



ZAMBEZI RIVER AUTHORITY

Water! Today, Tomorrow
www.zambezira.org

**HEAD OFFICE:**

Kariba House
32 Cha Cha Cha Road
P.O Box 30233 Lusaka
Zambia
Tel.+260 211 226950, 227970-3
e-mail : info@zambezira.org

HARARE OFFICE:

Club Chambers
Nelson Mandela Avenue
P.O Box 630 Harare
Zimbabwe
Tel. +263 24 2704031-6
e-mail : info@zambezira.org

KARIBA OFFICE:

Administration Block
21 Lake Drive
Pvt. Bag 2001 Kariba
Zimbabwe
Tel.+263 261 2146140/ 179/673/251
email:info@zambezira.org

26 April 2026

All Bidders

Dear Sir/Madam

INVITATION TO BID – SUPPLY AND DELIVERY OF 2027 DIARIES AT ZAMBEZI RIVER AUTHORITY HEAD OFFICE. PROCUREMENT REFERENCE NO. ZRA/CSD/03/2026

Zambezi River Authority (ZRA) was established as a body corporate on 1st October 1987 by parallel legislation in the Parliament of Zambia and Zimbabwe following the reconstitution of the Central African Power Corporation under the Zambezi River Authority Act (Acts No. 17 and 19 respectively). The Authority is jointly owned by the Governments of the Republics of Zambia and Zimbabwe in equal proportions and is mandated with the management of the Kariba Complex and the stretch of the Zambezi River Authority (from Kazungula to Luangwa in Zambia and from Kazungula to Kanyemba in Zimbabwe) which forms part of a common border between the two Contracting States.

The Zambezi River Authority (ZRA) is inviting you to submit your bid for the supply and delivery of 2027 diaries at Zambezi River Authority Head Office. The diaries must meet specifications as detailed in Appendix A.

BID DATA SHEET

The Procuring Entity is: Zambezi River Authority
The name of the bidding process is: Supply and delivery of 2027 diaries at Zambezi River Authority Head Office.
For clarification purposes only, the Bid's address is: Attention: The Manager Procurement Street Address: 32 Cha Cha Cha Road, Kariba House, 4 th Floor, Lusaka. City: Lusaka Telephone: 0211 226950/ 227970/3 Electronic mail address: misozi.mbawo@zambezira.org ; keith.nkomo@zambezira.org
The language of the bid is: English

The following schedules and documents shall be submitted with the bid:

- **Signed letter of bid**
- **Complete and return the attached appendix A and B.**
- **Physical samples of diaries.**
- **A bid securing declaration.**
- **Power of Attorney for the person signing the letter of bid.**
- **Current Tax Clearance Certificate.**

Address for submission of samples: -

Lusaka Office

Zambezi River Authority
32 Cha Cha Cha Road,
4th Floor Kariba House,
Lusaka

Harare Office

Zambezi River Authority
4th Floor Club Chambers
3rd Street and Nelson Mandela Avenue
Harare

The prices shall be quoted by the bidder in United States Dollars (**USD**).

The contract price shall also be paid using the same currency for Zimbabwean companies and **Kwacha** for Zambian companies. Please note ZRA is exempted from paying Duty. However, ZRA pays VAT. In this regard, the price of diaries shall be Duty Free and VAT Paid.

The bid validity period shall be: 90 days.

Delivery period : The goods must be delivered within **four (4) weeks** from contract effective date. Delivery period must be clearly stated.

Bidders must clearly state **payment terms**. The Authority's policy is that all advance payment must be supported by an **Advance Payment Guarantee (APG)** of equivalent value.

The Bidder shall furnish a bid security in the form of: **A signed bid Securing Declaration form.**

The written confirmation of authorization to sign on behalf of the Bidder shall indicate: **POWER OF ATTORNEY REQUIRED.**

For **bid submission purposes** only, the Employer's address is:

Lusaka Office

Zambezi River Authority
32 Cha Cha Cha Road,
4th Floor Kariba House,
Lusaka

Attention: **The Manager-Procurement**

Harare Office

Zambezi River Authority
4th Floor Club Chambers

3rd Street and Nelson Mandela Avenue
Harare
Attention: **The Manager-Procurement**

The deadline for bid submission is: 14 May 2026 not later than 1600hours.
Bidders are to be submitted in physical hard copies.

Evaluation criteria: - Any resultant award of a contract will be made based on the responsiveness to the technical specifications, cost of the diaries and completion of all required forms together with meeting commercial terms. The contract will be awarded to the lowest evaluated bidder

- **Company Registration Documents (Certificate of Incorporation, List of Directors).**
- **Submit two (2) signed reference letters in customer letterhead for supply of corporate gifts.**

Any questions which you may have in relation to this Invitation to Bid must be addressed to the undersigned in writing.

