



## TENDER NOTICE

### Tender for the Supply and Delivery of Stationery and Humanitarian Emergency Response Supplies under Call-Off Framework Agreements.

- 1. SUPPLY AND DELIVERY OF STATIONERY - Tender No. CARE-ZMB03/OS/NCB03**
- 2. HUMANITARIAN EMERGENCY RESPONSE SUPPLIES - Tender No. CARE-ZMB03/HE/NCB04**

CARE Zambia invites sealed bids from eligible candidates for the Supply and Delivery of General Stationery and Humanitarian Emergency Response Supplies under Call-Off Framework Agreements.

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.

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 to the following address: -

**The Country Director  
CARE Zambia  
Plot No. 7, Chitemwiko Close, Kabulonga  
P.O Box 36238, Lusaka – Zambia**

All bids should be deposited in the Tender Box at the Main Reception at **CARE Zambia at Plot No. 7, Chitemwiko Close, Kabulonga** and in the **Tender Boxes at respective CARE field offices** specified in the tender documents on or before **8<sup>th</sup> October 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 Zambia Plot No. 7, Chitemwiko Close, Kabulonga and at respective CARE field offices specified in the tender documents.

Interested eligible bidders are invited to a pre-bid conference on Wednesday, 25<sup>th</sup> September 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/webinar/register/WN\\_F-GIEb8CS3-5fwQaCpSBJA](https://careorg.zoom.us/webinar/register/WN_F-GIEb8CS3-5fwQaCpSBJA)

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