

About Caritas Kasama

Caritas Kasama is a charitable and faith-based organization. It's a department under Archdiocese of Kasama. Caritas Kasama is composed of two commissions namely; Catholic Commission for Justice and Peace (CCJP), Catholic Commission for Development (CCD).

Vision

To realize a fully evangelized society true in Christ, living in dignity as one family. Caritas Kasama vision is to work for a society.

Mission Statement

Inspired by the Gospel values and social teaching of the Church, We as Caritas Kasama commit ourselves to facilitate the popular conscientization through formation, mobilization, sensitization and organization of the people in order to empower and enable them live a full and dignified human life using established structures through our mission.

Our approach to safeguarding

Caritas Kasama considers the welfare and protection of children and vulnerable adults to be an organizational imperative with primacy over the success of programmes or strategic objectives. We recognize that safeguarding is everyone's responsibility and we expect all our staff, Interns, volunteers, board members, partners, suppliers and service providers to ensure we protect the communities in which we operate from harm and abide by our Safeguarding Policy.

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS FOR THE FINANCIAL YEAR OCTOBER 2024/ SEPTEMBER 2025.

In an effort to maintain smooth operations in our organization, we are seeking to pre-qualify reputable organizations for our supplier registration for the upcoming financial year from October 2024 to September 2025 in the following categories;

- **Lodges and Hotels (Accommodation, Conference Hire and Meals)**
- **Fuel station**
- **Accounting software and maintenance**
- **Branding (Visibility Materials)**
- **Printing**
- **Hire of Vehicles**
- **Courier services**
- **Internet service providers**
- **Stationery**
- **IT equipment repairs and maintenance**
- **Motor vehicle repairs and maintenance**
- **Security services**
- **Insurance**
- **Power supply systems**
- **Catering service**
- **Cleaning services**
- **Medical supplies**

Please take note of the following:

- All suppliers that are currently supplying goods/ services to Caritas Kasama should also apply.
- The closing date for submission of applications is **Thursday, 31st OCTOBER, 2024, at 17:00 hrs CAT**. Therefore, any submissions made after this date will not be considered.
- Authorized staff members of Caritas Kasama will conduct a risk assessment and due diligence by physically visiting your business premises as part of the selection process.
- Both hard and soft copies applications will be considered.

How to Apply

Please download and read through this document highlighting detailed requirements for the **PRE- QUALIFICATION /REGISTRATION OF SUPPLIERS** on [this link](#).

Prepare an application letter addressed to:

**Caritas Kasama,
The Archdiocese of Kasama
P.O Box 410143
Kasama**

And send it to: [//gozambiajobs.com/job/caritas-kasama-zambia-full-time-rfp-tender/procurementcaritaskasama@gmail.com](https://gozambiajobs.com/job/caritas-kasama-zambia-full-time-rfp-tender/procurementcaritaskasama@gmail.com) style="box-sizing: inherit; transition: color 0.1s ease-in-out, background-color 0.1s ease-in-out; text-decoration: none; color: rgb(30, 115, 190);">**procurementcaritaskasama@gmail.com** indicating subject line the category you are applying for, as shown in the following example: "Pre-Qualification/Registration of Suppliers for the Financial Year October 2024/ September 2025_Hotels and Lodges (Accommodation)".

Attach the following to your application;

- A company profile describing the goods or services you supply, physical operations address, phone number(s), and email address.
- Certificate of Incorporation, ZRA tax clearance certificate, TPIN, VAT certificate and any other relevant business documents.
- Copies of bank statements for the past six(6) months.
- References of previous works from at least two (2) companies/organisations.
- Names and addresses of proprietors/shareholders where applicable.
- Application should be in **one PDF document**