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8th December, 2021

ADDENDUM NO.1

ZNCB/RFP/SCM/62/2021: TENDER FOR THE SUPPLY AND DELIVERY OF STATIONERY ON A TWO-YEAR PERIOD FOR THE ZAMBIA NATIONAL COMMERCIAL BANK PLC

Reference is made to the above captioned tender.

Kindly be informed as follows:

NO	QUERY FROM PROSPECTIVE BIDDER	ZANACO RESPONSE
1	There are items such as till rolls, ATM Rolls which do not fall under general stationery, Why cant these be added to lot 2 together with the point of sale rolls?	Lot 2 shall remain a single lot and a separate lot 3 for ATM consumables only shall be created and communicated in the addendum and uploaded on the website.
2	With these new developments are you likely to extend the closing date of this tender in order to give us enough time?	Yes. The revised Tender Closing date shall be advised in the addendum to the tender.
3	Can you provide specifications of the point of sale rolls that are in Lot 2?	Yes. The Specifications are: Branded Point of sale rolls 57mmx38mmx5.4mm, Black and White and will provided in the addendum list of stationery.

4	Can you allow us to quote in dollar so that we avoid the issue of escalations?	No, please quote in Kwacha, and provide mitigations like percentages when the dollar goes up or drops.
5	Can you consider giving us estimated quantities on consumption on all the items in Lot 1 and Lot 2?	Yes. Estimated consumption quantities will be provided in the addendum on condition that they are not to be construed as a commitment to purchase the same quantities
6	Can we select items which we can quote in one Lot and leave other items?	No you can't select only items in one Lot, you are required to quote for the whole Lot. If you are responding to 1 Lot please quote for all the items.
7	Are Samples of Items available for viewing?	Item Samples are available for viewing at the Zanaco Central Stores in Cairo Road behind the Cairo Road Business Center Branch. Contacts 0966620575 and 0976392209 to be advised in the addendum
8	What about the list of stationery?	Kindly go to the website to download the list of stationery.
9	How many Lots are there?	At first we had 2 Lots and now we have 4 lots. 1. Lot 1. Ordinary Stationery 2. Lot 2. Point of Sale Rolls 3. Lot 3. ATM Consumables 4. Lot 4. Printed Stationery 5. Lot 5. Paper Binding Machine Roll
10	Column for delivered to Branch	There is a column for delivered to branch. This is where you have to indicate the unit cost of each item if you given to deliver to any Zanaco Branch across the country.
11	Tender closing date	Note that the closing date of the tender No. ZNCB/RFP/SCM/62/2021 has been extended to close on 17 th December, 2021. Time 15:00 hrs

Please note that all other details pertaining to this RFP remain unchanged.

LOT 1. ORDINARY STATIONERY.

No.	Item Code	Item Description	Type	UOM	Estimated Quantities Per Year	Unit Cost Delivered to Branch(ZMW)	Unit cost Delivered to Central Stores (ZMW)	Vat	Total VAT Inclusive.
1	PPC.30500.BP	WHITE A4 80grams BOND PAPER-ROTATRIM	Ordinary	REAM	10700				
2	OSC.25400.SF	SUSPENSION FILES (1x50)	Ordinary	EACH	313				
3	OSC.29700.WB	WHOLESALE PLASTIC COIN BAG(330mmX240mm Transparent)	Ordinary	EACH	35000				
4	OSC.26300.RB	TREFOIL BRAND RUBBER BAND SIZE 17 - 100 GRMS	ordinary	BOX	15250				
5	OSC.25000.SB	SHORT HAND NOTE BOOKS 80 SHEETS 145	Ordinary	EACH	302				
6	OSC.29900.BZ	BOZ CASH PLASTIC BAG (120mm x 317mm)	Ordinary	EACH	210500				
7	OSC.24200MF	MANNILLA FOLDERS 1 X 500 Sheets	Ordinary	REAM	645				
8	OSC.31800.DP	BIC DESK PENS	Ordinary	EACH	1040				
9	OSC.25800.SS	SCISSORS	Ordinary	PAIR	33				
10	OSC.24100.SF	EXECUTIVE BOX FILES	Ordinary	EACH	3000				
11	OSC.22400.BP	BLACK PENS CRYSTAL MEDIUM BIC (1X60)	Ordinary	BOX	376				
12	OSC.20300.ME	MANILLA ENVELOPS 15 X 10 (250 pcs)	Ordinary	BOX	64				
13	OSC.20200.ME	MANILLA ENVELOPS 12 X 10 (250 pcs)	Ordinary	BOX	228				

