


# FWA Tender Notice for Procurement of Office Stationery tender at People In Need Zambia

[Dashboard](#) Job Detail






New

Today

**People in Need**

Website : <https://www.peopleinneed.net/>



## FWA Tender Notice for Procurement of Office Stationery

Qualified bidders are invited to submit tender offers (bids) for the supply of various types of office stationery required for day-to-day operations. The purpose of this procurement is to establish a framework contract for two years, with the possibility of extension, with qualified bidders to deliver these services in Lusaka, Lusaka Province.

**Scope of Work:** The successful bidder will be responsible for supplying a range of office stationery, including but not limited to printer toners, paper, pens, notebooks, folders, and other essential office supplies.

### Qualification Criteria:

Signed and stamped Annex 1: Eligibility Sworn Statement.

Signed and stamped filled Annex 2: PIN Quotation Form for the supply of stationery.

Valid business license/registration.

Latest valid 2025 ZRA Tax Clearance Certificate.

Only bidders with a physical store located in the city of Lusaka will be considered for bidding.

**Submission Details:** For detailed information regarding the required services, Tender documents and the application process, please refer to the Tender Notice [\[HERE\]](#).

Please submit your quotation and the required documents by **24:00 on 27th April 2025** to [procurement.zambia@peopleinneed.net](mailto:procurement.zambia@peopleinneed.net).

Contact Information: For any inquiries or further information, please contact: **Procurement Department** Email: [procurement.zambia@peopleinneed.net](mailto:procurement.zambia@peopleinneed.net)

## Job Info

**Job Category:** Tenders in Zambia

---

**Deadline of this Job:**  
Wednesday, April 30 2025

---

**No of Jobs:** 1

---

**Stop Publishing (Put date of 2030):**  
17-04-2066

---

**Job Type:** Full-time

---

**Duty Station:** Lusaka | Lusaka | Zambia

---

**Posted:** 17-04-2025

---

**Start Publishing:** 17-04-2025

---