



# St. Ignatius College

## *Learning for the Service of God and Others*

### ST IGNATIUS COLLEGE: PRE-QUALIFICATION AND FRAMEWORK CONTRACTS FOR THE SUPPLY OF GOODS, WORKS AND SERVICES FOR THE PERIOD 1 JANUARY 2026 TO 31 DECEMBER 2026

St Ignatius College is inviting applications from eligible bidders to prequalify for the 2026 financial year for the supplying and delivery of goods, services, and works in the following categories.

#### PREQUALIFICATION CATEGORIES

##### CATEGORY A – GOODS AND EQUIPMENT (NON-PERISHABLE)

Sub-Category	Item Description
SIC/2026/A1	Information Technology Equipment – Desktop Computers, Printers, Scanners, Projectors, Laptops, Tablets, etc.
SIC/2026/A2	Office Equipment – Photocopiers, Binding Machines, Shredders etc.
SIC/2026/A3	Office and Classroom Furniture and Fittings – Desks, Chairs, Filing Cabinets, Bookshelves, Whiteboards, Blinds, Dormitory Beds, and Lockers
SIC/2026/A4	ICT Spares and Network Accessories – Switches, Hard Drives, Network Cards, Disk Drives, CDs, Flash Disks, Cables, and Wi-Fi Access Points
SIC/2026/A5	Laboratory and Workshop Equipment – Apparatus, Chemicals, Tools, and Safety Gear
SIC/2026/A6	Sports Equipment and Uniforms – Balls, Nets, Protective Gear, Team Jerseys, and Training Aids

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

Sub-Category	Item Description
SIC/2026/B01	Provision of Repair and maintenance of ICT equipment like copiers, computers, scanners, projectors, etc.
SIC/2026/B02	Repair and Maintenance of Furniture and Carpentry Works
SIC/2026/B03	Provision of General Cleaning and Janitorial Services (including specialized cleaning of carpets and upholstery)
SIC/2026/B04	Provision of Plumbing, Bricklaying and Electrical Works and Maintenance
SIC/2026/B05	Provision of Grounds Keeping, Landscaping, and Gardening Services
SIC/2026/B06	Maintenance and Repair of Air Conditioners and Cold Room Units
SIC/2026/B07	Maintenance of Generators and Electrical Power Systems
SIC/2026/B08	Provision of Fumigation, Disinfection, and Pest Control Services

SIC/2026/B09	Car Hire Services for School Transport Services (Bus Hire)
SIC/2026/B10	Supply and Delivery of Fresh Food Produce (Meat, Poultry, Vegetables, Fruits, Eggs, Milk etc.)
SIC/2026/B11	Supply and Delivery of Dry Goods and Specialized Foodstuffs (Grains, Flours, Cooking Oil, Tinned/Canned Foods, Spices, Beverages etc.)

### **CATEGORY C – SUPPLIES AND CONSUMABLES (GENERAL)**

<b>Sub-Category</b>	<b>Item Description</b>
SIC/2026/C1	Supply of Toners, Cartridges, and other Office Machine Consumables
SIC/2026/C2	General Stationery and Office Supplies – A4 Paper, Notebooks, Pens, Files, Markers, etc.
SIC/2026/C3	Printing of Publications, Booklets, Posters, Brochures, Newsletters, Diaries, Business Cards, Report Cards, and Exam Materials
SIC/2026/C4	Supply of Cleaning, Janitorial, and Laundry Materials (Detergents, Soaps, Disinfectants, Mops, Buckets, etc.)
SIC/2026/C5	Supply of Toiletries and Personal Hygiene Items (e.g., Toilet Paper, Hand Wash, Sanitary Items for Boarding)
SIC/2026/C6	Supply of Medical/First Aid Consumables and Non-Prescription Medication
SIC/2026/C7	Supply of Promotional, Educational, and Communication Materials (visibility materials)
SIC/2026/C8	Supply of Kitchen and Catering Consumables (Disposable Gloves, Hair Nets, Chef Uniforms, Dish Towels, Industrial Cleaning Aids)

### **CATEGORY D- MOTOR VEHICLES**

<b>Sub-Category</b>	<b>Item Description</b>
SIC/2026/D01	Supply of Motor Vehicles
SIC/2026/D01	Supply of motor vehicle service parts and maintenance

### **CATEGORY E- CONSTRUCTION & GENERAL HARDWARE**

<b>Sub-Category</b>	<b>Item Description</b>
SIC/2026/E01	Supply of Electrical items (Bulbs, Switches, Fuses, Cables etc.) and General Hardware Supplies (Tools, Pipes, Paint, Fasteners etc.)
SIC/2026/E02	Provision of construction services

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## APPLICATION INFORMATION

**Prequalification documents** shall be shared with interested bidders via email during normal working hours from **08:00 – 12:45 hours and 14:00 – 17:00 hours** upon showing proof of payment of a **non-refundable fee of ZMW 1000** per set of documents for **each Sub-category**.

**Payments** shall be made into the St Ignatius College Bank Account given below:

**ACCOUNT NAME:** ST. IGNATIUS COLLEGE

**ACCOUNT NUMBER:** 5684873500197

**BRANCH:** TWIN PALM

**BANK:** ZANACO

**SORT CODE:** 01-0073

**Applications for prequalification** in sealed plain envelopes should be deposited in the designated **Tender Box** located at the **College Reception/Administration Office** on or before **15th December 2025 at 16:00 hours**.

They should be addressed to the following address:

The Bursar  
St Ignatius College Secretariat  
Plot 2129/M off Kabulonga Road, Ibex Hill  
P.O. Box 34114  
Lusaka  
And be clearly marked:

“Prequalification for the Supply of Sub-Category No: ..... for  
..... to ST IGNATIUS COLLEGE”

## IMPORTANT NOTES

- Mandatory and qualifying requirements are stated in the prequalification document.
- Applicants who **do not clearly indicate the “sub-category number” and respective “item description” will be disqualified.**
- Completed prequalification documents must be accompanied by the payment evidence; attach copies of the receipt number on the prequalification document.
- Prequalification documents are not transferable.
- Applicants are advised to apply for only those sub-categories where they conduct their business.
- Each applicant shall be prequalified for a **maximum of three (3) sub-categories only.**
- Firms/companies intending to apply for more than one category **MUST pay for each category separately** and submit the bids separately.

- St Ignatius College will, at its own discretion, conduct due diligence and confirm the authenticity of documents and information provided by applicants.
- All current College Suppliers, Service Providers, and Contractors are required to **apply afresh** for prequalification.