Yours Sincerely



Misozi L. Mbawo

MANAGER PROCUREMENT

Letter of Bid

The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.

Note: All italicized text is for use in preparing this form and shall be deleted from the final products.

Date: _____
Bidding No.: _____
Invitation for Bid No.: _____

To:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB);
- (b) We offer to supply and deliver in conformity with the Bidding Documents the following vehicle:

- (c) The total price of our Bid, excluding any discounts offered is:
_____;
- (d) Our bid shall be valid for a period of _____ *[insert validity period as specified in ITB]* days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We, including any subcontractors or suppliers for any part of the contract, do not have any conflict of interest;
- (f) We are not participating, as a Bidder or as a subcontractor, in more than one bid in this bidding process in accordance with ITB, other than alternative offers submitted;
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (h) We understand that you are not bound to accept the best-evaluated bid or any other bid that you may receive; and
- (i) If awarded the contract, the person named below shall function as Bidder's Representative:

Dated thisday of..... 2025

Full Name.....Signature

In the capacity of (*POSITION*)Date.....

Duly authorized to sign Bids for and on behalf of

Name of Bidder:.....

Physical Address:.....

Official E-mail:.....

Cell Number:

Power of attorney

We, the undersigned [Name of Firm], having our registered office at [Firm's Address], hereby appoint:

****[Full Name of Authorized Representative]****,
holding the position of ****[Job Title]****,
with official identification/passport number ****[ID No.]****,
as our true and lawful attorney to sign all documents, including the Letter of Bid, proposal forms, correspondences, clarifications, and negotiations for the purpose of this RFP (ZRA/HR/01/25) and any resulting contract.

This Power of Attorney shall remain valid until revoked in writing.

Authorized Signature: _____

Name: _____

Position: _____

Date: _____

Witnessed by:

Name: _____

Signature: _____

Date: _____

[Attach: ID copy or Certificate of Incorporation / Board Resolution if required]

Form of Bid-Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: *[insert number of bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, according to your conditions, a Bid-Securing Declaration must support bids.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Authority if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid;
or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

Name: *[insert complete name of person signing the Bid-Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate)

(Insert your letter head)

APPENDIX A

To: Zambezi River Authority, Supplier's Reference:

Date:

We offer to supply and deliver the 2027 corporate diaries on the terms of the ITB. We accept that any resultant Contract will be subject to the Zambezi River conditions. Delivery of the goods shall take place within the stated time period.

Lot No.	Description	Quantity	Unit Price (USD)	Total Price (USD)
1	Design, printing, supply and delivery of Executive leather-bound diary (premium quality).	100		
2	Design, printing, supply and delivery of standard corporate diary.	300		
Unit Price Excluding Duty				
VAT 15%				
Sub Total				
Total Price Excluding Duty but including VAT, Delivered at Zambezi River Authority, Kariba House, Lusaka.				

Delivery Period:

Payment Terms.....

Bid Validity Period

.....
**Authorized Name in
Capitals**

.....
Signature

.....
Position

Company Name and Address:.....

Telephone Number:

E-mail address:.....

Date & stamp

(Insert letterhead)

**DIARIES TECHNICAL SPECIFICATION & STATEMENT
OF COMPLIANCE SHEET: (please complete and
return
with appendix B)**

APPENDIX B

No.	Description	Colour & Size	Bidder's Offered Technical Specification (To be completed by all Bidders)
1	Design, printing and supply of Executive leather-bound diary (premium quality). ▪ Size: A5 (148×210mm). ▪ Cover: Genuine/PU leather. ▪ Branding: 30mm debossed/embossed ZRA logo + tagline. ▪ Paper: 80–100gsm cream paper. ▪ 320–380 pages; daily/weekly planner. ▪ Watermark logo on each page. ▪ Thread-sewn binding. ▪ Extras: pen + branded flash drive (min. 8GB). ▪ Accessories: ribbon, pen loop, pocket. ▪ Smart A5 Organizer which includes a 10,000mAh powerful powerbank with a Smart 15W Mag-Wireless Charger for phone or watch, 32GB in-built USB flash drive, 64 sheet removable notebook and various card pockets, ▪ Individual gift box packaging. ▪ Note: Year should not be included Sample available @ Onex Santhome Notebook Organizer	Navy Blue / Black – A5	
2	Design, printing and supply of standard corporate diaries. ▪ Size: A5. ▪ Cover: PU leather. ▪ Branding: 30mm embossed logo. ▪ Paper: 70–80gsm. ▪ 280–320 pages; weekly planner. ▪ Non-personalised. ▪ Public holidays (Zambia & Zimbabwe). ▪ 3 picture pages. ▪ Spiral / case binding. ▪ Ribbon marker and pen loop. ▪ Protective packaging.	Navy Blue –A5	