



ROAD TRANSPORT AND SAFETY AGENCY

INVITATION FOR BIDS (IFB)

RTSA/ORD/05/2021: TENDER FOR THE SUPPLY AND DELIVERY OF ASSORTED STATIONERY AND TONER CARTRIGES.

The Road Transport and Safety Agency (RTSA) in its 2021 Annual Work Plan (AWP) has set aside funds for the procurement of assorted stationery and toner cartridges and intends to apply these funds to eligible payments under the Contract for the supply and delivery of assorted stationery and toners.

The RTSA now invites sealed bids from eligible and qualified bidders for the supply and delivery of assorted stationery and toner cartridges as tabulated below:

NO.	DESCRIPTION	Delivery
1	HP and Xerox Toners	6 Weeks
2	Epson Ink cartridges	12 Weeks
3	Assorted stationery	6 Weeks

Interested eligible bidders may obtain further information and inspect the bidding documents from the Procurement Department, situated on 8th Floor, Room 10 Premium House, Independence Avenue, Lusaka, upon payment of a non-refundable fee of ZMK 500.00 or its equivalent in cash or by bank certified cheque. The contact telephone numbers are 260-211-230547 and the telefax number is 260-211-231601. HOWEVER, TELEGRAPHIC OR TELEFAX BIDS SHALL NOT BE ACCEPTED.

Bids shall be valid for a period of 90 days after Bid opening and must be accompanied by Bid Securing Declaration Form.

Bids shall be submitted in accordance with the Instructions to Bidders contained in the Bidding Documents. All Bids, in sealed envelopes, bound and clearly marked '**TENDER FOR THE SUPPLY AND DELIVERY OF ASSORTED STATIONERY AND TONER CARTRIDGES**' shall be deposited in the Tender box on the 8th Floor of Premium House and addressed to the Chief Executive Officer, Road Transport and Safety Agency, not later than **Friday, 29th April, 2021 at 10:30 hours local time.**

The bids will be opened immediately, thereafter in the presence of bidders who choose to attend.

LATE BIDS SHALL NOT BE ACCEPTED.

Procurement Specialist
For/Director & Chief Executive Officer
ROAD TRANSPORT AND SAFETY AGENCY