

INVITATION TO TENDER

Zambia Country Office

03/12/2025

LOT6/2025 - Office IT and General Stationery Supplies

SUBMISSION DEADLINE: 12th December 2025

QUESTIONS / CLARIFICATIONS: Zambia.Procurement@savethechildren.org

FFORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

PART 1 : INVITATION TO TENDER

- o Introduction to SCI
- o Project Overview and Requirements
 - o Award Criteria
- o Instructions & Key Information

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

PART 3 : BIDDER RESPONSE DOCUMENT

Template to be used to submit response to this Invitation to Tender.

PART 1 – INVITATION TO TENDER

1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world's leading independent organisation for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Our Vision – a world in which every child attains the right to survival, protection, development and participation.

Our Mission – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- ☐ Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- ☐ Campaign for long term change to improve children's lives.
- ☐ Improve children's access to the food and healthcare they need to survive.
- ☐ Secure a good quality education for the children who need it most.
- ☐ Protect the world's most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- ☐ Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Office IT and General stationery supplies
Outcome of Tender	Framework Agreement (Fixed Price) – the successful supplier(s) will be awarded a 'Framework Agreement'. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement..
Duration of Award	3 Years

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

3.1 ESSENTIAL CRITERIA

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

3.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	3rd December 2025
Deadline for questions from Bidders	7 th December 2025
Deadline for Bid Submission	12 th December 2025
Award Contact	19 th December 2025

The above dates are for indicative purposes only and are subject to change. However, SCI commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by

Electronic Submission via Email

- ☐ Email should be addressed to The Supply Chain Team at Zambia.Tenders@savethechildren.org
- ☐ Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- ☐ The subject of the email should be “ITT/ **LOT6/2025- Office IT and General stationery supplies** Bidder Response – ‘Bidder Name’, ‘Date’”.
- ☐ All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- ☐ **Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails. You may also submit your bid using a Google Drive Link.**
- ☐ Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **12th December 2025**

Bids must remain valid and open for consideration for a period of no less than 90 days.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Supply Chain	Zambia.Procurement@savethechildren.org

Please be advised local working hours are 0800hrs – 1700hrs Monday to Thursday and 0800hrs – 1330hrs on Friday. Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS

Specifications have been provided under the Pricing Schedule under commercial questions

PART 3 – BIDDER RESPONSE DOCUMENT

I. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- ☐ For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- ☐ If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- ☐ If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
1	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.		
2	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.	Yes / No	Comments
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
4	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Legitimate business address - Tax registration number & certificate - Valid Tax Clearance Certificate - Business registration certificate/Certificate of Incorporation - Company profile - Relevant licenses for business operation - - 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
		Tax Registration Number & Certificate	
		Valid Tax Clearance Certificates	
		Business Registration Certificate/Certificate of Incorporation	
		Company Profile	
		Any Other Relevant licenses for business operation	
5	The bidder confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual Purpose goods / services that may be used in a terror related activity.	Yes / No	Comments
6	The Bidder confirms that all of their drivers are legally qualified to drive and that all employees (including drivers and any sub-contracted labour) are vetted against sanctions lists.	Yes / No	Comments / Attachments

7	The Bidder agrees to be audited by SCI's donors, or their authorised auditing agencies.	Yes / No	Comments / Attachments
8	The Bidder agrees to due diligence visit by SCI.	Yes / No	Comments / Attachments

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response		
1	REFERENCES Bidder shares Five (5) examples of their experience in providing services similar to those included within the scope of this tender. Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years. <u>Attach 5 reference letters</u> <i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visited by Save the Children)</i> (10 points)	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
		4)		
		5)		
2	Financial Capability of Bidder (15 total points)	Bidder Response		
2 a.	Copy of Bank Statement (April 2025– August 2025 OR Copy of Audited Accounts – 2021 -2024 (10 points)			
2 b.	Valid Bank Letter of Credit (Signed and Stamped by the Bank) (5 points)			
3	Technical experience of the bidder is providing similar products / services (10 total points)	Bidder Response		
3	5 Copies of Framework Agreements / Contracts/Purchase Orders from other			

	organisations received within the past 2 Years (10 points)		
4	Bidder's capacity to supply Save the Children, particularly in terms of stock levels and lead times (15 Points).	Bidder Response	Comments / Attachment(s)
4 a.	Stock Levels at the time of bid submission (Attach your Catalogue/Stocklist) (5 points) NB: If necessary committee will inspect Stock warehouse		
4 b.	Geographic Coverage - Stock location (5 points)		
4 c.	Lead time – Indicate your usual lead time for provision of similar goods / services in calendar days (and now working days) (5 points)		

No.	Sustainability Criteria	Supplier Response	
		Bidder Response	Attach Evidence
1	<p>The bidder is actively involved in the support and development of the local community through outreach programmes or similar initiatives.</p> <p>OR</p> <p>The bidder is able to demonstrate that they are disposing of waste in an environmentally friendly way</p> <p>OR</p> <p>Bidder is involved in any other initiatives not strictly the above to contribute positively to the environment. (10 points)</p>		

