

Forum for African Women Educationalists of Zambia (FAWEZA) is a membership NGO whose mission is to advocate for transformation of the Zambian education system and the social cultural environment to make them more responsive to current specific education needs of girls and women. In order to effectively implement projects / programmes, FAWEZA requires external suppliers of goods and services for the years 2024 to 2025. In view of the foregoing, FAWEZA invites applications from established and reputable organizations/ companies to register as suppliers of goods and services in the aforementioned period in the following categories:

CATEGORY 1

- Office stationery and related supplies
- Office furniture
- Office cleaning materials
- Insurance services
- Assets Target

CATEGORY 2

- Motor vehicle servicing and accessories
- Computer Hardware and Software maintenance
- Office equipment repairs
- Network infrastructure services

CATEGORY 3

- Accommodation and conference facilities
- Travel agency
- Catering Services
- Car Hire Services

CATEGORY 4

- Building rehabilitation and maintenance
- Plumbing works
- Electrical works
- Sanitary Services
- Garbage Collection
- Safety Clothing

CATEGORY 5

- Printing Services
- Branded stationery
- Branded T Shirts, Caps, Corporate Shirts
- Signage Fabrication & Maintenance

CATEGORY 6

- Fire Services
- First Aid Kits

REQUIREMENTS

Interested businesses should send detailed company profiles with the following details:

- a) Name and traceable physical address of Company
- b) Name of Directors and contact details for key Directors
- c) Company profile showing the experience of the company in supplying the preferred goods and services
- d) Copy of Registration Certificate
- e) Copy of tax registration certificate and tax clearance certificate from the Zambia Revenue Authority and relevant regulatory body certificates.
- f) At least two (2) recent trade referees

CONDITIONS OF APPLICATION

All applications marked “REGISTRATION OF SUPPLIERS” should be emailed to FAWEZA NOT later than 31st July 2024. All applications should be addressed to the Executive Director. Email: admini.office@faweza.org.zm.

The Executive Director, FAWEZA National Secretariat, Plot No. 6680,

Chiwalamabwe Road, P.O Box 37695, Lusaka, Zambia,
Email: admini.office@faweza.org.zm