



BIDDING DOCUMENTS

**TENDER FOR THE SUPPLY AND DELIVERY OF STATIONERY & OTHER COMMON USE
ITEMS (OFFICE SUPPLIES)**

UNDER TWO YEARS CALL-OFF FRAMEWORK AGREEMENTS

NATIONAL COMPETITIVE BIDDING (NCB)

Tender No. CARE-ZMB03/OS/NCB01

Tuesday 2nd April 2024

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PART A: BIDDING PROCEDURE

SECTION 1: Invitation to Tender

1. CARE Zambia has been operating in country since 1992, making meaningful contributions to the lives of millions of Zambians. Since then, CARE has been working in partnership with Government, non-governmental organizations, community-based organizations, and the private sector to deliver sustainable and impactful local solutions aimed at improving the lives of poor, vulnerable, and socially excluded individuals.

These tailored humanitarian and development projects have empowered women and girls to address critical water, sanitation and hygiene, health, livelihoods, food security, agriculture, nutrition, education, social protection, gender equality, and economic needs across the country.

To know more about CARE Zambia; <https://www.carezambia.org/>

2. CARE Zambia now invites sealed bids from eligible candidates for the Supply and Delivery of Stationery & Other Common Use Items (Office Supplies) under Two Years Call-Off Framework Agreements.

Supply Requirements:

| Lot No. | Description | Delivery Period |
|----------------|--------------------|------------------------|
| Lot 1 | Stationery | Call-Offs |
| Lot 2 | Toner Cartridges | Call-Offs |

3. Bidding will be conducted under the Open National Bidding (ONB) method of procurement.

Interested eligible bidders may download complete sets of tender documents from the **CARE Zambia website at:** <https://www.carezambia.org/tenders/>

All bids must be accompanied by a Bid-Securing Declaration which will take a three (3) year suspension period if the bidder withdraws its bid after the bid submission deadline.

4. Completed Tender Documents should be enclosed in plain sealed envelope(s) clearly marked with the tender name and tender reference number and should be addressed and delivered to the following address: -

The Country Director

CARE International in Zambia,

Plot No. 7, Chitemwiko Close, Kabulonga

P.O Box 36238, Lusaka – Zambia

5. All bids should be deposited in the Tender Box at the Main Reception at **CARE International in Zambia Plot No. 7, Chitemwiko Close, Kabulonga** and in the **Tender Boxes at respective CARE field offices** specified in the tender documents on or before **23rd April 2024 at 14.30 p.m.** Electronic bidding will not be permitted. Late bids will be rejected. Bids will be opened immediately after tender closing in the presence of the candidates, representatives or bidders who choose to attend, at CARE International in Zambia Plot No. 7, Chitemwiko Close, Kabulonga and at respective CARE field offices specified in the

tender documents.

6. Interested eligible bidders are invited to a pre-bid conference on Wednesday, 10th April 2024 from 09:30 a.m. to 11.00 a.m. To access the zoom link for registration of pre-bid conference, log onto the CARE Zambia website at: <https://careorg.zoom.us/meeting/register/tjAqde6vqzMjGNF8utQW8c9PlykLGu4aLKc8>

ALL TENDER QUERIES/ CLARIFICATIONS will be addressed during the pre-bid conference.

7. Women owned organizations are encouraged to bid.
8. Prices quoted should be inclusive of VAT and must be in Zambia Kwacha. The prices in your price schedule should be broken down as follows:
 - I. Unit price
 - II. Sub total
 - III. 16% VAT
 - IV. Total Cost

NOTE: **CARE Zambia is VAT exempt.** Bidders will be required to submit price schedules inclusive of 16% VAT. Payment(s) to the successful bidder(s) shall be made in total exclusive of VAT and a VAT exemption ZRA LPO will be issued accordingly.

9. CARE International in Zambia reserves the right to accept or reject any or all bids and is not bound to give reasons for its decision.

SECTION 2: Instructions to Bidders

2.1 Eligible Bidders.

- 2.1.1 This Invitation for tender is open to all eligible bidders.
- 2.1.2 Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.
- 2.1.3 Bidders whose bids are wrongly marked/ labelled shall be disqualified.