14	OSC.24600.GM	PENTAL GEM MARKERS (1X12)	Ordinary	BOX	133				
15	OSC.22600.RP	RED PENS CRYSTAL MEDIUM BIC (1X60)	Ordinary	BOX	306				
16	CCM.90100.SP	4 WAY SURGE PROTECTOR UK	Ordinary	EACH	150				
17	OSC.23400.PC	PAPER CLIPS MEDIUM 32MM (1X10)	Ordinary	BOX	1100				
18	OSC.20100.ME	MANILA ENVELOPES 10 X 7 (500 pcs)	Ordinary	BOX	101				
19	OSC.31200.SN	SELF STICK NOTES (76mm x 127mm) (1 X 12)	Ordinary	PACKET	172				
20	OSC.22900.MS	MEDIUM STAPLES 6MM 26/6 (1x10)	Ordinary	BOX	160				
21	OSC.24800.AB	ANALYSIS BOOKS 32 COLUMNS	Ordinary	EACH	130				
22	OSC.25600.EP	EXECUTIVE WRITING PADS (1X10)	Ordinary	EACH	131				
23	OSC.28000.CB	CORRUGATED CARTON BOX (500mmx500mmx600mm)	Ordinary	EACH	403				
24	BCS.10001.FS	FILLING STRING	Ordinary	EACH	143				
25	OSC.23700.GP	GIANT PERFORATOR	Ordinary	EACH	45				
26	OSC.29800.CB	CUSTOMER PLASTIC COIN BAGS(110mmX100mm Transparent	Ordinary	EACH	23800				
27	OSC.23000.MS	MEDIUM STAPLER KANGARO DS-45NR	Ordinary	EACH	231				
28	OSC.23200.HS	STAPLE HEAVY DUTY 23/13 (1x10)	Ordinary	BOX	16				
29	OSC.20400.ME	MANILLA ENVELOPES 16 X 12 (250 pcs)	Ordinary	BOX	79				
30	OSC.22700.EI	BLACK STAMP PAD INK 30ML	Ordinary	EACH	1815				
31	OSC.24700.BM	WHITE BOARD MAKERS 1 X 10	Ordinary	BOX	37				

32	OSC.20000.ME	MANILA ENVELOPES 9 X 4 (500pcs)	Ordinary	BOX	28				
33	OSC.22300.BP	BLUE PENS CRYSTAL MEDIUM BIC (1 X 60)	Ordinary	BOX	93				
34	OSC.22200.CT	CELLOTAPE 2" 48mm x 100Y BROWN DOLPHINE BRAND	Ordinary	EACH	649				
35	OSC.24900.HB	HARD COVER BOOKS A 4 193 PAGES	Ordinary	EACH	458				
36	OSC.25700.FF	TWIN CLIPS FILE FASTNERS 80 MM (1 X 50)	Ordinary	BOX	514				
37	OSC.23100.HS	STAPLERS HEAVY DUTY	Ordinary	EACH	14				
38	OSC.26800.CP	CARBON PAPER BLUE	Ordinary	REAM	27				
39	OSC.23600.MP	MEDIUM PERFORATOR	Ordinary	EACH	80				
40	OSC.31700.CB	CARTON BOX 37cm x 36cm x 59cm	Ordinary	EACH	143				
41	OSC.23500.JP	PAPER CLIPS JUMBO (1X10)	Ordinary	BOX	20				
42	OSC.24500.HL	HIGHLIGHTERS (1X12)	Ordinary	BOX	28				
43	OSC.22100.CT	CLEAR CELLOTAPE 1 INCH DOLPHINE BRAND	Ordinary	EACH	525				
44	OSC.29500.FC	FLIP CHARTS	Ordinary	EACH	43				
45	OSC.21700.TC	TRANSPARENCY COVERS A4 (1 X 100)	Ordinary	REAM	10				
46	OSC.28100.RB	RING BINDERS	Ordinary	EACH	70				
47	OSC.21400.SB	SPIRAL BINDERS 20MM (1 X 100)	Ordinary	BOX	7				
48	PPC.30600.BP	BLUE A4 80g BOND PAPER	Ordinary	REAM	50				
49	OSC.26600.TS	TELLERS SPONGE	Ordinary	EACH	40				

50	OSC.21100.SB	SPIRAL BINDERS 12MM (1 X 100)	Ordinary	BOX	20				
51	OSC.20600.ME	WINDOW ENVELOPES 9X4 (500 pcs)	Ordinary	BOX	100				
52	OSC.21200.SB	SPIRAL BINDERS 14MM	Ordinary	BOX	20				
53	OSC.26200.GS	GLUE STICKS 55ML	Ordinary	EACH	23				
54	OSC.20900.SB	SPIRAL BINDER 8MM (1 X 100)	Ordinary	BOX	20				
55	OSC.22800.IP	STAMP PADS- BLACK	Ordinary	EACH	29				
56	OSC.27000.MR	MEASURING RULER	Ordinary	EACH	78				
57	OSC.26000.PC	PENCIL HB (1X12)	Ordinary	BOX	31				
58	OSC.21000.SB	SPIRAL BINDER 10MM (1 X 100)	Ordinary	BOX	20				
59	OSC.27900.TS	TELLER'S SPIKES	Ordinary	EACH	9				
60	OSC.24000.FD	FILE DIVIDERS COLOUR INDEX	Ordinary	EACH	63				

