ZAMMSA

Zambia Medicines and Medical Supplies Agency

INVITATION TO BID

EGP TENDER NUMBER: 32830/2/489/2026

TENDER FOR THE SUPPLY AND DELIVERY OF STATIONERY AND TONER CARTRIDGES FOR A PERIOD OF THREE (3) YEARS.

1. The Government of the Republic of Zambia has set aside funds towards the Supply and Delivery of Stationery and Toner Cartridges.
2. Zambia Medicines and Medical Supplies Agency (ZAMMSA) now invites bids for the Supply and Delivery of Stationery and Toner Cartridges.
3. Bidding will be conducted through **Open National Bidding** in accordance with Section 39 of the Public Procurement Act No. 8 of 2020 as amended by the Public Procurement Amendment Act of 2023.

Bidding in this tender shall be limited to citizen and local bidders, except that citizen bidders shall be given priority in the evaluation of bids as prescribed in the amendment Act No. 17 of 2023.

4. To be eligible to participate under this Tender, the shareholders of the company participating must be Zambian Citizens and the company incorporated by PACRA. A Bidder that is under a declaration of ineligibility by ZPPA is NOT eligible to participate.
5. **6.** The evaluation under this Framework shall be conducted in two (2) phases. The first phase shall comprise **Preliminary, Technical and Commercial Evaluation**, while the second phase shall comprise **Financial Evaluation and Price Reasonableness Analysis** for successful bidders in the respective lots who qualified from the first phase which will be considered for a mini-competition for award.

6. The Bidders tender shall be evaluated on a lot-by-lot basis. Bidders may participate in one or more lots and may be shortlisted under multiple lots. Successful bidders under this framework shall subsequently participate in a mini-competition in the respective lots for the prices of the goods required by the Entity.

   The Contract period shall be 3years under which delivery shall be 1-3 weeks.

7. Bidding shall be conducted through the **Electronic Government Procurement (e-GP)** System.

8. Bidding documents may be purchased from the e-GP System at a non-refundable fee of **ZMW1, 000.00.**

9. The bids should be indicated **"Tender for the Supply and Delivery of Stationery and Toner Cartridges"** and must be submitted through e-GP on or before **13th October, 2026 10:00 Hours.**

10. **Late Bids will not be accepted.** The Tender document in English may be obtained by logging in via the ZPPA e-GP Website at https://eprocure.zppa.org.zm.

11. Bidders may obtain further information by submitting **electronic** requests for clarification on the e-GP System.

12. The deadline for clarifications shall be **25th September 2026 10:00 Hours** e-GP system time.

13. Bids will be opened at **10:30 hours on the** e-GP System on **Tuesday, 13th October 2026.** All bids must be accompanied by a **Bid Securing Declaration.**

For further information, please use the Clarification link within the clarification period on the e-GP system.

For submission of bids:
ZPPA e-GP Website at
https://eprocure.zppa.org.zm

For opening of bids:
ZPPA e-GP Website at
https://eprocure.zppa.org.zm