2.2 Cost of bidding.

- 2.2.1 The bidders shall bear all costs associated with the preparation and submission of its bid. CARE Zambia will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.3 Specific Instructions

- 2.3.1 Bidders must quote for all items and quantities under each Lot as indicated to qualify for evaluation.
- 2.3.2 Bidders may choose to quote for one or both Lots.

2.4 Amendment of documents

- 2.4.1 At any time prior to the deadline for submission of bids, CARE Zambia for any reasons, whether at its initiative or in response to a clarification requested by a prospective bidder, may modify the tender documents by amendments.
- 2.4.2 The prospective bidders will be notified of the amendment in writing and will be posted on the CARE Zambia website.

2.4 To allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, CARE Zambia at its discretion may extend the deadline for the submission of bids.

2.5 Bid Prices and Currencies

2.5.1 The bidders shall indicate on the appropriate Price Schedule, the unit prices inclusive of all taxes and the total bid price of the items proposed to be purchased under the framework agreement.

2.5.2 Prices quoted by the bidders shall be fixed during the bid validity period and not to be subject to variation on any account. A bid submitted with an adjustable price schedule will be treated as non-responsive and will be rejected.

2.5.3 The price quoted shall be in Kwacha.

2.6 Validity of Bids

2.6.1 Bids shall remain valid for 90 days after the date of tender opening prescribed by CARE Zambia, pursuant to paragraph 2.10. Bids valid for a shorter period shall be rejected by CARE Zambia as non-responsive.

2.7 Sealing and Marking of bids

2.7.1 The bidder shall seal the bid and mark it with the number and name of the bid and
“DO NOT OPEN BEFORE 14:30 hours on Tuesday 23rd April 2024.”

2.8 Deadline for Submission of Bids

2.8.1 Bids shall be received by CARE Zambia at the address specified not later than 14:30 hours p.m on **Tuesday 23rd April 2024.**

2.9 Modification of Bids

2.9:1 The bidder may modify or withdraw its bid after the tender’s submission provided that written notice of the modification, including substitution of withdrawal of the bid is received by CARE Zambia prior to the deadline prescribed for submission of bids in the Tender document.

2.9:2 The bid modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.10:1.

2.9 :3 No bidder may be contacted after the deadline for submission of bids.

2.10 Withdrawals of Bids

2.10.1 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the tender document.

2.10.2 A bidder who withdraws its bid after the deadline for submission will be suspended for a period of three (3) years from participating in CARE Zambia tenders in line with the Bid Securing Declaration form, signed by the bidder.

2.10 Opening of tenders

2.11:1 CARE Zambia will open all tenders in the presence of bidders’ representatives who choose to attend at 14:30 hours on **Tuesday 23rd April 2024** and in the location specified in the tender. The bidders or it’s representatives who will be present shall sign a register evidencing their attendance.

2.11:2 The bidders' names, tender modifications or withdrawals, and the presence or absence of requisite Bid Securing Declaration and such other details as CARE Zambia may, at its discretion consider appropriate, will be announced at the tender opening.

2.11 :3 CARE International will prepare a tender opening report.

2.12 Clarification of bids

2.12:1 To assist in the examination, evaluation and comparison of bids, CARE Zambia at its discretion, may ask the bidders for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

2.12.2 Any effort by the bidders to influence CARE Zambia in the bid evaluation or contract award decisions may result in the rejection of the bidders' bid.

2.12 Evaluation and Comparison of Bids

2.13:1 CARE Zambia will examine the bids to determine whether they are complete, whether any computation errors have been made, whether documents have been properly signed and whether the bids are generally in order. After examination a bid that will be determined to be substantially non-responsive, will be rejected by CARE Zambia.

2.13:2 CARE Zambia will evaluate and compare the bids, which have been determined to be substantially responsive.

2.13 Notification of Award

2.14:1 Prior to the expiration of the period of bid validity, CARE Zambia will notify successful bidders in writing that the bids have been accepted.

2.14 :2 Simultaneously the other bidders shall be notified that their bids have been unsuccessful.

2.15 Appeal Period

2.15.1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 days of the date of the award notification. Any letter received after the third day shall not be responded to and shall be treated as null and void. CARE Zambia shall have dispensed with this procurement.

