

TENDER DOCUMENT
PROCUREMENT OF OFFICE SUPPLIES

Issued by: Lenwin Investment Limited

Address: Hippo Pool, Hellen Area, Chingola-Chililabombwe Road, Chingola

Date: 15th April

1. INVITATION TO TENDER

Lenwin Investment Limited hereby invites sealed bids for: Office supplies – Ref: LEN/PROC/2026/01

2. OBJECTIVE

To engage competent suppliers to supply company's Office equipment.

3. SCOPE OF WORK

Provision of Office supplies including:

- Furniture
- Stationary
- Office equipment

4. ELIGIBILITY CRITERIA

Registered company in Zambia, valid tax clearance, and compliance with regulations.

5. BID SUBMISSION REQUIREMENTS

Company profile, technical proposal, financial proposal, statutory documents, and references.

6. EVALUATION CRITERIA

Compliance, technical capacity, pricing, and delivery timelines.

7. SUBMISSION DETAILS

Submit sealed bids clearly marked with the tender reference to

Email: lenwininvestment@gmail.com

Closing Date: 30th April 2026

8. TERMS AND CONDITIONS

Lenwin Investment Limited reserves the right to accept or reject bids. Late submissions not accepted.

9. CONTACT INFORMATION

Email: lenwininvestment@gmail.com