



THE COPPERBELT UNIVERSITY

INVITATION FOR BIDS (IFB)

CBU/PU/REG/051/17: TENDER FOR THE SUPPLY AND DELIVERY OF ACADEMIC DRESS

The Copperbelt University hereby invites sealed bids from eligible companies for the supply and delivery of Academic Dress.

Bidding will be conducted through the Open National Bidding procedures specified in the Public Procurement Act No. 12 of 2008, and Public Procurement Regulations of 2011.

Eligible bidders may obtain further information from the University Procurement Unit, or contact the Procurement Manager on telephone number 260 (02) 290886 or 0966 782383.

Further, for technical clarifications bidders may contact the Academic Office on 0955 780298

The bidding documents may be purchased from the Procurement Unit at a non refundable fee of K1,000.00 or its equivalent at any freely convertible currency at the prevailing exchange rates in cash or bank certified cheque.

Bids must be appropriately bound and clearly marked "**Supply and Delivery of Academic Dress**" and be deposited in the Tender Box located in the area between Security and Procurement Offices on or before **Friday, 28th April, 2017 at 10:00 hours local time.**

Late, Electronic and Telefax bids will not be accepted.

The bids will be opened in the presence of bidders or their representatives in the University Council Chamber, on Friday, 28th April, 2017 at 10:00 hours local time.

The bidders should provide the following information with their bids:-

- a) VAT Registration/Tax Clearance Certificate
- b) Certificate of Incorporation
- c) Proof of current or past performance in similar contracts
- d) Company Profile
- e) Banking details
- f) Contact details including physical address
- g) Any other information requested in the solicitation document

Bids conforming to the stated requirements are to be addressed to:

**The Secretary
Procurement Committee
Copperbelt University
P O Box 21692
KITWE**