the standard provision entitled International Air Transportation, any international travel requires prior written approval from the ZHI contracts administrator.
- 29. Authorized Geographic Code:** Vendor shall comply with the Geographic Code specified by the US Government Prime Contract with ZHI
- 30. Organizational Conflict of Interest:** The Vendor warrants that, to the best of his knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that might indicate the existence of or give rise to actual or potential organizational conflicts of interest. Organizational conflict of interest, means that because of other activities or relationships with other persons, a person is unable or potentially unable render impartial assistance or advice, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.
- 31. Excusable Delays:** The Vendor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Vendor and without its fault or negligence. The Vendor shall not ZHI in writing as soon as it is reasonably possible after the commencement of any excusable delay.
- 32. Export Control:** Vendor shall comply in all respects with all applicable local, state, and federal laws and regulations, as well as all U.S. statutes, regulations, and administrative requirements regarding relationships with non-U.S. governmental and quasi-governmental entities including but not limited to the export control regulations of the Department of State and the International Traffic in Arms Regulations ("ITAR"), the Department Commerce and the Export Administration Act ("EAA"), the anti-boycott and embargo regulations and guidelines issued under the EAA, and the regulations of the U.S. Department of the Treasury, Office of Foreign Association Control.
- 33. Foreign Corrupt Practices Act:** The anti-bribery provisions of the Foreign Corrupt Practices Act of 1977 ("FCPA"), 15 U.S.C && 78dd-1", et seq., makes it unlawful for U.S. companies, as well as their officers, directors employees, and agents, to corruptly offer or make a corrupt payment of money or anything of value to a foreign official for the purpose of obtaining or retaining business. Vendor acknowledges and understands that he/she must comply fully with the anti-bribery provisions of the FCPA. Specifically, Vendor understands and agrees that it shall be unlawful for the Vendor to pay, offer, promise to pay (or authorize to pay or offer) money or anything of value to a foreign official in order to assist ZHI in obtaining or retaining business for or with, or directing business to, ZHI. a "foreign official" means any officer or employee of a foreign government, a public international organization, or any department or agency thereof, or any person acting in an official capacity.
- 34. Combating Trafficking in Persons:** The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Subcontractor and its employees shall not:
- (1) Engage in severe forms of trafficking in persons during the period of performance of any Task Order;
 - (2) Procure commercial sex acts during the period of performance of any Task Order; or
 - (3) Use forced labor in the performance of any Task Order.

Subcontractor shall notify its employees of the government's zero tolerance policy, the actions that will be taken against employees for violations of this policy (including, but not limited to, removal from a Task Order reduction in benefits, or termination of employment), and take appropriate action, up to and including termination, against employees or subcontractors that violate this policy.