



ZAMBEZI RIVER AUTHORITY

Water! Today, Tomorrow

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SUPPLIER DUE DILIGENCE QUESTIONNAIRE

Dear Applicant.

This **Supplier Due Diligence Questionnaire (DDQ)** helps the Authority to consider your capability to supply goods, services and works for awarded Contracts/Purchase Orders. Information given in this questionnaire will be handled confidentially. Kindly note that this is a prequalification which will include a detailed evaluation of the information supplied on the DDQ. The prequalification is for the three-year period 2024 to 2026.

Your company is requested to complete all sections and answer all questions in English, as accurately and concisely as possible. Where a question is not relevant to your company, this should be indicated with a written explanation.

No information contained in this Supplier Due Diligence Questionnaire, or in any communication made between Zambezi River Authority and Applicant in connection with this Supplier Due Diligence Questionnaire, shall be relied upon as constituting a contract, agreement or representation that a contract shall be offered as a result of submission of this Supplier Due Diligence Questionnaire. Zambezi River Authority reserves the right to change without notice the basis of, or the procedure for the selection process, or to terminate the process at any time. Under no circumstances shall Zambezi River Authority, incur any liability in respect of this Supplier Due Diligence Questionnaire or any supporting documentation.

Zambezi River Authority will not reimburse any costs incurred by prospective Suppliers in connection with the preparation and submission of their responses to this Supplier Due Diligence Questionnaire.

Failure to provide the required information or supply documentation referred to in your response to the Supplier Due Diligence Questionnaire, may result in your application not being evaluated.

The completed Supplier Due Diligence Questionnaire (DDQ) together with all required supporting documentation must be submitted in three (3) signed hard copies along with your Expression of Interest Letter (EoI). The Company's signatory should be an authorized director or officer of the company. A copy of the company profile may be included only as additional information.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Langton Pfaira', written in a cursive style.

Langton Pfaira
MANAGER PROCUREMENT

(Insert letterhead)
(the DDQ must be computer written)

SUPPLIER DUE DILIGENCE QUESTIONNAIRE 2024 to 2026 PRE-QUALIFICATION OF SUPPLIERS

SECTION 1: COMPANY DETAILS

1.1 Full Company name, address and contact details (on you your Company letterhead).

Company Trading Name: <i>(as indicated on company registration certificate)</i>		
Registered Physical address of Company: <i>(postal boxes are not considered)</i>		
Key Contact Persons, E-mails & Cell Numbers	Names	E-mail & Cell Number
	1.	
	2.	
Other Branches & the Physical Addresses		
Telephone Numbers		
Cell Phone Numbers		
Website:		
Full Names and titles of Directors:	1.	
	2.	

	3.
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1.2 Name, position, and contact details of your main point of contact.

Name:	
Position:	
Telephone & Cell Number	
Email address:	

1.3 Date and place of formation of Company and details of registration in country of domicile.

Date of Company registration:	
Company registration number:	
Country of Registration:	
Attached Company Registration Certificate/Certificate of Incorporation enclosed	YES / NO <i>Delete the inapplicable.</i>
Attached Valid Tax Clearance (please enclose Certificate)	YES / NO <i>Delete the inapplicable.</i>
Attached Valid Tax Clearance (please enclose Certificate)	YES / NO If your answer is No, please explain reasons why.

SECTION 2: TECHNICAL CAPABILITY

2.1 Please provide details of the Company’s principal areas of business activity and main goods and services in this category:

Brief Description of the Company’s primary business and main goods and services supplied		
Name the goods for which you act as an Authorised Dealer/Distributor and attach copies of valid dealership	Name Product(s): Attached separate sheet for this.	Certificates attached YES/NO If your answer is No, please explain reasons why

certificate/ Certification and accreditation as Partner:		
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2.2 Please provide details of the Company's total number of full time employees.

Total number of full time employees:	
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2.3 Please provide names and contact details of up to three customers who may be approached to verify the Company's experience in similar goods and services described in 2.1 above. **(Attach copies of Purchase Orders /Contracts with the highest amounts awarded to your company during the past three years: The Supplier shall not be evaluated and accepted in this category without the attached copies)**

Reference Customer name and address	Contact name, telephone number and email address	Date contract awarded plus date of completion	Brief description of goods/services/works supplied, Year and value
1.			
2.			
3.			

