



INVITATION FOR REGISTRATION OF SUPPLIERS

World Vision began working in Zambia in 1981 and we are a Zambian Non-Government Organization with a local Board of Directors. World Vision has a vast reach in Zambia, with long-term development projects called Area Programmes, as well as short-term grant-funded projects that are spread across the country nationwide. World Vision Zambia implements development projects in the following key areas: health and nutrition; livelihoods and resilience; education; child protection; disaster management; and water, hygiene and sanitation (WASH).

Children are at the heart of our work. Today, World Vision Zambia works in over 72 districts across nine (9) provinces to serve vulnerable children and communities in the country. With a workforce of over 500 professional staff, we work closely with communities, partners, and the Government of the Republic of Zambia to ensure vulnerable children live life in all of its fullness.

World Vision Zambia Limited invites reputable and eligible companies to express interest in registering as suppliers in order to provide Goods, Works and Services listed below for an initial period of five years, with a possibility of extension thereafter.

GOODS

Agriculture, Farm (Equipment and Supplies) & Livestock	01/G/2024
Clothing & Shoes	02/G/2024
Communications and Communication Equipment	03/SG/2024
Construction, Construction Material and Repairs	04/SG/2024
Education: School Supplies and Equipment	05/G/2024
Food	06/G/2024
Health, Drugs & Medical (Equipment and Supplies)	07/G/2024
Household, Shelter, Relief Supplies	08/G/2024
IT Hardware	09/G/2024
Office Supplies and Stationery	10/G/2024
Office Equipment and Furniture	11/G/2024
Power Generation	12/G/2024
Water and Sanitation	13/G/2024
Economic Development Materials	14/G/2024
Fuel	15/G/2024

SERVICES

Consultancy	01/S/2024
Employee Training, Capacity Development	02/S/2024
Office Expense: Utilities, Security & Janitorial Services	03/S/2024
Publishing, Printed Material & Advertising	04/S/2024
Transportation & Warehousing	05/S/2024
Hotel/Lodging and Venue	06/S/2024
Catering Services	07/S/2024
Travel Services	08/S/2024
Airfare - Travel Tickets	09/S/2024
Ground Transportation	10/S/2024
Vehicles and Vehicle Fleet Management	11/S/2024
Insurance Services	12/S/2024
Water and Sanitation Services	13/S/2024

WORKS

Construction Works and Repairs	01/W/2024
Water and Sanitation - Construction and Drilling Works	02/W/2024

*Note that bidders are not allowed to participate in more than four lots.

Prospective and eligible suppliers, in World Vision Zambia Area Programmes are particularly encouraged to apply for registration at any of the World Vision Zambia Area Programmes

country wide or alternatively at the National Office;

World Vision Zambia Limited, National Office, Plot no. 51/52 Great East Road, Lusaka.

Registration Forms can be collected from World Vision National Office or any of the Area Programmes, country wide after a deposit of a Nonrefundable fee of ZMW 1000.00. **Collection days are Tuesdays to Thursdays Between 10 hours to 12 Hours.** All prospective bidders must send their:

- **Company profiles (clearly stating the current physical address, contact telephone number and valid email address);**
- **Most recent accounts (audited if available) or six months bank statement;**
- **(Companies registered six months or less should provide all available bank statements)**
- **Certificate of registration/incorporation;**
- **ZRA registration certificate; valid tax clearance certificate;**
- **Proof of past and current trade references.**
- **All relevant statutory documents for the business related to your trade**

For IT Services, suppliers should show proof of being accredited as either support centers or solution providers for companies such as Microsoft, HP, Dell, Lenovo, Cisco, etc.

Suppliers of medical supplies should show appropriate certification including registration with Zambia Medicines Regulatory Authority (ZAMRA).

All contractors should submit valid National Council for Construction (NCC) certificates, Water Resources Management Authority (WARMA) Certificate.

All existing Vendors currently supplying goods, works and services to World Vision Zambia Limited, who wish to be considered for the future contracts, should also apply with the required documentation.

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

**The Chairperson, Procurement Committee
World Vision Zambia Limited
Plot no. 51/52, Great East Road
P.O Box 31083,
Lusaka Zambia**

The supplier registration document should be submitted in sealed envelopes, clearly marked on; Registration of Suppliers 2024: Indicating the Lot Category and Number and deposited in the

Tender Box at the applicable place (National Office in Lusaka, or any of the World Vision Area Programmes country wide). If suppliers are able to supply goods in more than one category, please send a submission for each category.

Submissions must be received no later than 10:30 hrs 21st February, 2024.

Women and Individuals living with disabilities are strongly encouraged to apply.

Late submissions will not be considered.