LIFELINE/CHILDLINE ZAMBIA (LLCZ)

Zambia Country Office

REQUEST FOR QUOTATIONS (RFQ)

Event Branding, Printing, Content and Event Media Services

LUTE Film Premiere, Lusaka

Reference No.	[RFQ/LLCZ/November/2026]
Date of issue	18th November 2026
Event date	20th November 2026
Venue	[Lifeline/Childline Zambia], Lusaka
Submission deadline	[17hrs] on 20th November 2026
Contact	[Ernest Chilufya, 0979954048, chibesaernest@gmail.com

1. Introduction

Lifeline/Childline Zambia (LLCZ) invites qualified and registered companies and professionals to submit quotations for the supply of branding, printing, design, content and event media services for the LUTE film premiere to be held at Mulungushi Conference Center, Lusaka, on 27th November 2026. Bidders may quote for one lot or several lots, but must price each item separately.

2. Items required

Lot 1: Event branding and printing

No.	Item	Size / detail	Qty
1.1	Main backdrop, vinyl print	27 m × 2.8 m	1
1.2	Backdrop, vinyl print	7 m × 2.8 m	1
1.3	VIP backdrop, vinyl print	3.4 m × 2.8 m	1
1.4	Vinyl on corex board, top of main entrance	10.2 m × 1.2 m	1
1.5	Vinyl on corex board, top of cinema entrance	3.5 m × 1.2 m	1
1.6	Stairs branding on corex	5 m × 1.2 m	1
1.7	Floor stickers	Size to be confirmed	50
1.8	Branded T-shirts (supply and print)	Assorted sizes	35
1.9	Step-and-repeat media wall	Size to be confirmed	1
1.10	Pull-up banners	Size to be confirmed	15
1.11	Colour-coded laminated passes	To be confirmed	50
1.12	Event programmes	To be confirmed	600
1.13	Tickets	To be confirmed	700
1.14	Office printing	As required	1

Lot 2: Content and design

No.	Item	Qty
2.1	Social media campaign suite: 4 feed templates, 3 story/vertical covers, and digital banners for X, YouTube and website	1
2.2	Electronic press kit (EPK), improved design	1
2.3	Print-ready flyers/postcards and 4 character spotlight graphics	1
2.4	Motion graphics: 3 short promotional reels	1
2.5	Trailer, teaser and short cutdowns	1

Lot 3: Event media and production services

No.	Item	Qty
3.1	Promotional photographer or videographer	1
3.2	Photographer and videographer for premiere night	1
3.3	Master of Ceremonies (MC) for the event	1
3.4	Event video recording (anchor camera)	1
3.5	Event post-production	1

Lot 4: Facilitators' guide

No.	Item	Qty
4.1	Design and packaging	1
4.2	Imaging and screengrabs	3

Artwork, scripts and source material will be supplied by Lifeline/Childline Zambia where applicable. Because of the short timeline, bidders should state their rush or tight-deadline terms for each lot.

3. Eligibility requirements

- A valid business registration (PACRA) and a valid TPIN.
- Proof of similar work, such as a portfolio, sample work or reference letters.
- The ability to deliver within the timelines below.

4. Contents of the quotation

- Each item priced separately, showing unit price, quantity, VAT (16%) and total, in Zambian Kwacha (ZMW).
- Validity period of the quotation, delivery timeline and payment terms.
- Company details, including name, address, TPIN and a contact person.

5. Delivery

Lot 1 items must be delivered and installed at Mulungushi Conference Center by 24th November 2026 and Deliverables for Lots 2 to 4 must be delivered by 25th November 2026. Late delivery may lead to disqualification.

6. Evaluation

Quotations will be assessed on price, quality of materials and work, relevant experience, and the ability to meet the delivery timeline. Award will be made per lot to the technically compliant bidder offering the best value.

7. How to submit

Quotations must be sent by email to lifelinechildline@yahoo.com or delivered to Plot 33, Joseph Mwilwa Road,Rhodespark, Lusaka marked "RFQ: LUTE Premiere", by 17:00hrs on 20th November, 2026. Late submissions will not be considered. For clarifications Contact Ernest Chilufya, on 0979954048, email chibesaernest@gmail.com.

Lifeline/Childline Zambia reserves the right to accept or reject any or all quotations, to award by lot, and to cancel this process at any time without any liability to bidders. Submission of a quotation does not guarantee an award.