

GOVERNMENT OF THE REPUBLIC OF ZAMBIA



THE NATIONAL ASSEMBLY

INVITATION FOR BIDS

**NAS/PC/67/22: TENDER FOR THE SUPPLY AND DELIVERY OF UNIFORM REQUIREMENTS FOR THE NATIONAL ASSEMBLY MOTEL STAFF.**

- 1.0 The National Assembly has set aside some funds for the procurement of **Uniform Requirements for the National Assembly Motel Staff.**
- 2.0 The National Assembly now invites sealed bids from bidders for the Supply and Delivery of **Uniform Requirements for the National Assembly Motel Staff.**

LOT 1- FRONT OFFICE SECTION

Item No	Description/Specifications	Quantity
1.	Cooperate suits- Skirt/Trousers/Jacket (Navy blue, cotton material)	05 pairs
2.	Cooperate Dress suits- Grey floral dress with a grey plain jacket (Crimpling material)	05 pairs
3.	Executive shirts-Sky blue	05 pieces
4.	Ladies scarves-Flora red color	05 pieces
5.	Executive shoes (black)	05 pairs

LOT 2- HOUSEKEEPING SECTION

Item No	Description/Specifications	Quantity
1.	Men's shirts (Blue/Purple/Pink)	30 pieces
2.	Men's trousers (Chino black)	30 pairs
3.	Safety shoes (black)	20 pairs
4.	Men's jerseys-black	20 pieces
5.	Dust coats (White suiting material)	20 pieces

6.	Ladies' shirts (Blue/Purple/Pink)	60 pieces
7.	Skirts (Black stretch long)	20 pieces
8.	Ladies' jerseys (black with V-neck)	20 pieces
9.	Ladies flat shoes-Black	20 pairs
10.	Dallas (black)	20 pieces
11.	Aprons (black)	20 pieces
12.	Blouse (Blue/Purple/Pink $\frac{3}{4}$ sleeves polyester)	60 pieces

**LOT 3- SWITCHBOARD SECTION**

Item No	Description/Specifications	Quantity
1.	Corporate ladies' trousers suits (Jacket & trousers - Navy blue, Cotton)	04 pieces
2.	Corporate ladies skirt suits (Jacket & Skirt - Grey, Cotton)	04 pieces
3.	Ladies shirts (White/Pink, Cotton)	04 pieces
4.	Men's suits (Jacket & Trousers 3 Navy blue & 3 black, Cotton)	06 pieces
5.	Men's shirts (3 White & 3 sky blue, cotton)	06 pieces
6.	Men's neckties (3 Navy & 3 black)	06 pieces

**LOT 4- DUTY MANAGERS**

Item No	Description/Specifications	Quantity
1.	Ladies Cooperate Suits- Skirt /Jacket (color - Navy blue/ Gray \Black)	12 pairs
2.	Gents Cooperate Suits - 3piece (color - Navy blue/ Gray \Black)	12 pairs
3.	Ladies Corporate shirts (Cotton/Executive)	12 pairs
4.	Gents Corporate shirts (Cotton/Executive)	12 pairs
5.	Executive ties	08 pairs
6.	Executive bowties	04 pairs
7.	Executive scarf	12 pairs
9.	Ladies Executive shoes- black	24 pairs
10.	Gent's Executive shoes- black	24 pairs

**LOT 5- CATERING SECTION**

Item No	Description/Specifications	Quantity
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1.	Chef's uniform (white jacket/black trousers)	48 pairs
2.	Chef's aprons-black	48 pieces
3.	Kitchen Assistant Work Suit- (black top/black trousers)	20 pairs
4.	Kitchen Assistant aprons-black	20 pieces
5.	Kitchen Assistant hats-black	20 pieces
6.	Waiter's waist coat suit-black	42 pairs
7.	Waiter's shirts- white	42 pieces
8.	Waiter's jerseys-black	42 pieces
9.	Neckties- black	21 pieces
10.	Bowties- black	21 pieces
11.	Waitress waist coat suit- black	48 pairs
12.	Waitress shirts- white	48 pieces
13.	Waitress jerseys- black	48 pieces
14.	Waitress scarves- peach	48 pieces
15.	Waiters corporate shoes- black	42 pairs
16.	Waitress flat shoes- black	48 pairs
17.	Safety boots- black	68 pairs

- 3.0 The Bidder is required to bid for all the uniform items and quantities as specified for the entire Lot. Bidders not quoting for the items and quantities specified in the bid document for the entire Lot will be considered as non-responsive. The National Assembly will award the Contract to the Best Evaluated Bidder for each Lot.
- 4.0 The interested bidders may obtain further information and inspect the bidding document from **The Procurement Office in Room 1 or from Mr. Quiwany CM Mwiche and Mr. Teddy Chilundu** at the National Assembly Motel Office, Room 1, Plot no.5030, Nangyenya Road, P.O. Box 31299, Lusaka, Zambia. The telephone numbers are 260-211-292425-36, 0260-211-252777. **HOWEVER, TELEGRAPHIC AND/OR ELECTRONIC OFFERS WILL NOT BE ACCEPTED.**
- 5.0 A complete set of bidding documents in English may be obtained from the National Assembly Motel Procurement Office in Room 1 upon providing a receipt for purchase of the bid document at **a non-refundable fee of K 500.00** in cash or Bank certified cheque. A soft copy may also be obtained from the National Assembly website, [www.parliament.gov.zm](http://www.parliament.gov.zm)

6.0 The bids must be sent clearly marked "**TENDER FOR THE UNIFORM REQUIREMENTS FOR THE NATIONAL ASSEMBLY MOTEL STAFF.**" and addressed to the Secretary, the National Assembly Procurement Committee and sent not later than Thursday 30<sup>th</sup> June, 2022 at 10:30 hours local time. A Pre-bid meeting will take place on Tuesday 7<sup>th</sup> June, 2022 at the National Assembly Motel at 10:30 hours.

**The Samples of uniforms required can be viewed before submission of the bids during the Pre-bid meeting. Therefore, attending the Pre-bid meeting is mandatory.**

7.0 The bids must be deposited in the Tender Box situated at the National Assembly Offices, Plot no.5030, Olympia, Parliament Road, Lusaka on or before **Thursday 30<sup>th</sup> June, 2022** at 10:30hrs local time. **LATE BIDS WILL NOT BE ACCEPTED.** Bids will be opened soon after closing in the Committee Room no.3 Parliament Buildings, Lusaka, in the presence of Bidders or Bidders' representatives who choose to attend.

Alfred M Mulaye

**for/THE CLERK OF THE NATIONAL ASSEMBLY**  
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