



Invitation for Bids (IFB)

TENDER NO. CHAZ/ADMIN-01 /NCB1 /18

TENDER FOR THE SUPPLY AND DELIVERY OF STATIONERY AND OTHER COMMON-USE ITEMS ON A CALL-OFF FRAMEWORK CONTRACTS.

1. The Churches Health Association of Zambia has provided for funds and intends to apply part of the funds to payments under the contract for the supply and delivery of **Stationery and other Common-Use items** (Office Supplies) on a Call –Off Framework contracts.
2. The Churches Health Association of Zambia (hereinafter referred to as CHAZ) now invites sealed bids from eligible and qualified bidders for the supply and delivery of Stationery and other Common-Use items on a Call –Off Framework contracts.
3. Bidding will be conducted under the National Competitive Bidding (NCB) as prescribed by the CHAZ bidding documents.
4. Interested eligible bidders may obtain further information from the Office of the Manager Procurement for the Executive Director, CHAZ Complex, Plot No.2882 Mean wood Drive, P.O Box 34511, Lusaka, Zambia. Telephone number is +260 211 – 229702, Telefax: +260 211 – 223297.

Please note that Telefax and E-mail bids, will not be accepted.

5. A complete set of Bidding Documents may be purchased by any interested eligible bidder upon payment of **a non-refundable fee of K1, 000.00** or its equivalent in any freely convertible currency at the prevailing exchange rate, in cash or by bank certified cheque. Purchase and Collection of bidding documents shall be Monday to Friday from 08:00 hours to 16:30 hours up to the date of tender closing.
6. Bids must be delivered and deposited in the Tender Box located at the main reception, down floor of CHAZ Complex at the address below on or before **Thursday 11th October, 2018 14:30 hours Central African Time (CAT)**. Late bids will be rejected. Bids will be opened in the presence of the bidders and/or their representatives who choose to attend in person at CHAZ Complex, Plot No.2882, Mean wood Drive, Off Great East Road Lusaka, Zambia. All bids must be accompanied by a Bid Security

(Bank Guarantee or Bid Bond) of 2% (two percent) of the bid sum or an equivalent amount in a freely convertible currency or a **Bid-Securing Declaration** (Declaration Form) which will take three (3) years suspension period if the Bid-Securing Declaration is not complied with by the bidder withdrawing its bid.

The address referred to above is:

The Manager Procurement for
The Executive Director,
Churches Health Association of Zambia
CHAZ Complex
Plot No. 2882 Mean wood Drive,
P.O Box 34511,
Lusaka, Zambia