



FORUM FOR AFRICAN WOMEN EDUCATIONALISTS OF ZAMBIA (FAWEZA)

TENDER FOR SUPPLY OF LAPTOPS AND VIDEO CAMERA

The Forum for African Women Educationalists of Zambia (FAWEZA) is a Non-Governmental Organization dedicated to advocating for the transformation of Zambia's education system and the socio - cultural environment to be more responsive to the educational needs of girls and women. In line with its mission, FAWEZA seeks to procure the following items for the effective implementation of its programs and projects.

Tender Details:

FAWEZA invites interested and capable suppliers to submit tenders for the supply of the following equipment:

Laptops & Accessories

- a) **200 HP ProBook 450 G10**
 - o Processor: Core i5-1335U
 - o Memory: 8GB DDR4
 - o Storage: 512 GB NVME SSD
 - o Display: 15.6" Anti-Glare
 - o Keyboard: Backlit
- b) **200 Logitech Headphones (H111)**
- c) **200 Targus 15.6" Intellect Laptop Backpacks**
- d) **200 Wireless Mice**
- e) **200 Flash Drives (8GB)**

Video Camera & Accessories

- a) **Canon EOS 5D Mark IV with 24-105mm Lens**
- b) **Tripod Stand: Neewer TP 72A72" or Equivalent**
- c) **Speedlight: Godox TT685II-C Flash Trigger**
- d) **Rode Wireless Microphone: ME Dual**
- e) **128GB Camera Card: SanDisk Extreme PRO SDXC UHS-I 4K UHD**
- f) **Camera Bag**

Tender Requirements

Interested and capable suppliers must submit tender documents including a company profile outlining experience and capability to supply the required items. The following documentation must be attached:

- Copy of Company Registration Certificate
- Copy of Tax Registration Certificate
- Copy of Tax Clearance Certificate from Zambia Revenue Authority (ZRA)
- NAPSA Registration
- NHIMA Registration
- PACRA print out
- Bid securing declaration
- Power of Attorney
- Latest audited Financial Statements
- ZICTA Certificate
- ICTAZ Certificate
- Workers Compensation registration
- Manufacturer's authorisation form
- Quotation valid for 30 days
- At least Two (2) recent trade references for similar items

Other Conditions

- Delivery should be within 30 days
- Payment: Full payment upon delivery and acceptance of goods

Conditions of Application

- All applications must be clearly marked "TENDER FOR SUPPLY OF LAPTOPS AND VIDEO CAMERA EQUIPMENT"
- Tenders must be placed in the tender box at **FAWEZA National Secretariat, Plot No. 6680, Chiwalamabwe Road, Olympia Extension. P.O Box 37695, Lusaka, Zambia no later than 16: 00 hours on 22nd November 2024.**
- All submissions should be addressed to the **Executive Director, FAWEZA.**
- The tender box shall be opened at 17:00 hours on 22nd November 2024
- Bidders are invited to witness the opening of the tender box.

For further inquiries, please contact FAWEZA office at faweza@faweza.org.zm
FAWEZA reserves the right to accept or reject any or all tenders.