



FINCA™

FINCA ZAMBIA TENDER NOTICE : INVITATION FOR SUBMISSION OF SEALED BIDS FOR SUPPLIER REGISTRATION FOR PERIOD OF 2026-2028

FINCA Zambia Limited, a reputable Microfinance Institution and subsidiary of FINCA International LLC whose mission is to end poverty through sustainable and scalable solutions inspired by the insights and needs of people in the communities where they live and work, invites applications from firms to register as contractors and suppliers for various goods and services in the following categories:

1. PROPERTY

- Building Contractors
- Facilities Management(Property Maintenance)
- Architectural Services
- Land/Quantity Surveyors
- Property Valuers
- Provision of Security Services(Guarding, Alarm Systems, Cash-in-Transit)
- Security Equipment(CCTV and Access Control)
- Cleaning Services and Sanitary Services
- Supply and Maintenance of Air Conditioners

2. IT/SOFTWARE/HARDWARE

- Supply of desktop and laptop computers
- Supply of printers and copiers
- Maintenance and repairs of computers laptops, copiers and scanners
- Professional IT support services
- Network Infrastructure services
- Supply of computer hardware accessories
- Supply and Maintenance of Printer Leasing Services

3. PROFESSIONAL SERVICES

- Property Valuers and Land Surveyors
- Auctioneers
- Debt Collection Services.
- Insurance Brokers
- Legal Consultancy
- Debt Recovery Agents
- Audit Firms
- Alternative Power Back-Up Solutions

4. GENERAL SUPPLIERS & SERVICES

- Printing & Branding (Graphic Design and Digital printing)
- General Stationery
- Supply and Delivery of Branded Stationery
- Supply of Office Equipment
- Advertising and Creative Agencies
- Car Hire Services
- Air Ticketing Services
- General Building and Maintenance works
- Courier Services(Local and International)

Applicable Cities/Districts for Goods and Services: (*Chingola, Kitwe, Ndola, Kabwe, Lusaka, Choma, Mazabuka, Chipata*) ***Please note that Suppliers/vendors with presence in some or all of above areas will have an added advantage**

General Requirements

1. Full registered name of organization
2. Copy of valid VAT certificate
3. Copy of Tax clearance and PACRA certificate (computer printout)
4. Copy of Certificate of registration/incorporation
5. Company profile
6. Full banking details and financial capability of company (please attach the latest audited financial statements – not more than 24 months)
7. Names of Directors and their residential addresses
8. Certified copy of registration with regulatory body
9. A minimum of three (3) references
10. Certified Copy ZPPA certificate
12. All other Regulatory Registrations

Conditions

1. FINCA Zambia Limited shall undertake the preliminary evaluations and only successful firms will be notified.
2. Applicants must clearly state their areas of expertise, FINCA Zambia Limited restricts the limit to a maximum of 2 categories per firm.
3. All applications must be labeled Registration of Suppliers 2026-2028 and deposited in the tender box stationed at FINCA Zambia Head Office, Plot 22768, Thabo Mbeki & Great East Road, Lusaka.
4. Tender Submission will close on the **23rd January 2026**.
5. **LATE OR ELECTRONIC BIDS WILL NOT BE CONSIDERED.**

Note: All existing suppliers and contractors are required to re-apply.