



Catholic Relief Services (CRS) is the official international humanitarian agency of the Catholic community in the United States. Operating in over 100 countries, CRS works to save, protect, and transform lives in need, regardless of race, religion, or nationality. Our programs span emergency response, health, agriculture, education, microfinance, and peacebuilding.

CRS Zambia invites qualified and experienced service providers to submit bids for the following categories:

- Provision of Group Life Assurance (GLA) Services for CRS Zambia Employees
- Provision of Group Personal Accident (GPA) Services for CRS Zambia Employees
- Provision of Comprehensive Medical and Health Insurance Services for CRS Zambia Employees and Their Families
- Provision of Accommodation and Conferencing Services
- Provision of Cleaning Services at CRS Zambia Offices
- Provision of Vehicle Tracking Services
- Provision of Security Services
- Provision of Driver and Vehicle Hire Services
- Supply and Delivery of Agricultural Inputs and Certified Seeds
- Provision and Management of Fuel Supply on Advance Payment Basis

Key Dates:

- **Advert Start Date:** Thursday, 13th November 2025
- **Closing Date:** Friday, 5th December 2025 at 14:00hrs. local time

Interested service providers should request for the Invitation to Bid (ITB) document by emailing procurement.zambia@crs.org. (Use the same email for clarifications)

Submission Details:

- All bids must be submitted electronically via email to: procurement.zambia@crs.org
- **Subject Line:** "Tender Submission – [Insert Category Name]"

- **Deadline:** Friday, 5th December 2025 at 14:00hrs. CAT
- No physical copies will be accepted.
- Late submissions will not be considered.

All bids should be addressed to:

The Country Manager

Catholic Relief Services – Zambia

Plot No: 25215, Kumoyo Road, Pope Square|

P.O. Box 38086, Lusaka, Zambia

Disclaimer

CRS Zambia reserves the right to accept or reject any bid in whole or in part without assigning any reason and without incurring any liability to the affected bidder(s). Issuance of this invitation does not constitute a commitment to award a contract. All procurement processes will be conducted in a fair, transparent, and competitive manner, aligned with internationally recognized best practices.