2.16 Contacting CARE Zambia

2.16:1 No bidder shall contact CARE Zambia on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.

2.16.2 Any effort by a bidder to influence CARE Zambia in its decisions on tender evaluation, tender evaluation committee, or contract award will result in the rejection of the bidders bid.

2.17 **Payment Terms:** CARE Zambia shall make payments within 30 days after delivery and upon acceptance of goods by the buyer.

2.18 **Price Adjustment:** Based on the price schedule submitted, successful bidders shall **enjoy holding firm the unit prices for a period of six (6) months from the date of signing the contract.** Prices may be adjusted semi – annually if the inflation rate exceeds 12%. Price adjustments will be subject to negotiation and mutual agreement by both parties.

2.19 Bid Submission Locations

| | DISTRICT | ADDRESS |
|---|----------|--|
| 1 | LUSAKA | CARE INTERNATIONAL IN ZAMBIA, PLOT NO.7 CHITEMWIKO CLOSE ,KABULONGA |
| 2 | CHIPATA | CARE INTERNATIONAL IN ZAMBIA, STAND NO. 2785 OFF MALAWI ROAD, CHIPATA |
| 3 | MONZE | CARE INTERNATIONAL IN ZAMBIA ,PLOT NO. 2149 FAIRVIEW AREA MONZE |
| 4 | CHOMA | CARE NTERNATIONAL IN ZAMBIA, PLOT NO. 350A/D KABANANA AREA, CHOMA |
| 5 | ZIMBA | CARE INTERNATIONAL IN ZAMBIA Located at: Zimba Town Council Plot ZM/27 P.O.Box 610100 Zimba |

SECTION 3: Eligibility Requirements

A: Preliminary Evaluation Criteria

Bids will be evaluated based on the below criteria. Bids **lacking any of the documents** below will be considered as non-responsive and therefore will be eliminated at this stage.

| PRELIMINARY EVALUATION | | | | |
|------------------------|---|--------|-----------|---------------|
| Mandatory Requirements | | | | |
| No. | Particulars | Marks | Compliant | Non-compliant |
| 1. | Copy of Certificate of Incorporation/Certificate of Registration issued by PACRA | 1 or 0 | | |
| 2. | Copy of valid ZRA Tax Compliance certificate | 1 or 0 | | |
| 3. | Bidders must submit Valid Social Security Compliance Certificate | 1 or 0 | | |
| 4. | Must provide a bidder information (using the Confidential Business Form provided in the tender document) | 1 or 0 | | |

| | | | | |
|---|---|--------|--|--|
| 5 | Bidders must provide at least three (3) references for previous similar contracts by filling in the bidder | 1 or 0 | | |
| 6 | Must submit a bidder declaration (using the provided template under section 6) and must be signed by an authorized person. | 1 or 0 | | |
| 7 | Bid securing declaration signed by an authorized person. | 1 or 0 | | |
| 8 | Must submit copies of 2 audited financial reports (2021 and 2022) and each must be signed and dated by the auditor and the firms Directors. (Both reports must have unqualified/unmodified auditor's opinion). | 1 or 0 | | |
| | ENSURE that all pages are sequentially paginated in the format 1, 2,3 starting with 1 on top page | 1 or 0 | | |

Note: All the above documents numbered 1 to 8 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document.

Note: Bidders who will not meet the pass mark above will be considered non-responsive and will not proceed to the next stage of evaluation.

B. 1. Technical Evaluation Criteria/ Schedule of requirements

LOT 1 STATIONERY

Note: Quantities captured below are for bidding purposes only

| Item # | Item Description | Qty | UOM | Bidder Technical Guarantee |
|--------|----------------------------------|-----|------|----------------------------|
| 1 | A4 BOND PAPER ROTATRIM | 1 | REAM | |
| 2 | A3 BOND PAPER (REAMS) | 1 | REAM | |
| 3 | A4 BONDD PAPER (REAMS)TYPEK | 1 | REAM | |
| 4 | TRANSPARENCIES (REAMS) | 1 | REAM | |
| 5 | BINDING SPIRALS 6mm (1x100 BOX) | 1 | EACH | |
| 6 | BINDING SPIRALS 8mm (1x100 BOX) | 1 | EACH | |
| 7 | BINDING SPIRALS 10mm (1x100 BOX) | 1 | EACH | |
| 8 | BINDING SPIRALS 12mm (1x100 BOX) | 1 | EACH | |
| 9 | BINDING SPIRALS 14mm (1x100 BOX) | 1 | EACH | |

