

Registration of Suppliers and Contractors – May 2025 – May 2026 tender at Chongwe Child Development Agency

[Dashboard](#) Job Detail



Chongwe Child Development Agency

Website : <https://childfundalliance.org/wp-content/uploads/2022/03/2021-10-zambia-covid19-SitRep-5.docx>

7 Days Ago

[in](#) [X](#) [f](#)

Chongwe Child Development Agency Federation Office hereby invites applications from reputable companies to register as Suppliers & Contractors for the provision of goods and services to our offices in the listed categories below.

1.0 General Supplies/Services

- Courier Services
- Bulk Printing, photocopying services
- General office stationery & Office supplies
- Cleaning and sanitation services
- Firefighting equipment & maintenance
- Supply of Bicycles
- Supply of Rain coats
- Maintenance of copiers, fax machines, printers
- Supply, Installation & servicing of air conditioning units
- Field bags for outreach work
- Supply of mobile tents for outreach
- Archiving services

Remote internships

2.0 Computers and IT Services

- HP Printer sales & service
- Computer laptops and desktops sales & service
- Computer Cleaning and servicing
- Computer hardware accessories
- UPS (SMART APC) sales & service
- Professional IT support services (MCSE, CISCO, etc)
- Network Infrastructure services (professional services)
- IT training & Consultancy

3.0 Insurance

- Insurance companies
- Insurance brokers

4.0 Building contractors

- Maintenance and construction

5.0 Car Hire and Air Travel

- Travel agency (local and international air travel)
- Car Hire
- Taxi hire

6.0 Accommodation & Conference facilities

- Meeting facilities
- Accommodation
- Outside catering services

7.0 Medical Equipment, Supplies, Consumables and reagents

8.0 Laboratory equipment inclusive of maintenance & service

9.0 Communication & Advertising

- Newspaper advert Insertions
- Message Broadcasting

10.0 Motor Vehicles & Motor cycles

- Supply of motor vehicles
- Supply of motor cycles
- Motor vehicle repair & service garages
- Accessories Supplies
- Motor cycles repair & service
- Fuels and lubricants service stations Supply and fit tyres

11.0 Consultancy

- Leadership and management training
- Team building firms
- Architectural, engineering & quantity surveying consultancy services
- Human Resource Consultancy
- Specified professional Consultancies

12.0 General Electrical

- Air conditioners
- Fire extinguishers
- Fridges
- Generator sets
- Solar, invertors
- Water pumps

13.0 Transportation (containerized trucks)

- Transportation of goods
- Transportation of household goods

14.0 Office Equipment & Furniture

- Filing cabinets, double door storage cabinets
- Book shelves
- Office desks/tables/swivel chairs/visitors chairs
- Boardroom furniture
- Work stations/Reception furniture

Applicants should send their company profiles (clearly stating the physical address, telephone lines, valid E-MAIL address – CCDA emphasizes email communication with vendors), recent bank statements (3 months), ZRA registration, valid tax clearance certificate; proof of past & current trade references, & certificates of registration/incorporation, ALL relevant statutory documents for the business.

For IT Services, Suppliers should show proof of being accredited as either support centers or solution providers for companies such as Microsoft, HP, Dell, Cisco, APC etc.

For medical suppliers, kindly attach proofs of supplier distributorship, manufacturer certification, manufacturer guarantee, and manufacturer authorization – any other relevant document to support your application

Building contractors should preferably be registered with National Council for Construction and DHMT/Hospitals in the areas highlighted above. Applicants should state their area of specialization & the category they wish to be registered under.

All vendors that are currently supplying goods/service to CCDA must apply with all documentation attached as mentioned above.

All applications must be labelled 'Registration of Supplier and Contractors for a duration of one year. May 2025 to May 2026'. Applications must be sent by email tender@ccda.org.zm or P.O Box 75, Chongwe or deposited in the box stationed

at the Chongwe Child Development Agency Federation Office reception plot number 1170 Chiteu road behind Chongwe Municipal Council offices.

Only short listed & successful applicants will be contacted

Submission: 2nd to 14th Aprill 2025

Job Info

Job Cateaoorv: Tenders in Zambia

[Job search resources](#)

Job Type: Full-time

Deadline of this Job: 14-04-2025

Duty Station: Lusaka | Lusaka | Zambia

Posted: 03-04-2025

No of Jobs: 1

Start Publishing: 03-04-2025

Stop Publishing (Put date of 2030):

03-04-2066
