



WORKERS' COMPENSATION FUND CONTROL BOARD

INVITATION FOR BIDS

WCFCB/GDS/13778/2020: TENDER FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED MATERIALS FOR WORKERS' COMPENSATION FUND CONTROL BOARD

Background

The Workers' Compensation Fund Control Board (WCFCB) is a Social Security Institution headquartered in the city of Ndola, with operations throughout Zambia. WCFCB's mandate is to provide benefits to workers who get injured or contract diseases in the course of their employment. WCFCB collects revenue from employers by way of Assessments in order to meet its mandate as provided for in the Workers' Compensation Act No. 10 of 1999 of the Laws of Zambia.

WCFCB has made a provision towards the cost of procuring Corporate Attire in the current budget. The Board intends to apply part of the proceeds of this provision to cover eligible payments under the contracts for the supply and delivery of Corporate Attire.

The Workers' Compensation Fund Control Board now invites sealed bids from eligible bidders for the supply and delivery of the following:

LOT NO	DESCRIPTION OF ITEMS	QUANTITY	DELIVERY PERIOD
1	Custom made branded Corporate Shirts for both Men & Ladies	1,000	4-6 weeks
2	Custom made branded Men's Ties	200	4-6 weeks
3	Custom made branded Ladies Scarfs	200	4-6 weeks

NOTE:

- **Prospective Bidders MUST inspect the samples provided at WCFCB Procurement Unit, 4th Floor, Compensation House in Ndola before submission of their bids to confirm the specifications and colour code for the materials.**
- **Bidders may bid for one or all the Lots.**
- **Bidders not bidding for the full quantities in a Lot shall be deemed non-responsive and shall be rejected. Unit and total prices should be given separately.**

Bidding will be conducted using the Open National Bidding (ONB) procedures specified in the Public Procurement Act of 2008 and the Public Procurement

Regulations of 2011, and is open to all Bidders eligible as defined in the Bidding Documents.

Bidders will be evaluated based on the Preferential Procurement Margin Clause for bidders registered with the Citizen Economic Empowerment Commission (CEEC) as follows:

- a) Citizen Influenced Company, by 4%
- b) Citizen Empowerment Company, by 8%
- c) Citizen Owned Company, by 12%

Interested eligible bidders may obtain further information from and inspect the bidding documents from the Workers' Compensation Fund Control Board, Procurement Unit, 4th floor, Compensation House, Broadway/Moffat Road, P. O Box 71534, Ndola, Zambia. The telephone numbers are 260 (212) 612411/610481-7 and fax number is 260 (212) 612411. The documents can also be accessed on the Workers' Compensation Fund Control Board website: www.workers.com.zm

Interested Bidders may obtain further information at the address indicated below during office hours from 08:00 to 13:00 hours and 14:00 to 17:00 hours, local time, week working days only before 24th July 2020.

Interested bidders may purchase a complete set of the bidding documents from the Workers' Compensation Fund Control Board upon payment of a non-refundable fee of Five Hundred Kwacha (**K500.00**) or its equivalent in any freely convertible currency or bank certified cheque.

The bid must be accompanied by a bid security of not less than 2% of the bid sum, duly signed and sealed by the Guarantor and shall be valid for a period of 90 days after bid opening or a bid securing declaration with a period of one year.

Sealed and properly bound bids clearly marked **“WCFCB/GDS/13778/2020: TENDER FOR THE SUPPLY AND DELIVERY OF CORPORATE UNIFORMS FOR WORKERS' COMPENSATION FUND CONTROL BOARD”** must be deposited in the tender box on the 4th floor, Compensation House, Broadway/Moffat Road, P. O Box 71534, Ndola, Zambia on or before **Friday 31st July 2020 at 10:30 hours** local time.

The closing date for the receipt of bids is **Friday 31st July 2020 at 10:30 hours** local time and any bids received after the time and date stipulated above shall not be accepted. The bids will be opened soon after closing in the Procurement Unit Conference Room, Fourth Floor, Compensation House, Broadway/Moffat Road, Ndola, Zambia, in the presence of bidders or representatives who choose to attend.

HOWEVER TELEGRAPHIC AND/OR ELECTRONIC OFFERS WILL NOT BE ACCEPTED

Bidders should pay attention to the following

Item No.	Description of Item	Date
1.	Date of Publication of Tender	26th June 2020
2.	Date and Time of commencement of inspection/sale of Bidding Documents	Monday 29th June 2020 at 09:00 hours
3.	Last Date for requesting any clarifications and Sample inspection	24th July 2020 at 15:00 hours
4.	Last Date and Time for receipting of Bids at WCFCB (Address as given above)	Friday 31st July 2020 at 10:30 hours
5.	Date and Time of opening of Bids	Friday 31st July 2020 at 10:30 hours, opening of Bids is immediately after closing

Secretary – Procurement Committee
For Commissioner and Chief Executive Officer