2.4 Please provide details of your Company's measures for ensuring quality in relation to the goods and services to be provided under any resulting contract:

Does your Company hold a recognised Quality Management System certification from an independent body attesting conformity to quality assurance standards based on the relevant International, National or other equivalent standard?	YES/NO
For example BS/EN/ISO 9000 or equivalent?	
If so, please attach a copy of the valid	Certificates attached

certificate and advise year when approval was first gained.	YES / NO If your answer is No, please explain reasons why
If not, does your Company have a quality management system? If so, please provide details of the system.	YES/NO If your answer is No, please explain reasons why

2.5 Please provide details of the after sales and support services that your Company would be able to provide. and where necessary please attach supporting literature.

Details of after sales services to be provided:	
Details of warranty to be provided:	
Details of local support services: <i>(include details of local agent(s) where applicable)</i>	
Details of repair facilities:	

SECTION 3: FINANCIAL STANDING

3.1. Please provide the following financial information/statements as an attachment to your completed Supplier Due Diligence Questionnaire or an explanation as to why your company cannot provide this information:

- a) Copies of your Company's audited accounts for the last three financial years 5 years (2018 to 2022).
- b) If your Company's accounts for the last five financial years are unaudited because there is no legal or regulatory requirement for your Company's accounts to be audited, please provide copies of your Company's accounts signed by two of the directors of your Company for the last five financial years.
- c) Alternatively, a company stamped bank statement for a 18 months period ending December 2023 is acceptable to access your financial standing.

SECTION 4: LITIGATION STATUS AND INVESTIGATIONS

4.1 a) Do you have pending or threatened litigation or other proceedings connected with your Company or any of its directors, officers in the last five (5) years	YES/NO If Yes, please provide explanatory statement
4.1 b) Has there been any regulatory investigation into your Company in the last five (5) years?	YES/NO If Yes, please provide explanatory statement
4.1 c) Have there been any internal or external investigations relating to alleged unethical or corrupt behavior within or against your Company or any of its directors, officers	YES/NO If Yes, please provide explanatory statement

SECTION 5: ETHICAL HISTORY

5.1 Has your Company or have any directors, officers or 10%+ shareholders of your Company, or any of its associated or subsidiary companies:

5.1a) ever been bankrupt, insolvent, and unable to pay his or its debts, sought protection from his or its creditors, been wound-up or compulsorily dissolved by any court or tribunal or been involved in any proceedings?

Yes No

5.1b) ever been convicted of a criminal offence in any country related to business or professional conduct?

Yes No

5.1c) ever been convicted of an offence related to abuse of children?

Yes No

5.1d) ever failed to pay taxes that were due?

Yes No

5.1e) ever been listed by any country or organization as being involved in terrorist or money-laundering activities?

Yes No

5.1f) ever received or been the subject of allegations of misconduct (including fraud, bribery, corruption, anti-competitive behavior, Application-rigging, collusion or coercion)?

Yes No

5.1g) ever voluntarily disclosed to any regulatory and/or law enforcement agency

any activity that may constitute bribery, money-laundering, fraud, or another criminal offense involving fraud, corruption or unethical behavior?

Yes No

5.2 Are any directors, officers or 10%+ shareholders of your Company, or any of its associated or subsidiary companies, public officials, or senior officials or employees in state-owned entities or public international organizations?

Yes No

5.3 Is your Company or any director, officer or 10%+ shareholder of your Company, or any of its associated or subsidiary companies, currently sanctioned by, barred or suspended from doing business with any government, national or public international organization including any multilateral development bank?

If you have answered “Yes” to any of questions 5.1 to 5.3 above please give an explanatory statement:

Explanatory Statement <i>Either insert required details or state “None”</i>

SECTION 6: DECLARATION

When you have completed this Supplier Due Diligence Questionnaire, please read and sign the declaration below:

I certify that, to the best of my knowledge, information and belief, after having made due and careful enquiries, the above declaration and all information that has been supplied in this Supplier Due Diligence Questionnaire is correct, complete and not misleading. I understand that false or misleading information could result in the Company’s exclusion from any competitive application exercise undertaken by Zambezi River Authority. I understand that Zambezi River Authority reserves the right to carry out independent due diligence checks to verify the information contained in this DDQ and that Zambezi River Authority reserves the right to accept or reject this application without any requirement for an explanation.

FULL NAME OF COMPANY	
TITLE /POSITION OF COMPANY REP	
FULL NAME OF AUTHORISED SIGNATORY	
SIGNATURE	

DATE	
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