

Invitation to be Included on Approved Suppliers' List for Goods and Services 2026-2029

Hivos Southern Africa | Tenders & RFPs | Lusaka, Zambia

Invitation

Hivos in Southern Africa - covering Zimbabwe, Zambia, Malawi, Mozambique and South Africa - is inviting current and prospective suppliers of goods and services in the categories detailed below to apply for inclusion in its supplier database for the period 2026-2029.

Categories of Goods and Services

- 1. Supply of General office Stationery
- 2. Supply of ICT Hardware, Software, Accessories and Consumables
- 3. Supply of Fuels and lubricants
- 4. Provision of Motor vehicle service and repairs
- 5. Provision of Panel beating, motor vehicle spares and accessories
- 6. Provision of Fire equipment and servicing
- 7. Security Services
- 8. Provision of CCTV, electric fencing, rapid response alarm systems, installation & servicing
- 9. Supply and Delivery of Office Furniture and Fittings, interior decoration, supply and fitting of office blinds, carpets and curtains
- 10. Provision of Cleaning and Sanitary Services i.e. office and window cleaning services, sanitary bins, cleaning detergents, disinfectants and toiletries
- 11. Provision of Catering services, Outside catering
- 12. Provision of PA systems and decorations, tent hiring
- 13. Provision of Repairs and maintenance of electrical equipment, solar panels, generators, electrical inverters, locksmith services, general hardware, plumbing - installation & servicing
- 14. Provision of Bulk purified water supplies, supply of water tanks, cleaning of water dispensers
- 15. Provision of Printing and publishing services: factsheets, social media posters, research reports, brochures, business cards etc
- 16. Provision of ground transport and car hire services
- 17. Provision of advertising, signage and outdoor branding
- 18. Provision of Travel and Tours services (Travel agents)
- 19. Provision of Hotels, Conference and Accommodation Services; venues for team building, outdoor events, indoor networking events
- 20. Provision of Health and Safety Equipment, supply and delivery of first aid kits
- 21. Provision of Air conditioning servicing and installations
- 22. Provision of Telecommunications services: installation and maintenance
- 23. Supply of Foodstuffs, groceries, beverages, fruit and vegetables
- 24. Provision of Customs clearance, forwarding/Container Terminal

- 25. Provision of Deep Cleaning and Fumigation of office premises and Office Furniture
- 26. Provision of Office Plants, Garden Maintenance and landscaping: installation and maintenance
- 27. Provision of Swimming pool maintenance (Zambia only)
- 28. Provision of Construction Services, specialized works, painting, and maintenance
- 29. Provision of Works, repairs and maintenance including renovations
- 30. Provision of Human Resources Consultancy Services including trainings, research surveys, labour law compliance
- 31. Provision of Corporate legal advisory services
- 32. Provision of Digital advocacy & influencers (human rights activists, community organizers, civil society influencers, digital campaigners)
- 33. Provision of Creative design & layout services (graphic design, publication layout and formatting, data visualization, brand asset creation)
- 34. Provision of Multimedia production & technical equipment (documentaries, filmmaking, impact photography, videography services, audiovisual gadgets supplies)
- 35. Provision of Professional moderators & Masters of Ceremonies
- 36. Provision of Broadcast & digital media production (radio and television production, podcast development, live-streaming services)
- 37. Provision of Events Management: team building, outdoor events, indoor networking events
- 38. Provision of Rapporteur Services (Civil and Political Rights)
- 39. Provision of Branded communications merchandise: pens, mugs, bags, hoodies, calendars, T-shirts, etc
- 40. Provision of gift packs
- 41. Provision of courier and Petty Errands
- 42. Insurance Services: assets (Zambia only)

General Instructions

- This is only a supplier registration process and does not constitute an invitation to do business. Only selected suppliers will be notified of the outcome.
- This prequalification does not amount to any contractual obligation on the part of Hivos, and Hivos is not obliged to invite quotations from any or all candidates who respond to this invitation.
- Suppliers covering various categories should submit separate documents for each category.
- Hivos reserves the right to accept or reject any application without giving a reason.

Qualifications and Experience

Applicants should submit certified scanned copies of the following documents, where available, as these form the basis for evaluation:

- Certificate of Registration or Incorporation, CR14 / CR6 (List of directors)
- CR6 / CR5 (Business Address)
- Current Tax Clearance Certificate
- Certificate of Authorized Dealership
- Documentation for any trading name used
- Trade License
- Company profile detailing physical location & contact details, products, or service list
- At least 3 reputable and verifiable/traceable references, and payment terms
- Full Banking details
- Any other relevant Certificates such as Press Declaration Certificate, Quality Assurance Certificate and other Certificates as applicable depending on the nature of commodity/service

Hivos may decide to conduct a physical verification of vendors' office premises and contact their clients to crosscheck necessary information provided in the expression of interest before finalizing its decision for the prequalification.

How to Apply

Applications should clearly mark the category applied for and be submitted via email to proposals.hubsaf@hivos.org, addressed to The Administration Assistant, Hivos Southern Africa, by no later than 14 September 2026 at 16:00 CAT. Each submission should clearly indicate on the headline the category number and product/service name being applied for. Submissions received after the stipulated time and date will not be accepted.

Hivos does not charge any fee for registration of suppliers.