COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA



# PREQUALIFICATION AND FRAMEWORK CONTRACTS FOR THE SUPPLY OF GOODS, WORKS, AND SERVICES TO COMESA SECRETARIAT FOR THE YEAR 2023 TO 2025

**The Common Market for Eastern and Southern Africa (COMESA) is inviting applications from eligible bidders to be pre-qualified for 2023 - 2025 financial years for supply and delivery of goods, services and works in the following categories.**

**CATEGORY A – GOODS AND EQUIPMENT**

|  |  |
| --- | --- |
| **SUB-CATEGORY** | **ITEM DESCRIPTION**  |
| CS/2022/A07 | Office Furniture and Fittings – Desks, Chairs, Filing Cabinets, Bookshelves, Blinds, etc. |

**CATEGORY B – SERVICES AND WORKS TO BE UNDER FRAMEWORK CONTRACTS**

|  |  |
| --- | --- |
| CS/2022/B09 | Provision of bottled Water and Water Dispensers  |
| CS/2022/B12 | Provision of outside Catering Services by hotels/restaurants located within a radius of 15 kilometers from COMESA secretariat |
| CS/2022/B22 | Provision of Repair and maintenance of ICT equipment’s like copiers, Computers, Scanners etc. |
| CS/2022/B28 | Repair of Furniture and Carpentry Works |

1. Further information can be obtained at from the Procurement Office at COMESA Secretariat, Ben Bella during Office,

from 8.00 hours – 12.30 hours and 14.00 hours – 17.30 hours.

Email: Procurement @comesa.int

1. Prequalification documents may be obtained from the Procurement Office during normal working hours from 8.00 – 12.30 hours and 14.00 – 17.30 hours.
2. Applications for prequalification in sealed plain envelopes should be deposited in Tender Box 1 located at the Reception of the Administration Division at COMESA Centre on or before **13th March 2023 at 15.00 hours**. They should be addressed to the following address:

**The HEAD OF PROCUREMENT**

**COMESA Secretariat**

**Ben Bella Road**

**P.O. Box 30051**

**Lusaka**

**ZAMBIA**

**Telephone: +260 211 229725/32**

and be clearly marked: **“Prequalification for the Supply of Sub-Category No: ……… for ...……...………………………….……….…………… to COMESA SECRETARIAT”**

 **IMPORTANT**

1. Mandatory and qualifying requirements are stated in the prequalification document.
2. Applicants who do not clearly indicate the “sub-category number” and respective “item description” will be disqualified.
3. Prequalification documents are not transferable.
4. Applicants are advised to apply for only those sub-categories they conduct their business. Each applicant shall be prequalified for a maximum of three (3) sub-categories only.
5. COMESA will at its own discretion conduct due diligence and confirm authenticity of documents and information provided by applicants.
6. All current COMESA Suppliers, Service Providers and Contractors in the listed categories are required to apply afresh for prequalification.
7. The bid documents are FREE of charge, and no one should be made to pay to participate in this exercise.