

## ABOUT WWF ZAMBIA COUNTRY OFFICE

WWF Zambia is a non-profit, non-governmental organization under Zambian law and has been in existence since 1962. As a branch office of WWF-International, the WWF Zambia country office was founded in 1991 as part of the global WWF network. The focus of its programmatic approach is cooperation with local communities on sustainable agriculture, wildlife, integrated water resources management and other measures to secure more sustainable rural livelihoods. In addition, WWF Zambia works with national and regional decision-makers to influence policy frameworks towards sustainable development.

## CATEGORIES

WWF Zambia Country Office, an equal opportunity entity, now invites reputable and eligible vendors to express interest in registering as suppliers for prequalification in order to provide Goods, Works and Services indicated below for an initial period of 2 years from January 2025 to December 2026

[Zambian jobs](#)

### GOODS

1. Agricultural Equipment
2. Agriculture and Farming inputs
3. Bee keeping Equipment
4. Camping Equipment and accessories
5. Communications Equipment and Electronics
6. Construction Materials and Hardware
7. Drones and Related electronics
8. Fencing Equipment and consumables
9. Fire Equipment
10. Forestry Equipment
11. Household Goods
12. IT hardware, Computer equipment
13. Livestock and veterinary Supplies / Drugs
14. Mineral Water – 18.9 liters
15. Motor Vehicle / Bikes Spare parts
16. Motor Vehicle Tires
17. Motor Vehicles and accessories
18. Motorcycles and Accessories
19. Office Equipment and Furniture
20. Office Stationery and Consumables
21. Renewable Energy Solutions (Solar Products) Plus Installations
22. Safety and Protective clothing
23. Scout Rations, Groceries and Food supplies
24. Wildlife / Animal Feed
25. Wildlife supply and Translocation Services

### WORKS

1. Airconditioning units' repairs and Maintenance
2. Bore Hole Drilling and siting Works
3. CCTV repairs and Maintenance
4. Electrical Maintenance
5. Fire Extinguishers Supply, Repairs and Maintenance
6. General Construction
7. Internet Service – LAN repairs and Maintenance
8. Landscaping Services
9. Motor Vehicle service and Maintenance
10. Motorbike Repair
11. Parameter Fence Installation
12. Property Maintenance and Repairs Works
13. Supply and Fabrication (tank Stands/ Billboards etc.)

### SERVICES

1. Advertising Radio
2. Advertising – Online
3. Advertising Print Media
4. Advertising Television
5. Branding, Publishing, Printing Materials
6. Cleaning Services
7. Clearing and Forwarding
8. Conferencing and Accommodation
9. Consultancy – ESIA
10. Consultancy – ESSF
11. Consultancy – Event Management
12. Consultancy – Meeting Facilitation

13. Consultancy – Midterm and End of Project Evaluations
14. Consultancy – Needs Assessments
15. Consultancy – Project Audit Services
16. Consultancy – Project Proposal Writing
17. Consultancy – Baseline, Endline, Midline Surveys
18. Consultancy- Team Building, Employee Training
19. Drones and Unmanned Aerial Vehicles (UAV) Operations training
20. Insurance Broker Services (General)
21. IT software
22. Legal Services
23. Motor vehicle Monitoring and Tracking System
24. Outside Catering services
25. Photography, Videography and Documentary Production
26. Plumbing Services
27. Security Services
28. Translation services (Local Languages)
29. Translation services (Portuguese)
30. Transportation and Vehicle Hire
31. Travel and Tour agencies
32. Website Designing

#### **HOW TO APPLY:**

##### **All prospective vendors must send the following:**

- Company profiles (clearly indicating the current physical address, contact telephone number and valid email address of business).
- Six months bank statement or most recent accounts (audited if available) (Firms registered in the last six months should provide all available bank statements).
- Certificate of business registration/incorporation with Form III indicating shareholding structure.
- ZPPA supplier registration certificate
- ZRA registration certificate; valid tax clearance certificate
- Proof of past and current reputable trade references (Minimum three)
- All relevant statutory documents for the business related to your trade

Supplier registration documents should be uploaded onto our central repository as One PDF Containing all the mandatory requirement no later than

**5 TH December 2024 at 17:00hrs;** Submission received after the indicated deadline would not be considered.

#### **NOTES TO PROSPECTIVE APPLICANTS**

1. **A Maximum of three 03 lots is permitted for a single bidder**
2. All documents should be Merged in one PDF file and submitted electronically Via a central repository system using the link provided [here](#).
3. **NO PHYSICAL SUBMISSIONS WILL BE RECEIVED AND NO ZIPPED FOLDERS WILL BE RECEIVED. PLEASE SEE LINK BELOW HERE TO A FREE MERGING TOOL CAN BE USED:**  
<https://www.ilovepdf.com/>
4. **NO FEE is requested for submissions.**