



KWAME NKURUMAH UNIVERSITY

INVITATION FOR BIDS (RE-ADVERTISED)

ONB: KNU/GG/08/2022: TENDER FOR THE SUPPLY AND DELIVERY OF GRADUATION GOWNS

OPEN NATIONAL BIDDING

1. Kwame Nkrumah University has set aside funds for eligible payments to be made for the tender for the supply and delivery of graduation Gowns and Accessories as follows:

S/N	Item Description	UoM	Quantity	Maximum Delivery Period
1	Under Graduate Gowns	Each	1000	6 Weeks
	Year Charms	Each	1000	
	Hoods	Each	1990	
	Tassels	Each	1555	
	Mortarboards	Each	1950	
2	Post Graduate Gowns. (Masters)	Each	55	

2. The bidding documents may be inspected at the Kwame Nkrumah University website (www.nkrumah.edu.zm). **Submission of bids and samples shall be through the tender box located at the Council Chamber, East Campus, along Munkoyo Street, Kabwe**
3. The bidding documents may be purchased by the bidders upon payment of a non-refundable fee of **K1000.00**. Bidders are advised to deposit the non-refundable fee in the account details provided below. **Please quote the tender Name and Number on the deposit slip.**

BANK : ZANACO
A/C NAME : General Purpose Fund
A/C : 0140666300141

BRANCH : Kabwe

REFERENCE: Tender for the supply and delivery of graduation Gowns: ONB: KNU/GG/08/2022

4. The bid must be accompanied by a **three (3) years'** bid securing declaration and shall be valid for a period of 120 days after bid opening.

5. **Participation** is restricted to **Citizen** and **Local** Bidders only as per Zambia Public Procurement Regulations of 2022 (PPR) guidelines. In an event that the local Bidder is awarded the contract, the local Bidder shall partner with the citizen supplier. A local bidder who participates in the procurement process shall include in the bid—
 - (a) the name of the citizen bidder that the local bidder shall partner with if awarded the contract;
 - (b) the documentation on the partnership arrangements between the local bidder and citizen supplier or bidder; and
 - (c) any other documentation stated in the solicitation document.

6. Bidding will be conducted using **Open National Bidding (ONB)** procedures specified under Zambia Public Procurement Regulations of 2022 (PPR)

7. **Evaluation Criteria:** Evaluation will be conducted in three stages (Preliminary, Technical and Financial/Commercial) detailed requirements on each stage are in the solicitation document and can be accessed on the Kwame Nkrumah University website (www.nkrumah.edu.zm)

8. Sealed and bound bids together with samples clearly marked: '**ONB: KNU/GG/08/2022: Tender for the supply and delivery of graduation Gowns** must be deposited in the tender box located at the Council Chamber, East Campus, Plot No. 1583, Munkoyo Street, Kabwe, on or before **Wednesday, 21st September 2022 at 10:30 hours local time. LATE, AND ELECTRONIC BIDS WILL BE REJECTED.** Bids will be opened thereafter in the presence of bidders or their representatives who choose to attend.

9. Bidders should pay attention to the following information:

Item No.	Description of Item	Date
1	Date and Time for commencement of inspection of samples, bid /sale of Bidding Documents	Tuesday, 23rd August 2022 at 10:00 hours. Bidders are advised to purchase the bidding documents at a non-refundable fee of K1000.00.
2	Last Date for requesting any clarifications	Friday 9th September 2022
3	Last Date and Time for the submission of bids and samples	Wednesday 21st September 2022 at 10:30 hours Samples, and bids, shall be submitted physically at Kwame Nkrumah University, Plot No 1583, Munkoyo Street,

		East Campus, in the tender box , located at the Council Chamber in a closed envelope, clearly marked with the tender number and the tender name .
4	Date and time of opening of bids	Wednesday 21st September 2022 at 10:30 hours local time.

10. Late bids, portion of bids, bids not received, and bids not opened and not readout in public at the bid opening ceremony shall not be accepted for evaluation irrespective of circumstances.

David M Nsalamba.
Acting Purchasing and Supplies Manager
For/ VICE CHANCELLOR
KWAME NKURUMAH UNIVERSITY