



Right To Care

Right to Care Zambia (RTCZ) is at the vanguard in supporting and delivering prevention, care and treatment services for HIV and associated diseases. We work with government and communities to find pioneering solutions to build and strengthen public healthcare. We embrace a strong entrepreneurial culture and focus on innovation and the use of technology to enhance services, address skills shortages, and deliver quality healthcare outcomes. Our areas of expertise include HIV and TB care and treatment, pharmacy automation, medical male circumcision, and cervical cancer diagnosis and treatment. We have physical presence in Lusaka, Luapula, Northern and Muchinga provinces. To support Right to Care's mission in the health sector, we are inviting well-established and reputable companies/individuals to register as suppliers and contractors for the provision of goods and services for the period 2024 to 2026 in the following categories:

1. GOODS

- Office Equipment & Furniture
- Green Energy & other Power Solutions
- Medical Equipment
- Pharmaceutical Supplies
- Office Supplies (Tea, Coffee, Sugar, Toiletries & Cleaning agents, etc)
- Office Stationery
- Corporate Wear & Supplies – T/Shirts, Caps, Corporate Shirts, Safety Wear, Diaries, etc.
- Corporate Gifts
- Kitchen Equipment & Accessories
- Motor Vehicle Spare Parts, Motor Bike Spare Parts
- Motorbike Rider's Gear
- Electrical, Plumbing & General hardware
- Uniforms, Protective clothing, & Janitorial equipment

2. HOSPITALITY, LOGISTICS, TRAVEL

- Conferencing & Accommodation Facilities
- Outside Catering
- Car Hire
- Taxi Services
- Travel Agency Services (Air, Road, Rail, Sea, Visa processing etc.)
- Customs, Clearing & Forwarding
- Supply & Installation of Motor Vehicle Tracking System
- Relocation Services/Household Removals

3. CONSTRUCTION & PROPERTY MAINTENANCE

- Building Maintenance – Plumbing, Electrical, Carpentry, Painting, & Interior Finishes
- Servicing of Air Conditioners & Fire Extinguishers
- Office Equipment Repairs & Maintenance
- Sanitary Services
- Pest Control
- Supply & Service of Fire Extinguishers (Both Office & Motor Vehicle)
- Genset Repairs & Servicing
- Electrical Equipment Repairs & Maintenance
- Waste/ e-Waste Disposal

4. MOTOR VEHICLE & MOTOR BIKE SERVICE

- Sale of Motor Vehicles
- Sale of Motor Bikes
- Service & Repair of Motor Vehicles
- Service & Repair of Motor Bikes
- Sale of Motor Bike Spares
- Sale of Motor Vehicle Spares

5 ADVERTISING & COMMUNICATION

- Printing & Branding
- Graphics Designing/Publication Illustrative
- Signage Fabrication & Maintenance
- Sign Writing
- Translation & Rapporteur

6. INFORMATION & COMMUNICATIONS TECHNOLOGY

- Supply of Computer Hardware
- IT Accessories
- ICT Consumables Including Toner Cartridges
- Security Equipment & Spares Including Maintenance
- ICT Repair & Maintenance (Copiers, Fax Machines, Printers, Computers)
- ICT Training Services
- ICT Assessment
- ICT Software

7. CONSULTANCY & TRAINING

- ICT Trainings
- First Aid Training
- Recruitment Services
- Business Development Consultancy
- Strategic & Technical Consultancies i.e. Pharmaceutical, Laboratory, Project Evaluations)
- Defensive Driving Training
- Fire Marshall Training
- Trainings on Emerging Financial Rules & Regulations
- Risk Assessment Workshops & Risk Management trainings
- Board Evaluations & Trainings
- External Audit Services

8. EMERGENCY

- Replenishment of First Aid Kits (Both Office & Motor Vehicle)
- Covid-19 Mitigation Measures Supplies (e.g. face masks, sanitizers etc.)
- Security Services
- Installation of Security Service Equipment & Rapid response (Alarm Services)

9. OTHER SERVICES

- Fuel Services (For Motor Vehicles & Generators)
- Auction Services
- Asset Management Services
- Joinery
- Metal fabricators
- Cultural Groups

10. INSURANCE COMPANIES

- Medical
- Travel
- General
- Motor
- Marine
- Cyber Security

REGISTRATION INSTRUCTIONS

1. All interested applicants from across all provinces in Zambia should submit fully completed applications via email sent to Supplier.Reg@righttocare-zambia.org clearly stating "REGISTRATION OF SUPPLIERS – (Insert Category of Interest)" in the Subject Line e.g., "REGISTRATION OF SUPPLIERS – Category 1".

RTCZ restricts the limit to two (2) categories per company. Supplier registration forms can be downloaded from the RTCZ website by following the link below:

www.righttocare.org/wp-content/uploads/2024/07/RTCZ_Supplier_Registration_form_2024.pdf

Deadline for receiving applications is 6th August 2024, at 12:00hrs.

2. All applicants must submit the following mandatory documents:

- (a) Certificate of Registration/Incorporation.
- (b) Copies of valid VAT Certificates
- (c) Valid Tax Clearance certificate
- (d) TPIN Registration Certificate
- (e) Company Profile/CVs clearly indicating the full registered name of the organization/individual, Physical Business Address, Business Contact Details (include key contact person, job title, email address(es), phone number (mobile & office)
- (f) Company Directors and addresses
- (g) At least three (3) References from reputable clients
- (h) Relevant regulatory body certificate (ERB, ZEMA, ZAMRA, ZPPA, ZICTA, etc.)
- (i) Manufacturer accreditation certificates where applicable
- (j) Bank Statement for the last three (3) months.

3. Registration does not automatically constitute an offer of business.

4. Suppliers in operational areas are encouraged to apply.

Any inquiries before the submission of your application should be submitted to:

Supplier.Inquiry@righttocare-zambia.org by 12th July 2024.

All responses to the inquiries received can be accessed via the link below from 19th July 2024:

www.righttocare.org/wp-content/uploads/2024/08/Supplier_Registration_QA_2024.pdf

Only inquiries submitted before 12th July 2024 at 10:00 hours will be responded to.

5. Disclaimer: Right to Care Zambia is aware of fraudulent activities of certain individuals claiming to be representatives of the organisation. Be advised that Right to Care Zambia does not charge any fee at any stage of the Supplier Registration process, and as such Right to Care Zambia assumes no responsibility for any announcements of activities by such individuals or entities.