LOT 2. POINT OF SALE ROLLS

No.	Item Code	Item Description	Type	UOM	Estimated Quantities Per Year	Unit Cost Delivered to Branch(ZMW)	Unit cost Delivered to Central Stores (ZMW)	Vat	Total VAT Inclusive.
1	OSC.30000.TR	POINT OF SALE ROLLS (57mmx38mmx5.4mm, Black and White)	Ordinary	ROLL	1,200,000				

LOT 3. ATM CONSUMABLES

No.	Item Code	Item Description	Type	UOM	Estimated Quantities Per Year	Unit Cost Delivered to Branch(ZMW)	Unit cost Delivered to Central Stores (ZMW)	Vat	Total VAT Inclusive.
1	OSC.30000.TR	THERMAL CASH DEPOSIT RECEIPT ROLL 111.5mm x 100mm x 0.06mm-0.015mm	ATM Consumables	ROLL	9634				
2	ATM.10600.TR	80X210X17.5 NCR THERMAL RECEIPT ROLL	ATM Consumables	ROLL	1853				
3	ATM.10000.WR	80MMX90MMX25MM ATM WINCOR THERMAL RECEIPT ROLL	ATM Consumables	ROLL	635				
4	ATM.11000.CC	ATM CARD CLEANER	ATM Consumables	EACH	1413				
5	ATM.11600.TR	80MMX210MMX24.5MM GRG THERMAL RECEIPT ROLLS	ATM Consumables	ROLL	128				
6	ATM.11800.SR	ATM CARD PRINTER SMART 50 BLACK RIBBON	ATM Consumables	EACH	500				
7	ATM.11900.CC	ATM CARD PRINTER SMART CLEANING CARD	ATM Consumables	EACH	500				

LOT 4. PRINTED STATIONERY

No.	Item Code	Item Description	Type	UOM	Estimated Quantities Per Year	Unit Cost Delivered to Branch(ZMW)	Unit cost Delivered to Central Stores (ZMW)	Vat	Total VAT inclusive
1	PSC.32500.RR	AGENT BANKING TRANSACTION REGISTER-A4 50 PAGES	Printed	EACH	21050				
2	PSC.12400.CL	CASH LABELS (1 x 200)	Printed	REAM	4242				
3	PSC.25100.FD	CASH DEPOSIT BOOK NCR PAPER (REVISED) 100 PAGES	Printed	EACH	3100				
4	PSC.24500.SB	STUDENT BILL MUSTER SLIPS	Printed	PAD	4115				
5	PSC.27300.DS	CHEQUE DEPOSIT SLIPS-TRUNCATION(CTS)	Printed	REAM	2390				
6	PSC.10300.DB	GOVT REVENUE DEPOSIT BOOKS-KWACHA	Printed	EACH	2167				
7	PSC.25400.DB	CHEQUE DEPOSIT BOOK NCR PAPER	Printed	EACH	1370				
8	PSC.24800.CW	CASH WITHDRAWAL SLIP(REVISED)	Printed	REAM	2222				
9	PSC.19100.BR	REQUISITION BALANCE STATEMENT	Printed	REAM	394				
10	PSC.17500.HP	A4 HEADED PAPER FULL COLOUR	Printed	REAM	212				
11	PSC.12300.DE	DOUBLE ENTRY PADS	Printed	PAD	1208				
12	PSC.12000.GL	GL CREDIT/DEBT	Printed	PAD	2619				
13	PSC.10400.DB	GOVT REVENUE DOLLAR DEPOSIT BOOK	Printed	EACH	60				
14	PSC.26300.GD	ZAMBIA POLICE KWACHA DEPOSIT BOOK-REBASED	Printed	EACH	347				
15	PSC.29200.DR	AGENT BANKING DISPUTE REGISTER	Printed	EACH	50				
16	PSC.18300.VR	VAULT REGISTERS	Printed	EACH	100				
17	PSC.15100.GI	GOODS ISSUED VOUCHER BOOKS	Printed	EACH	100				
18	PSC.18700.AR	ATTENDANCE REGISTERS 100 SHEETS A3	Printed	EACH	100				
19	PSC.18400.CR	A4 CONTROLLED STATIONERY REGISTER 100 SHEETS A4	Printed	EACH	100				
20	PSC.18500.KR	KEY REGISTER 100 SHEETS A3	Printed	EACH	100				
21	PSC.21800.BC	BIN CARDS	Printed	REAM	100				

LOT 5. PAPER BINDING MACHINE ROLL

No.	Item Code	Item Description	Type	UOM	Estimated Quantities Per Year	Unit Cost Delivered to Branch(ZMW)	Unit cost Delivered to Central Stores (ZMW)	Vat	Total VAT Inclusive.
1	TBA	PAPER BINDING MACHINE ROLLS	Ordinary	ROLL	31200				

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HEAD - SUPPLY CHAIN MANAGEMENT