| | | | | |
|----|--|---|------|--|
| 10 | BINDING SPIRALS 16mm (1x100 BOX) | 1 | EACH | |
| 11 | BINDING SPIRALS 18/19mm (1x100 BOX) | 1 | EACH | |
| 12 | BINDING SPIRALS 20mm (1x50 BOX) | 1 | EACH | |
| 13 | BINDING SPIRALS 30/ 32mm (1x50 BOX) | 1 | EACH | |
| 14 | BINDING SPIRALS 38/40mm (1x50 BOX) | 1 | EACH | |
| 15 | LEVER ARCH FILES 1X50 BOX) | 1 | EACH | |
| 16 | WHITE BOARD MARKERS (EACH) Ordinary Ast colors | 1 | EACH | |
| 17 | RING BINDERS (1X48 BOX) | 1 | EACH | |
| 18 | WRITING PADS EXECUTIVE (PAD) | 1 | EACH | |
| 19 | DATE STAMP INK (EACH) | 1 | EACH | |
| 20 | CRYSTAL BIC PENS (1x60 PKT) | 1 | EACH | |
| 21 | MANILLA PAPER A1 (1X500 Ream) | 1 | EACH | |
| 22 | FLIP CHART -A1 Perforated and Punched (REAM) 40 Sheets | 1 | EACH | |
| 23 | PENCILS (1x12 PKT) | 1 | EACH | |
| 24 | ERASERS(1x30) FIS | 1 | EACH | |
| 25 | MANILLA ENVELOPES 16X12 A3 (1X50 PKT) | 1 | EACH | |
| 26 | MANILLA ENVELOPES 12x10 A4 (1X50 PKT) | 1 | EACH | |
| 27 | MANILLA ENVELOPES 10X7 A5 (1X50 PKT) | 1 | EACH | |
| 28 | WHITE ENVELOPES 16X12 A3 (1X50 PKT) | 1 | EACH | |
| 29 | MANILLA ENVELOPES 9X4 A6 (1X50 PKT) | 1 | EACH | |
| 30 | STAPLERS- KANGARO HP - 45 PLIER TYPE | 1 | EACH | |
| 31 | STAPLES 26/6 (1X10 PKT) | 1 | EACH | |
| 32 | STAPLER - KANGARO HD 23S17 | 1 | EACH | |
| 33 | STAPLES REXEL 66/14 | 1 | EACH | |
| 34 | STAPLES KANGAROO 23/8 | 1 | EACH | |
| 35 | STAPLES KANGAROO 23/10 | 1 | EACH | |
| 36 | STAPLES KANGAROO 23/13 | 1 | EACH | |
| 37 | STAPLES KANGAROO 23/15 | 1 | EACH | |
| 38 | STAPLES KANGAROO 23/217 | 1 | EACH | |
| 39 | STAPLES KANGAROO 23/20 | 1 | EACH | |
| 40 | STAPLES KANGAROO 23/24 | 1 | EACH | |

