



REGISTRATION OF SUPPLIERS

The Indaba Agricultural Policy Research Institute (IAPRI) is a leading institute for policy research. Its mission is "To sustainably provide evidence-based and transformative solutions through applied research, outreach and capacity-building services for sustainable agro-socio-economic growth" towards the attainment of the vision of "Being a leading think tank in Zambia, providing high-quality research and policy advice to drive sustainable and inclusive agricultural transformation, climate resilience and agro-social-economic growth". The Institute invites applications from firms to register as contractors and suppliers for various goods and services in the following categories:

Professional Services:

- Travelling/Flight booking services

Office Supplies:

- Printing Services
- Stationery Supplies

Property

- Maintenance of firefighting equipment
- Maintenance of air conditioning equipment

Information Technology

- Network/infrastructure equipment supply and maintenance
- Supply and maintenance of Office Equipment
- Computer consumables
- IT Consulting services

Other

- Car hire services
- Medical Insurance

ELIGIBILITY

Vendors shall provide:

1. Company registration documents
2. Company profile
3. Proof of office premises
4. Tax registration and tax clearance
5. Documentations of eligibility to undertake the business they are in e.g. Pensions and Insurance Authority Licence for insurance companies
6. A non refundable processing fee of K750.00
7. Minimum of three (3) references

Deadline for submission of documents is 28 February 2026. For directions call +260 211 261 194/ or +260 977-875-158

CONDITIONS

1. IAPRI shall undertake the preliminary evaluations and only successful firms will be notified
2. Applications must state the areas of expertise and the limit of 3 categories per firm shall be allowed
3. The applications must be submitted to IAPRI at the address below
4. All current suppliers and contractors MUST re-apply
5. Application forms can be downloaded from the website at www.iapri.org.zm
6. All applications must be addressed to:

The Executive Director
Indaba Agricultural Policy Research Institute
12 Serval Road, Off Middleway Road,
Kabulonga
Post Net Box 99
Lusaka, Zambia