



Invitation for Bids (IFB)

TENDER No. CHAZ/GF/NFMHIVTB4/ONB2/4/26 TENDER FOR THE SUPPLY AND DELIVERY OF LAPTOP COMPUTERS

1. The Churches Health Association of Zambia has provided for funds under the NFM 4-GC7 Grant and intends to apply part of the funds to payments under the Contract for the supply and delivery of Laptop Computers.
2. The Churches Health Association of Zambia (hereinafter referred to as CHAZ) now invites sealed bids for the supply and delivery of Laptop Computers as indicated in the table below:

SN	Description of Items	Quantity	Delivery Period
1	Laptop Computers	40	10 to 12 weeks

3. Bidding will be conducted under the Open National Bidding (ONB) as prescribed by the CHAZ Bidding documents.
4. Interested eligible bidders should obtain further information for inspection of the Bidding Documents from the CHAZ Website: www.chaz.org.zm or Office of the Manager Procurement, CHAZ Complex, Plot No. 2882/B/5/10 Mission Drive, Water Falls, P.O. Box 34511, Lusaka, Zambia. Telephone number + 260 211 – 428000/428001/428002. **Please note that Telefax and E-mail bids, will not be accepted.**
5. A complete set of Bidding Documents may be purchased by any interested eligible bidder upon payment of a **non-refundable fee of ZMW 3, 000.00**. Payments shall be made in the following bank details.

BANK NAME: CITIBANK
ACCOUNT NAME: CHAZ ADMINISTRATION
ACCOUNT NUMBER: 251092417
SORT CODE: 030001

NOTE: The Bidding Documents shall be accessed from the CHAZ WEBSITE

6. Bids must be delivered and deposited in the tender box located at the main reception, first floor of CHAZ House at the address below on or before **Wednesday 13th May 2026** at 12:00 hours, Local Time. Late bids will be rejected. Bids will be opened in the presence of the bidders and/or their representatives who choose to attend in person at CHAZ Complex, Plot No. 2882/B/5/10 Mission Drive, Water Falls, Lusaka. A Bid Security (Bank Guarantee) of 2% (two percent) of the bid sum or an equivalent amount must accompany all bids in a freely convertible currency or a **Bid-Securing Declaration** (Declaration Form) which will take three (3) years suspension period if the Bid – Securing declaration is not complied with by the bidder withdrawing its bid.
7. The bidder **must** comply fully with the technical specifications set out in the bidding documents (**Technical Specifications section**) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions. Failure to do so will render a bidder to be non-responsive.
8. The address referred to above is:
The Chief Executive Officer
Churches Health Association of Zambia,
CHAZ Complex, Plot No. 2882/B/5/10 Mission Drive, Water Falls,
P.O. Box 34511, Lusaka, Zambia.

Attention:

Director Grants, Compliance, Risk Management and Procurement