| | | | | |
|----|--|---|------|--|
| 41 | A4 HARD COVERS BOOKS (EACH) | 1 | EACH | |
| 42 | A5 HARD COVER NOTEBOOKS (1X10) | 1 | EACH | |
| 43 | CASIO CALCULATOR 16 DIGITS DM 1600 | 1 | EACH | |
| 44 | PERFORATORS DP 2160/900/952 GIANT (EACH) | 1 | EACH | |
| 45 | PERFORATOR - KANGAROO DP-700/720 | 1 | EACH | |
| 46 | RULERS 30cm (EACH) With Grip | 1 | EACH | |
| 47 | PLASTIC FOLDERS - ASSORTED COLORS (1x12) | 1 | EACH | |
| 48 | Report File Folder | 1 | EACH | |
| 49 | PLAIN FOLDERS - ASSOTED COLOURS (1X100 Ream) | 1 | EACH | |
| 50 | DOCUMENT FOLDERS | 1 | EACH | |
| 51 | FLASH DISK – 8GB, 16GB, 32GB | 1 | EACH | |
| 52 | DESK ORGANISERS | 1 | EACH | |
| 53 | POST- IT- PADS- 3X3" | 1 | EACH | |
| 54 | POST- IT- PADS- 3X4" | 1 | EACH | |
| 55 | POST- IT- PADS- 3X5" | 1 | EACH | |
| 56 | STICKY PADS (INDEX FLAGS) ASSORTED COLOURS | 1 | EACH | |
| 57 | SHORT HANDS NOTE BOOKS | 1 | EACH | |
| 58 | STAPLE REMOVERS (Medium) Kangaroo SR 100 | 1 | EACH | |
| 59 | STAPLE REMOVER (Large for Giant Staplers) Each | 1 | EACH | |
| 60 | SCISSORS (Medium Size) | 1 | EACH | |
| 61 | COLOUR CLIPS SMALL 33mm (1X10 BOX) | 1 | EACH | |
| 62 | SILVER METAL PAPER CLIPS SMALL 33mm (1X10 BOX) | 1 | EACH | |
| 63 | SILVER METAL PAPER CLIPS BIG 50mm (1X10 BOX) | 1 | EACH | |
| 64 | SILVER METALPAPER CLIPS JUMBO 75/78mm (1X10 BOX) | 1 | EACH | |
| 65 | GLUE STICK 35gsm (EACH) | 1 | EACH | |
| 66 | FILE FASTENER (PKT OF 50) | 1 | EACH | |
| 67 | PLASTIC FILE FASTENERS (Assorted Colours) | 1 | EACH | |
| 68 | PERMANENT MARKERS (1X12 PKT) Ordinary | 1 | EACH | |
| 69 | HIGH LIGTERS (1X10 PKT) Assorted Colours | 1 | EACH | |
| 70 | DESK SHARPENERS | 1 | EACH | |

| | | | | |
|---|--------------------------------|---|------|--|
| 71 | FILLING TRAYS (2Tier) - IN/OUT | 1 | EACH | |
| 72 | BOSTIC 100gsm | 1 | EACH | |
| 73 | MESH METAL WASTE BINS - BIG | 1 | EACH | |
| 74 | RUBBER BANDS 100gsm #32 | 1 | EACH | |
| 75 | CLEAR BAGS Assorted Colours | 1 | EACH | |
| 76 | DRAWING PINS - SILVER/GOLD | 1 | EACH | |
| Total marks– 76. Minimum Score 76 | | | | |
| The Bidder must meet the minimum score to proceed to the next stage | | | | |

LOT 2 TONER CARTRIGES

| Item # | Item Description | Qty | UOM | Bidder Technical Guarantee |
|--|--|-----|------|----------------------------|
| 1 | TONER HP 55A | 1 | EACH | |
| 2 | HP 147A TONER | 1 | EACH | |
| 3 | CANON TONER 057 | 1 | EACH | |
| 4 | HP 415A TONER WHOLE SET (BLACK, CYAN, MAGENTA, YELLOW) | 1 | EACH | |
| 5 | HP 59A TONER | 1 | EACH | |
| 6 | TONER CANON 719 | 1 | EACH | |
| 7 | HP 913 A TONER BLACK | 1 | EACH | |
| 8 | HP 913 A TONER CYAN | 1 | EACH | |
| 9 | HP 913 A TONER MAGENTA | 1 | EACH | |
| 10 | HP 913 A TONER YELLOW | 1 | EACH | |
| Total marks – 10. Minimum Score 10 | | | | |
| The Bidder must meet the minimum score to proceed to the next stage. | | | | |

2. Technical Evaluation Criteria - Due diligence

The technical evaluation shall involve a due diligence exercise to ascertain the physical presence of the vendor, nature of the business and availability of stock and confirmation of any other information as furnished by the bidder. Total marks 100%. Bidder should score at least 90% to proceed to the financial evaluation stage.

SECTION 4: Confidential Business Information

| Item Description | Detail(s) |
|---|------------------|
| Legal name of bidder | |
| Legal Address, City, Country | |
| Year of Registration | |
| Company' Specific Areas of Expertise | |
| Email Address | |
| Phone numbers | |
| Bank Reference | |
| Bank Information <i>(Please Provide bank details below:)</i> | |
| Bank Name: | |
| Account Name: | |
| Branch Name: | |
| SWIFT Code | |
| Account Currency: | |
| Bank Account Number: | |

SECTION 5: References

Previous relevant experience: 3 contracts

(Provide names and contract details of three customers (clients) who may be approached to verify your capacity to perform against similar contracts).

| Name the Organization | Client & Reference Contact Details | Contract Value | Period of relationship | Types of items supplied |
|------------------------------|---|-----------------------|-------------------------------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |

| Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Ethics: By submitting this bid, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the tender; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this tender and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this bid. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the bid process. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business. |
| <input type="checkbox"/> | <input type="checkbox"/> | Offer Validity Period: I/We confirm that this bid, including the price, remains open for acceptance for the offer during the bid validity period. |
| <input type="checkbox"/> | <input type="checkbox"/> | I/We understand and recognize that you are not bound to accept any bid you receive, and we certify that the goods offered in our bid are new and unused. |
| <input type="checkbox"/> | <input type="checkbox"/> | By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf |
| Name: | | |
| Title/Designation: | | |
| Company Name: | | |
| Date: | | |
| Signature | | |

SECTION 7 Bid Securing Declaration Form

Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

Bid No.: *[number of bidding process]*

To: *[complete name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of **three (3) years** starting on **23rd April 2024**, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, (i) fail or refuse to execute the Contract.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) expiration of the bid validity period.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

Name: *[complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[complete name of Bidder]*

Dated on _____ day of _____, _____ *[date of signing]*
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

PART B: FINANCIAL REQUIREMENTS**SECTION 1 Price schedule****LOT 1 STATIONERY**

| Item # | Item Description | Qty | UOM | Unit Price |
|---------------|--|------------|------------|-------------------|
| 1 | A4 BOND PAPER ROTATRIM | 1 | REAM | |
| 2 | A3 BOND PAPER (REAMS) | 1 | REAM | |
| 3 | A4 BONDD PAPER (REAMS)TYPEK | 1 | REAM | |
| 4 | TRANSPARENCIES (REAMS) | 1 | REAM | |
| 5 | BINDING SPIRALS 6mm (1x100 BOX) | 1 | EACH | |
| 6 | BINDING SPIRALS 8mm (1x100 BOX) | 1 | EACH | |
| 7 | BINDING SPIRALS 10mm (1x100 BOX) | 1 | EACH | |
| 8 | BINDING SPIRALS 12mm (1x100 BOX) | 1 | EACH | |
| 9 | BINDING SPIRALS 14mm (1x100 BOX) | 1 | EACH | |
| 10 | BINDING SPIRALS 16mm (1x100 BOX) | 1 | EACH | |
| 11 | BINDING SPIRALS 18/19mm (1x100 BOX) | 1 | EACH | |
| 12 | BINDING SPIRALS 20mm (1x50 BOX) | 1 | EACH | |
| 13 | BINDING SPIRALS 30/ 32mm (1x50 BOX) | 1 | EACH | |
| 14 | BINDING SPIRALS 38/40mm (1x50 BOX) | 1 | EACH | |
| 15 | LEVER ARCH FILES 1X50 BOX) | 1 | EACH | |
| 16 | WHITE BOARD MARKERS (EACH) Ordinary Ast colors | 1 | EACH | |
| 17 | RING BINDERS (1X48 BOX) | 1 | EACH | |
| 18 | WRITING PADS EXECUTIVE (PAD) | 1 | EACH | |
| 19 | DATE STAMP INK (EACH) | 1 | EACH | |
| 20 | CRYSTAL BIC PENS (1x60 PKT) | 1 | EACH | |
| 21 | MANILLA PAPER A1 (1X500 Ream) | 1 | EACH | |
| 22 | FLIP CHART -A1 Perforated and Punched (REAM) 40 Sheets | 1 | EACH | |
| 23 | PENCILS (1x12 PKT) | 1 | EACH | |
| 24 | ERASERS(1x30) FIS | 1 | EACH | |
| 25 | MANILLA ENVELOPES 16X12 A3 (1X50 PKT) | 1 | EACH | |
| 26 | MANILLA ENVELOPES 12x10 A4 (1X50 PKT) | 1 | EACH | |
| 27 | MANILLA ENVELOPES 10X7 A5 (1X50 PKT) | 1 | EACH | |

