


Invitation for Supplier Registration and Prequalification for Financial Year 2025 to 2026 tender at Plan international Zambia

[Zambian jobs](#)

[Dashboard](#) [Job Detail](#)



New

Plan International

Website :

1 Day Ago

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

ABOUT PLAN INTERNATIONAL

Plan International is an independent development and humanitarian non-governmental organization that advances children's rights and equality for girls. Working in Zambia since 1996, Plan International Zambia's development and humanitarian programmes focus primarily on Inclusive Quality Education, Skills and Opportunities for Youth Employment and Entrepreneurship, Sexual Reproductive Health and Rights, Early Childhood Development and Gender Responsive Child Protection. Child protection is key in all that we do.

Plan International Zambia has Programme Areas (PAs) in; Central, Luapula, and Eastern Provinces including in Lusaka, where the Country Office is located. Plan International Zambia is also implementing the Nutrition in Emergency Project (NIE) in Southern Province with focus on Zimba, Gwembe and Sinazongwe Districts.

CATEGORIES

Plan International Zambia now invites reputable and eligible companies 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

GOODS

- 1 Household, Shelter and Relief Supplies G/PIZ/1
- 2 IT hardware and equipment G/PIZ/2
- 3 Office Equipment and Furniture G/PIZ/3
- 4 Construction Materials G/PIZ/4
- 5 School Supplies and Equipment G/PIZ/5
- 6 Agriculture and Farming inputs G/PIZ/6
- 7 Solar Products and Installations G/PIZ/7
- 8 Office Stationery G/PIZ/8
- 9 Groceries G/PIZ/9
10. Mineral Water – 18.9 litres G/PIZ/10
11. Animal Feed G/PIZ/11
12. Livestock (Goats/Pigs/village Chickens/Chickens) G/PIZ/12

13. Re-usable pads G/PIZ/13

WORKS

- 1 Bore Hole Drilling Works W/PIZ/1
- 2 Construction W/PIZ/2
- 3 Property Maintenance and Repairs Works W/PIZ/3
- 4 Motorbike Repair (Hero/Honda) W/PIZ/4

SERVICES

- 1 Consultancy- Team Building, Employee Training S/PIZ/1
- 2 Consultancy- Baseline, Endline, Midline Surveys S/PIZ/2
- 3 Branding, Publishing, Printing Materials S/PIZ/3
- 4 Videography and Documentary Production S/PIZ/4
- 5 Transportation and Vehicle Hire S/PIZ/5
- 6 Warehouse and Storage Facilities S/PIZ/6
- 7 Conferencing and Accommodation S/PIZ/7
- 8 Travel agencies S/PIZ/8
- 9 Outside Catering services S/PIZ/9

- 10 Insurance Services (Non-Medical) S/PIZ/10
- 11 Translation services (Portuguese, French) S/PIZ/11
- 12 Translation services (Nyanja, Nsenga, Icibemba) S/PIZ/12
- 13 Events Décor S/PIZ/13
- 14 IT software S/PIZ/14

******Note to prospective bidders**

1. Note that bidders are not allowed to participate in more than 3 lots.
2. All submission related to borehole drilling should be submitted with a Water Resources Management Authority (WARMA) Certificate.
3. Companies prospecting for construction works should submit valid National Council for Construction (NCC) certificate- minimum 4B.
4. For IT Services (Hardware, Software), suppliers should show evidence of being accredited as support centres/ solution providers for companies such as Microsoft, HP, Dell, Lenovo, Cisco, Fortinet. etc
5. Companies owned, influenced, led by women and individuals living with disabilities are strongly encouraged to apply.

HOW TO APPLY:

All prospective suppliers 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

All company submission for Registration of Suppliers should be addressed to:

The Supply Chain & Administration Manager
Plan International Zambia
St Eugene Office Park, Plot: #2866
Ibex Hill, Off Leopards Hill Road
Private Bag 518X RW
Lusaka, Zambia

Supplier registration documents should be emailed with subject line: **Supplier Registration and Prequalification Financial Year 2025- 2026, highlighting the category and lot number being applied for and emailed to: planzamtenders@plan-international.org.**

Deadline for submission is 15th November 2024 at 17:00hrs; Submission received after the indicated deadline would not be considered.

Job Info

Job Category: Tenders in Zambia

Deadline of this Job:
Monday, November 25 2024

No of Jobs: 1

Stop Publishing (Put date of 2030): 11-11-2066

Job Type: Full-time

Duty Station: Lusaka

Posted: 11-11-2024

Start Publishing: 11-11-2024
