

## ZCAS UNIVERSITY Invitation to Bids (ITB)

### **TENDER No.: ZCASU/ONB /01/2025 TENDER FOR THE SUPPLY AND DELIVERY OF GRADUATION GOWNS FOR A PERIOD OF 3 YEARS**

ZCAS University has set aside funds for eligible payments to be made for the tender for the supply and delivery of Graduation Gowns.

#### **BIDDERS SHOULD PAY PARTICULAR ATTENTION TO THE FOLLOWING**

<b>S/N</b>	<b>REFERENCE</b>	<b>DATE</b>
1	<b>Date of Publication</b>	Tuesday 1st April, 2025
2	<b>Last Date of requesting for clarification</b>	Friday 25 <sup>th</sup> April 2025, Time 17:00 Hours via Zambia Public Procurement Authority (ZPPA) Electronic Government Procurement (e-GP) System
3	<b>Closing Date and time of Bid Submission</b>	Friday 25 <sup>th</sup> April, 2025, Time 10:00 Hours
	<b>Viewing of Samples (University Gown)</b>	Bidders to ensure they visit the University Stores office located at ZCAS University Dedan Kimathi Road during working hours to view the samples.
	<b>Closing Date and time for Submission of samples of Gowns by Bidders</b>	Wednesday 7th May, 2025, Time 10:00 Hours <b>Bidder's Samples of Gowns (undergraduate, Post-Graduate Degree and Post-Graduate Masters and Doctorate)</b> , shall be submitted physically at ZCAS University Dedan Kimathi Road, Stores labeled with the suppliers details
4	<b>Date and time of Bid Opening</b>	Wednesday 7th May, 2025, Time 10:00 Hours local time submission shall be via Zambia Public Procurement Authority (ZPPA) Electronic Government Procurement (e-GP) System

Participation in this procurement is **LIMITED TO ELIGIBLE CITIZEN AND LOCAL BIDDERS EXCEPT THAT CITIZEN BIDDERS SHALL BE GIVEN PRIORITY IN THE EVALUATION OF BIDS**. This restriction is given in accordance with Public Procurement (Amendment) Act No. 17 of 2023.

Prospective bidders should go to the electronic government system (e-GP) <http://eprocure.zppa.org.zm> Guidance on how to submit bids through the system is through electronic government Procurement system. Further information can be obtained from Zambia Public Procurement Authority (ZPPA) website given above.

The bidding document may also be downloaded by interested bidders from the electronic government procurement system under current tenders. Ensure that you are registered with

ZPPA to participate. Bid Documents may be bought at a non-refundable fee of **ZMW500.00** paid online via the **Electronic Government Procurement System (e-GP System)**

The bids should be clearly marked with the tender number and Title addressed to the Vice Chancellor, ZCAS University and must be submitted through the **Zambia Public Procurement Authority Electronic Government Procurement System (e-GP System) platform on or before Wednesday 7th May,2025 local Time 10:00 Hours. Hard copies will not be accepted**

Bids shall be valid for a period of **120** days after Bid opening.

The Procuring entity reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without thereby incurring any liability to the affected bidder or bidders, or any obligation to inform the affected bidder or bidders of the grounds for the employer's action.

**Reagan Zulu.**  
**Purchasing Officer**  
**For/ VICE CHANCELLOR**  
**ZCAS UNIVERSITY**