| | | | | |
|----|--|---|------|--|
| 28 | WHITE ENVELOPES 16X12 A3 (1X50 PKT) | 1 | EACH | |
| 29 | MANILLA ENVELOPES 9X4 A6 (1X50 PKT) | 1 | EACH | |
| 30 | STAPLERS- KANGARO HP - 45 PLIER TYPE | 1 | EACH | |
| 31 | STAPLES 26/6 (1X10 PKT) | 1 | EACH | |
| 32 | STAPLER - KANGARO HD 23S17 | 1 | EACH | |
| 33 | STAPLES REXEL 66/14 | 1 | EACH | |
| 34 | STAPLES KANGAROO 23/8 | 1 | EACH | |
| 35 | STAPLES KANGAROO 23/10 | 1 | EACH | |
| 36 | STAPLES KANGAROO 23/13 | 1 | EACH | |
| 37 | STAPLES KANGAROO 23/15 | 1 | EACH | |
| 38 | STAPLES KANGAROO 23/217 | 1 | EACH | |
| 39 | STAPLES KANGAROO 23/20 | 1 | EACH | |
| 40 | STAPLES KANGAROO 23/24 | 1 | EACH | |
| 41 | A4 HARD COVERS BOOKS (EACH) | 1 | EACH | |
| 42 | A5 HARD COVER NOTEBOOKS (1X10) | 1 | EACH | |
| 43 | CASIO CALCULATOR 16 DIGITS DM 1600 | 1 | EACH | |
| 44 | PERFORATORS DP 2160/900/952 GIANT (EACH) | 1 | EACH | |
| 45 | PERFORATOR - KANGAROO DP-700/720 | 1 | EACH | |
| 46 | RULERS 30cm (EACH) With Grip | 1 | EACH | |
| 47 | PLASTIC FOLDERS - ASSORTED COLORS (1x12) | 1 | EACH | |
| 48 | Report File Folder | 1 | EACH | |
| 49 | PLAIN FOLDERS - ASSOTED COLOURS (1X100 Ream) | 1 | EACH | |
| 50 | DOCUMENT FOLDERS | 1 | EACH | |
| 51 | FLASH DISK – 8GB, 16GB, 32GB | 1 | EACH | |
| 52 | DESK ORGANISERS | 1 | EACH | |
| 53 | POST- IT- PADS- 3X3" | 1 | EACH | |
| 54 | POST- IT- PADS- 3X4" | 1 | EACH | |
| 55 | POST- IT- PADS- 3X5" | 1 | EACH | |
| 56 | STICKY PADS (INDEX FLAGS) ASSORTED COLOURS | 1 | EACH | |
| 57 | SHORT HANDS NOTE BOOKS | 1 | EACH | |
| 58 | STAPLE REMOVERS (Medium) Kangaroo SR 100 | 1 | EACH | |

| | | | | |
|------------------------|---|---|------|--|
| 59 | STAPLE REMOVER (Large for Giant Staplers) Each | 1 | EACH | |
| 60 | SCISSORS (Medium Size) | 1 | EACH | |
| 61 | COLOUR CLIPS SMALL 33mm (1X10 BOX) | 1 | EACH | |
| 62 | SILVER METAL PAPER CLIPS SMALL 33mm (1X10 BOX) | 1 | EACH | |
| 63 | SILVER METAL PAPER CLIPS BIG 50mm (1X10 BOX) | 1 | EACH | |
| 64 | SILVER METALPAPER CLIPS JUMBO 75/78mm (1X10 BOX) | 1 | EACH | |
| 65 | GLUE STICK 35gsm (EACH) | 1 | EACH | |
| 66 | FILE FASTENER (PKT OF 50) | 1 | EACH | |
| 67 | PLASTIC FILE FASTENERS (Assorted Colours) | 1 | EACH | |
| 68 | PERMANENT MARKERS (1X12 PKT) Ordinary | 1 | EACH | |
| 69 | HIGH LIGHTERS (1X10 PKT) Assorted Colours | 1 | EACH | |
| 70 | DESK SHARPENERS | 1 | EACH | |
| 71 | FILLING TRAYS (2Tier) - IN/OUT | 1 | EACH | |
| 72 | BOSTIC 100gsm | 1 | EACH | |
| 73 | MESH METAL WASTE BINS - BIG | 1 | EACH | |
| 74 | RUBBER BANDS 100gsm #32 | 1 | EACH | |
| 75 | CLEAR BAGS Assorted Colours | 1 | EACH | |
| 76 | DRAWING PINS - SILVER/GOLD | 1 | EACH | |
| | Total Price | | | |
| | VAT @ 16% | | | |
| | Grand Total | | | |
| Delivery Period | | | | |