SECTION 3 – COMMERCIAL QUESTIONS

Office Stationery

Item Description	Unit	Unit Price	Total (VAT Inclusive)
Ball Pens Oil-based ink (blue/black/red)	box/50		
Highlighters	each		
Permanent Markers	each		
Whiteboard Markers	each		
Pencils	box/12		
Erasers	each		
Sharpeners	each		
Staplers	each		
Staples (26/6)	box		
Paper Clips	box		
Binder Clips	box		
Glue Sticks	each		
Scissors	each		
Rulers (30cm)	each		
Correction Tape	each		
Index Dividers	set		
Label Stickers	pack		
Sticky Notes	pack		
Manila Folders	pack/100		
Lever Arch Files (A4)	each		
Ring Binders	each		
Plastic Sleeves (A4)	pack/100		
Clipboards	each		
Document Trays	each		
Desk Organizers	each		
Desk Calendars / Planners	each		
Whiteboard Erasers	each		
Whiteboard Cleaner Spray	bottle		
Envelopes (DL, A4)	pack/100		
Copy Paper (A4, 80gsm)	ream		
Laminating Pouches (A4)	pack/100		
Punch (2-hole or 4-hole)	each		
Rubber Bands	pack		
Thumb Tacks / Push Pins	box		
Tape Dispenser	each		

Packing Tape	roll		
Envelope Opener	each		
AAA Batteries	each		
USB Flash Drives	each		
External Hard Drives	each		
Calculators	each		
Hard Cover Books	pack/10		
Name Tags / ID Holders	pack		
Label Maker	each		
Mouse Pads	each		
Field Notebooks	each		
Clipboards with Storage	each		
Waterproof Document Holders	each		
Portable Whiteboards	each		
Flip Charts	pad		
Flip Chart Stands	each		
Marker Sets (for training)	set		
HR Files	each		
Personnel File Dividers	set		
Field Bags / Stationery Kits	each		
Clip-on ID Badges	each		


Office IT Equipment


Item Description	Unit	Unit	Total (VAT Inclusive)
Projector LCD/DLP, 1080p, 3000-4000 lumens, HDMI/VGA/USB	each		
Toners for Laser printer toner (HP Officejet Pro 8720)	each		
TONER HP CE285A BLACK 85A			
HP Toner Black 80A			
HP Toner Black 9A			
TONER HP CE390A BLACK 90A			
TONER HP CE505A BLACK 05A			

TONER HP W1106A BLACK 106A			
TONER HP CF226A BLACK 26A			
TONER HP CB4364A BLACK 36A			
TONER HP W2210A BLACK 207A			
TONER HP W2211A CYAN 207A			
TONER HP W2212A YELLOW 207A			
TONER HP W2213A MAGENTA 207A			
Cartridges Inkjet printer cartridges, HP 953XL (black, magenta, yellow, cyan)	each		
Cartridges Inkjet printer cartridges, HP 207A (black, magenta, yellow, cyan)			
Storage media (External HDD 1TB-4TB, SSD 500GB-2TB, USB 16GB-256GB)	each		
UPS Backup power batteries (650VA-1500VA, Surge protection, AVR)	each		
Microphone (USB or 3.5mm, Noise cancellation, cardioid/omni)	each		
Headsets (Wired/Wireless, Noise-cancelling, Bluetooth)	each		
RAM (DDR4/DDR5, 8GB-32GB, 2400-4800 MHz)	each		
Webcam (1080p Full HD, Autofocus, built-in mic)	each		
Barebone and component (Motherboard, CPU, RAM slots, PSU, Mini-ITX/ATX)	each		

Digital Camera (DSLR/Mirrorless, 20MP-45MP, Interchangeable lens, Canon D4000)	each		
Radio set (FM/AM or Digital, Rechargeable, Bluetooth optional)	each		
Laptop bag (Fits 14"-17", Waterproof, padded compartments)	each		
Wireless mouse (Bluetooth/USB receiver, DPI adjustment)	each		
Wired mouse (USB, Optical sensor, 800-1600 DPI)	each		
Desktop Monitor (21"-27", Full HD/4K, IPS/VA panel)	each		
Laptop power packs (45W-90W, USB-C or proprietary)	each		
Power bank (10,000-20,000 mAh, Fast charging, multiple ports)	each		

SECTION 4 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:		
No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	
We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:		
Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
	Copy of Valid Tax Clearance Certificate	
	Company Profile	
	Relevant licenses for business operation	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents	
	Reference Letters	
	Previous Contracts/FWA's/LPOs	
	Stock Lists/Equipment List	
Commercial Criteria Evidence	Completed Bidder Response Document-	
We, the Bidder, hereby confirm we compliance with the following policies and requirements:		
Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	

Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pdf	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Policy.pdf	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation & Abuse.pdf	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bullying Policy.pdf	
IAPG Code of Conduct	 IAPG Code of Conduct for Agencies.pdf	
Terms and Conditions of Purchase	n227ngy0eh6k4l0i3671718r33555122.pdf	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature:

Name:

Title:

Company:

Date:

