



INVITATION TO COMPETITIVE BIDDING – SUPPLY AND DELIVERY OF MATERIALS

Closing Date & Time: 16 NOVEMBER 2023 at 1000 hours

1. **INSTRUCTIONS, TERMS AND CONDITIONS TO TENDERERS**

- 1.1. This tender was prepared by FRIENDSHIP BENCH
- 1.2. The specifications prescribed are not in any way limited to any specific tenderer as they are based on generally achievable requirements.
- 1.3. Friendship Bench does not bind itself to accept the lowest tender price and reserves the right to reject all submissions, in whole or in part, enter negotiations with any party, and/or award multiple contracts.
- 1.4. Tenders **MUST** be received on or before the **closing date** and **time** and all bids received after the closing date and time will not be considered.
- 1.5. The quotation **MUST** include and satisfy the following:
 - 1.5.1. Bid Validity - at least 90 days.
 - 1.5.2. Unit Price and Total Price should include all taxes, logistical costs, and administrative costs. No submission will be considered for any discovered omissions from the tenderer(s). Tenderers will be awarded a firm fixed price contract, without provision for price variations.
- 1.6. Any costs associated with the preparation and subsequent submission of a proposal shall remain the sole responsibility of the supplier irrespective of the outcome of the final selection process.
- 1.7. All documents including catalogues, instructions, and operating manuals, shall be in the English language, and will become the property of Friendship Bench once submitted.
- 1.8. Quality certificates e.g., ISO and related certifications to be included in bid submission.
- 1.9. At least three references, from whom at least 2 have provided similar services in the past two years complete with contact numbers and email address for reference checks.
- 1.10. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Friendship Bench after it has received the quotation.

2. Tender Submission

Means of submission: RFPs must be delivered to Friendship Bench
Address: 4 Weale Road, Milton Park
Due date and time: 16 November 2023 at 1000 hours

- The successful bidder will be issued with a contract agreement specifying the terms and conditions.

2.1 SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF MATERIALS:

Procurement reference number	Description	Quantity	Design
FB/DOM/01/10/2023	Supply and delivery of Office Desks	27	3 drawer office desks (delivery in the 9 provinces of Zimbabwe)
FB/DOM/02/10/2023	Supply and delivery of Office Chairs	27	Liftmaster Highback Fabric Swivel Chair (delivery in the 9 provinces of Zimbabwe)
FB/DOM/03/10/2023	Supply and delivery of Whiteboards	9	White board plus stand
FB/DOM/04/10/2023	Supply and delivery of Printers	9	See below for full details
FB/DOM/05/10/2023	Supply and delivery of Adaptors	9	4 Way 2x15a +2x13a Surge Extension
FB/DOM/06/10/2023	Supply and delivery of Lockers	9	2 Door Steel Filing Cabinet 4 adjustable shelves (delivery in the 9 provinces of Zimbabwe)
FB/DOM/07/10/2023	Supply and delivery of Flip Chart Holders	9	
FB/DOM/08/10/2023	Supply and delivery of Banners	18	Sample: HERE x-bow 800mm x 1800mm
FB/DOM/09/10/2023	Supply and delivery of Tents	9	Sample: HERE Gazebo style, aluminum frame, 3m x 3m
FB/DOM/10/10/2023	Supply and delivery of Safes	9	36L Heavy Duty Safe (delivery in the 9 provinces of Zimbabwe)
FB/DOM/11/10/2023	Supply and delivery of Laptops and Backpacks	30 of each	See below (2.2) for full details
FB/DOM/12/10/2023	Supply and delivery of Stationery: Eversharp Blue pens Shorthand notepads (A5) A4 Typek Bond Paper (Box) Accessible Files Box Files Folders Flip Chart Permanent Marker (Box)different colors A4 Envelopes Staplers Puncher Staple pins 26/6 Sticky notes Highlighters (different colours) A4 1 Quire Counterbook	80 boxes 1000 100 1000 500 500 100 20 1000 30 30 100 100 50 3000each	
FB/DOM/13/10/2023	Supply and delivery of wooden Benches	50	Visit the Friendship Bench offices for specifications (delivery in the 9 provinces of Zimbabwe)
FB/DOM/14/10/2023	Supply and delivery of T-Shirts	2000	Sample: HERE

2.2 SPECIFICATIONS FOR THE SUPPLY AND DELIVERY OF LAPTOPS AND PRINTERS

HP PROBOOK 450 G9 I7 NOTEBOOK

- Intel 10 core i7-1255u 1.7ghz
- 32gb ddr4 3200 ram (max 32gb)
- 1tb pcie nmve m2 ssd
- 15.6" hd display (1366 x 768)
- Wifi/webcam/ bt/no dvd-rw
- Hdmi/3 x usb 3.0/1 x usb c
- Card reader/ lan port
- Intel iris xe graphics/ intel
- Full numeric keypad
- Windows 11 pro 64bit
- One year warranty

HP Color LaserJet Pro MFP M479fnw (W1A78A)

- Print, copy, scan, fax, email
- Laser Print technology
- Supports wireless and Network connectivity.
- Compatible with modern Operating Systems (windows 7 and above and Apple macOS)
- Media types Paper (bond, brochure, coloured, glossy, photo, plain, preprinted, prepunched, recycled, rough), postcards, labels, envelopes
- One-year Manufacturer Warranty
- After sales service

2.3 OTHER MANDATORY CONDITIONS

Site Visits	Please indicate the contact person and physical address to operating place for a site visit during tender adjudication.
Registration Documents	Zimbabwean registered companies must submit the following. a) Company profile b) Certificate of Incorporation c) CR14 d) CR6 and e) Valid tax clearance certificate (ITF263). f) Other relevant certifications