

Invitation to Register as a Supplier

Innovations for Poverty Action is seeking to expand our network of suppliers for various goods and services for the years 2024-2026. We invite suppliers who are interested in partnering with us to register and become part of our trusted and reliable supplier community.

CATEGORIES OF GOODS AND SERVICES

We are looking for suppliers in the following categories:

No. CATEGORY : DESCRIPTION

I. OFFICE SUPPLIES

General office stationery

Office Furniture

Printing,copying and binding services

Company stamps

Genuine toner and cartridges

Electrical equipment and accessories

Supply,installation of cctv ,access control and intruder alarms

Supply and design of branded materials and merchandise e.g (t-shirts,bags,pens,notebooks,umbrellas etc)

Asset tagging/coding equipment

Engraving and embroidery services

Multifunctional network printer leasing

II. INFORMATION TECHNOLOGYHardware {Computers ,Servers, routers}

Laptop & Tablet leasing services

Maintenance of ICT equipment

Internet Service Provision

Provision of Bulk SMS services

Smartphones and Basic phones

GPS equipment

Software Solutions and licenses

Audio-visual equipment including screens,projectors

Video conferencing outsourcing

Power backup systems, UPS, power banks

Photography and Videography services

Supply of Airtime and top up services

III. LOGISTICS, TRANSPORT & ACCOMMODATION

Vehicle Hire & Lease Services

Taxi Services

Accommodation {Hotels and Lodges}

Apartments {short and long stay options}

Event Hosting {Conferences,Workshops and Training}

Clearing and forwarding services

Local & International Courier services

Call center services

IV. NON CONSULTANCY SERVICES

Translation & Transcription services

Insurance Services

Garbage collection services

Cleaning, sanitary services & sanitary bins

Fumigation & Pest control services

Security guarding services

Research/survey or market study services

Asset disposal services

Vehicle mechanical assessment services

Maintenance/Service of firefighting equipment

Generator repair and maintenance

V. CONSULTANCY SERVICES

Provision of Audit Services

Immigration consultancy

Training services for first aid and fire marshals

VI. GENERAL SUPPLY

Supply of Office refreshments, detergents, toiletries & disinfectants.

Bottled water and water dispensers

Food items

Outside Catering services

Supply of water,sanitation and hygiene(WASH)items

Supply of non perishables

VII. MEDICAL SUPPLIES

Pharmaceutical Products

First Aid Box supply

Laboratory supplies

Medical equipment and surgical supplies(non-pharmaceutical)

VIII. PROVISION OF WORKS

Minor Office repairs,renovations,office partitioning and general refurbishments.

Plumbing services

Electrical works

Registration Process

Interested suppliers are required to complete the following steps:

Fill out the supplier registration form in [this link](#).

Complete the form by filling in all required fields providing details about your company, products/services and trade references.

Upload all the required support documents

Company Profile – indicating Physical address, Email address and Contact number(s)

Valid ZRA Tax Clearance Certificate

Valid Certificates of Incorporation and Registration .

Additional Requirements for Term Contracts:

Unit price schedule/catalog for services offered (2024)

Payment Terms

Any other information relevant to the Product(s)/Service(s)

Evaluation and Approval

All submitted applications will be evaluated based on the following criteria:

Company experience and track record

Compliance with industry standards and regulations

Quality of products and services

Financial Stability Approved suppliers will be added to our supplier database and will be considered for future procurement opportunities. Deadline for submission of Applications: Friday, Aug 5, 2024

Contact Information: For any inquiries or further information information regarding the supplier registration, kindly email: zambia.procurement@poverty-action.org

Disclaimer: Registration as a supplier does not guarantee business opportunities with innovations for poverty action Malawi. All procurement activities will be conducted in accordance with our procurement policies and procedures.

Job Info

Job Category: Tenders in Zambia

Job Type: Full-time

Deadline of this Job: Monday, August 12 2024