LOT 2 TONER CARTRIGES

| Item # | Item Description | Qty | UOM | Unit Price |
|------------------------|--|------------|------------|-------------------|
| 1 | TONER HP 55A | 1 | EACH | |
| 2 | HP 147A TONER | 1 | EACH | |
| 3 | CANON TONER 057 | 1 | EACH | |
| 4 | HP 415A TONER WHOLE SET (BLACK, CYAN, MAGENTA, YELLOW) | 1 | EACH | |
| 5 | HP 59A TONER | 1 | EACH | |
| 6 | TONER CANON 719 | 1 | EACH | |
| 7 | HP 913 A TONER BLACK | 1 | EACH | |
| 8 | HP 913 A TONER CYAN | 1 | EACH | |
| 9 | HP 913 A TONER MAGENTA | 1 | EACH | |
| 10 | HP 913 A TONER YELLOW | 1 | EACH | |
| | Total Price | | | |
| | VAT @ 16% | | | |
| | Grand Total | | | |
| Delivery Period | | | | |

PART C: GENERAL CONDITIONS AND CLAUSES

A. GENERAL CONDITIONS

1. The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a bid does not commit CARE Zambia to award a contract to any vendor.
2. CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:
 - To determine whether the information provided does or does not substantially comply with the requirements of the tender.
 - To contact any bidder at evaluation stage for clarification of any information provided.
 - To waive any or all formalities of bidding
 - To not accept the lowest bid
 - To negotiate with one or more bidders in respect to any aspect of submitted bid
 - To conduct a due diligence exercise with prior notification to the vendor
 - To award contracts based on whatever is in the best interest of CARE.
3. Any material statements made in writing in response to this tender or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.
4. Framework Agreement do not necessarily constitute a requirement to purchase anything from the supplier, but rather to set terms for future purchases.
5. Payment terms:
 - Advance payments shall not be applicable under this contract.
 - Payments shall be made promptly by the Purchaser thirty (30) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.

B. CONFIDENTIALITY/ NON-DISCLOSURE

- I. Reciprocally, CARE commits that information received in response to this tender will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.
- II. Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by CARE Zambia in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

C. PUBLICITY

Any publicity referring to this tender, whether in the form of press releases, brochures, or

photographic coverage will not be permitted without prior written approval from CARE.

D. FORCE MAJEURE

Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a “Force Majeure Event.” A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party’s reasonable control.

The Party that seeks to invoke this Force Majeure provision (the “Affected Party”) shall provide the other Party (the “Unaffected Party”) with a written notice within five (5) days of the date the Affected Party determines a Force Majeure Event has occurred.

ANNEX 1 Stages of Tender

PART A

A. Preliminary Evaluation

Bidders are required to comply with mandatory requirements.

- ✓ Bidders who shall not provide any of the documents shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation

B. Technical Evaluation

i. Documents Examination

- ✓ Bidders who will not meet the pass mark(s) as specified shall be considered non-responsive and shall not proceed to the next stage(s) of evaluation.

ii. Due diligence

- ✓ The technical evaluation shall involve a due diligence exercise to ascertain physical presence of the vendor, nature of the business and availability of stock and confirmation of any other information as furnished by the bidder.

PART B

- Financial Evaluation & Delivery lead time evaluation

- ✓ Bidders who are successful at preceding stages shall have their prices and delivery period compared and award recommended to the lowest evaluated responsive bid.

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