THE UNIVERSITY OF ZAMBIA

PROCUREMENT COMMITTEE

INVITATION FOR BIDS

TENDER NO. UNZA/PSU/ADC/08/2026
21/09/2026

The University of Zambia through the Academic Affairs Department intends to award a contract for the Production and Sale of Academic Graduation Attire (Gowns) through a Franchise Agreement for 2027, 2028 and 2029 graduation ceremonies.

The University Procurement Committee on behalf of Management invites eligible **citizen and local bidders** only to participate online via Zambia Public Procurement Authority (ZPPA) e-GP System for the Tender for the Production and Sale of Academic Graduation Attire (Gowns) - (Ref. Specifications and Pictures provided in the Solicitation Document).

1. Interested eligible **citizen and local bidders** only may obtain further information on the Zambia Public Procurement e-GP Platform Online. The tender is packaged in the following lots:

Lot No.	Description
1.	Bachelor's Degree gown (as per design), full set (gown, mortar board and hood)
2.	Master's Degree gown (as per design), full set (gown, mortar board and hood)
3.	PhD gown (as per design) full set (gown, mortar board and hood)

2. **Bidders are permitted to participate in all the lots, contract award will be made on a lot-by-lot basis. The evaluation shall not be based solely on the price and other stated evaluation criteria. Due consideration shall also be given to the actual gown samples submitted, with particular emphasis on their compliance with the specified quality, design, material, workmanship and other technical specifications.**

3. **HOWEVER ONLY ELECTRONIC/ONLINE OFFERS WILL BE ACCEPTED/ALLOWED VIA ELECTRONIC GOVERNMENT PROCUREMENT (e-GP) SYSTEM.**

4. A complete set of solicitation documents may be purchased by eligible bidders electronically on the ZPPA e-GP platform upon payment of a non-refundable fee of One Thousand (K1,000.00) Kwacha on e-GP (online).

5. Bidding will be conducted using the Open National Bidding procedure specified in the Public Procurement Act No. 8 of 2020, as amended by the Public Procurement Act No.17 of 2023 and the Public Procurement Regulations of 2022 and is open to all eligible citizens and local bidders only. However, financial evaluation will be conducted in line with Statutory Instrument No. 45 of the 2025 Public Procurement (Preference and Reservation Schemes) Regulations, 2025.

6. Mandatory pre-bid conference is scheduled for Friday, 2nd October 2026 at 10:00 hours in the Senate Chamber, 4th Floor, Central Administration Building, The University of Zambia, Great East Road Campus, Lusaka.

7. All interested bidders shall be required to attend a Mandatory pre-bid conference, during which the University will provide physical samples of the academic graduation attire for inspection. The samples are intended to enable bidders to fully appreciate and understand the required quality, specifications, workmanship, and standards expected under the tender. Bidders will be required to provide proof (certificate of attendance from UNZA) of attendance as part of the bid submission, evidence of attendance shall form part of the bid evaluation criteria.

Bidders should also pay attention to information in the table below:

No	Description of Item	Date
1.	A pre-bid conference	**Friday, 2nd October 2026 at 10:00 hours**, In the Senate Chamber, 4th Floor, Central Administration Building, The University of Zambia, Great East Road Campus, Lusaka. Contact person: Stanley Kunda : 0979227500 E-mail: pmanager@unza.ac.zm
2.	Last date for requesting any clarification	Wednesday, 7th October, 2026
3.	Deadline for submission of bids	Wednesday, 21st October, 2026 at 10:00 a.m. through the e-GP System
4.	Date and Time of opening of Bids	Wednesday, 21st October, 2026 at 10:30 a.m. through the e-GP System

No	Description of Item	Date
6.	Date and Time of Mandatory submission of samples	Wednesday, 21st October 2026 at 10:00 a.m at the tender box at the Senate Chamber, 4th Floor, Central Administration Building, The University of Zambia, Great East Road Campus, Lusaka.

8. **All bidders must submit physical samples of the proposed academic graduation attire as part of their bids. Submission of the required samples shall be mandatory and shall constitute a preliminary compliance requirement.**

9. Bids for the **Tender for the Production and Sale of Academic Graduation Attire (Gowns) through a Franchise Agreement for the University of Zambia Great East Road Campus - TENDER NO. UNZA/PSU/ADC/08/2026** must be submitted electronically on the ZPPA e-GP system on or before **21st October, 2026.**

10. The closing date for submission of bids online is **21st October, 2026 at 10:00 Hours** local time and any bid **received after the time and date stipulated above will not be accepted.**

SECRETARY, UNIVERSITY PROCUREMENT COMMITTEE.
FOR THE VICE-CHANCELLOR
21st September, 2026