



## THE NATIONAL HEALTH INSURANCE MANAGEMENT AUTHORITY (NHIMA)

### Invitation for Bids (IFB)

#### **TENDER FOR SUPPLY AND DELIVERY OF STATIONERY AND OFFICE CONSUMABLES TO THE NATIONAL HEALTH INSURANCE MANAGEMENT AUTHORITY ON A FRAMEWORK CONTRACT FOR A PERIOD OF ONE (01) YEAR-NHI/OBN/G/28/2021**

1. The *National Health Insurance Management Authority* has reserved funds through the 2021 budgetary allocation funds and intends to apply part of these funds towards payments under the contract for the supply and delivery of stationery and office consumables to the National Health Insurance Management Authority (NHIMA) on a *one (1) year Framework Contract*.
2. The *National Health Insurance Management Authority* now invites sealed bids from eligible and qualified bidders for the *supply and delivery of stationery and office consumables to the National Health Insurance Management Authority (NHIMA) on a one (1) year Framework Contract*.
3. Bidding will be conducted through the *Open National Bidding* procedures specified in the Public Procurement Act No 8 of 2020 and the Public Procurement Regulations of 2011, through the **Zambia Public Procurement Authority Electronic Government Procurement System (ZPPA e-GP System)** and is open to all interested eligible bidders as defined in the Bidding Documents.
4. Bidding Documents can also be accessed on the NHIMA Website; <http://www.nhima.co.zm> as well as on the **ZPPA e-GP System**. Further Interested eligible bidders may obtain further information from the office of the Head- Procurement and Supplies Unit, National Health Insurance Management Authority (NHIMA), First Floor, Levy Mwanawasa Medical University, Commercial Hub, Great East Road, Lusaka, Zambia *and* inspect the Bidding Documents from *08:00 hours to 17:00 hours local time*. **HOWEVER, PHYSICAL BIDS /OFFERS WILL NOT BE ACCEPTED.**
5. A complete set of Bidding Documents in English may be purchased by interested bidders upon payment of a non-refundable fee of K1,000.00 through the ZPPA eGP System.
6. The bids clearly marked "*Tender for the supply and delivery of stationery and office consumables to the National Health Insurance Management Authority (NHIMA) on a one (1) year Framework Contract-* " and addressed to the Director General, National Health Insurance Management Authority, must be received on or before **Friday 19th November 2021 at 10:30 hours local time** and must be accompanied by a Bid Security of not less than 2% of the bid sum duly signed and sealed by the Guarantor (s).

7. The closing date for the receipt of bids is **Friday 19th November 2021 at 10:30 hours local time** and any bids received after the time and date stipulated above will not be accepted.

Item No.	Description of Item	Date
1.	Date and Time of commencement of inspection/sale of Bidding Documents	<b>Friday 15<sup>th</sup> October 2021 at 15:30 hours.</b> Bidder is advised to inspect and purchase the bidding documents at a non-refundable fee of <b>K1,000.00.</b>
2.	Last Date for requesting any clarifications	5 days before the closing date.
3.	Pre- bid Meeting Date, Time and Place	Friday 29 <sup>th</sup> October 2021 NHIMA <i>First Floor, Levy Mwanawasa Medical University, Commercial Hub, Great East Road</i> City: <i>Lusaka</i> <b>Zambia</b> Telephone: +260 211 354428  Electronic mail address: <a href="mailto:jkapesa@nhima.co.zm">jkapesa@nhima.co.zm</a> and <a href="mailto:msakala@nhima.co.zm">msakala@nhima.co.zm</a>
4	Deadline for Submission of samples	Monday, 08 <sup>th</sup> November 2021 before 16:00hrs to be submitted physically at NHIMA located on the <i>First Floor, Levy Mwanawasa Medical University, Commercial Hub, Great East Road</i> City: <i>Lusaka</i> <b>Zambia</b>
5.	Last Date and Time for submission of bids on e-GP	<b>Friday, 19<sup>th</sup> November 2021 at 10:30 hours.</b>
6.	Date and Time of opening of bids	<b>Friday, 19<sup>th</sup> November 2021 at 10:30 hours.</b>

Moses Sakala  
Head- Procurement and Supplies Unit  
**For/Director General**  
**NATIONAL HEALTH INSURANCE MANAGEMENT AUTHORITY**