



Call for Supplier`s Registration for the period (January 2026 to December 2028)

Tenders

MeDRA - Methodist Development...

Expires 09 May 2025

Harare

Full Time

Salary

TBA

Job Description

Methodist Development and Relief Agency (MeDRA)

Call for Supplier`s Registration for the period (January 2026 to December 2028)

ABOUT MEDRA

MeDRA is a faith-based local NGO which is part of the mission of The Methodist Church in Zimbabwe whose mandate is to implement Humanitarian and Developmental programmes that promotes socio-economic empowerment of marginalized and most vulnerable communities in Zimbabwe.

MeDRA focuses on Water Sanitation and Hygiene (WASH), Food Security, Civic Engagement, Shelter,

Climate Change and Adaptation, Disaster Risk Reduction and Sustainable Livelihoods mainstreaming gender, peace, disability inclusion and safeguarding.

Current and prospective suppliers are invited to participate in MEDRA supplier vetting and selection process.

Duties and Responsibilities

LIST OF SERVICES/CATEGORY COVERS THE FOLLOWING

Item No Category

- 1 Provision of Office Stationery and Printing Services
- 2 Provision of Hotel accommodation and Conference Facilities
- 3 Provision of Transportation services and logistics services- e.g. Car Hire
- 4 Provision of Photography, Live streaming and Videography Services
- 5 Provision of creative Design and Production of Materials e.g. (Branded stationery, Folders, Banners, Cards, Diaries, Stickers, Newsletter, Signage, Fliers, Brochures and general branding and printing services
- 6 Provision of Courier Services
- 7 Supply of ICT Services (Computer equipment and Accessories, Software and Hardware, Networking and including phones)
- 8 Provision of security services
- 9 Supply and Delivery of Office Furniture
- 10 Provision of Communication services e.g. 0. Internet services, Bulk messages
- 11 Provision of Cleaning services
- 12 Supply and Maintenance of electricals e.g. air conditioners, water dispensers, etc
- 13 Supply of fuel (Diesel and Petrol)
- 14 Provision of insurance services
- 15 Provision of Agric Chemicals/ Hardware materials/ Agric inputs
- 16 Provision of Borehole Drilling and Solarisation services
- 17 Provision of grocery services

- 18 Provision of Hygiene and WASH Kits
- 19 Provision of Motor vehicle/ Motor Bike services and repairs
- 20 Provision of Advertising services
- 21 Provision of sporting equipment
- 22 Provision of Shelter Tents and PVC Canvas materials
- 23 Provision of WASH Materials e.g. Acqua Tablets, Water guard
- 24 Provision of Catering Services
- 25 Provision of Personal Protective Equipment (PPE)
- 26 Provision of Visibility and IEC materials e.g. Banners, T/Shirts, Corporate Wear etc
- 27 Provision of Graphic Designing and Printing
- 28 Provision of Consultancy Services- Baseline, Mid-term and endline Assessments, Team Building Training services, Board Induction Training, Resource mobilisation, Knowledge Translation, Documentation and any training services.
- 29 Provision of construction services
- 30 Provision of hospital equipment and pharmaceuticals
- 31 Provision of dry-cleaning services
- 32 Generator suppliers and maintenance
- 33 Steel suppliers (Bolts, Nuts, All Fencing Materials)

Qualifications and Experience

Required documents

to incorporate must include the Certificate of Incorporation, Valid Tax Clearance, Form CR5 and 6, and Company Profile.

How to Apply

. Please note that this advertisement is an invitation to do business, not an offer to provide goods and services and does not guarantee any form of contractual commitment. MeDRA reserves the right to accept or reject any application. Only successful applicants will be contacted.

B. MeDRA does not charge any fee for submitting your bid, neither does it have middleman

C. D. falsification or submission of false information will lead to disqualification and blacklisting

MeDRA values safeguarding and protection of children and women. Therefore, prospective service providers should be willing to undergo a safeguarding orientation and signing the safeguarding policy

Send your documents as ONE PDF document to info@medrazim.org.zw, subject should be the services/category you are interested in. Closing date is the 9th of May 2025.

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