

REGISTRATION OF VENDORS AND CONTRACTORS FOR 2026-2028

Invitation for Pre-qualification of vendors/suppliers

The Centre for Infectious Disease Research in Zambia (CIDRZ), is an independent non-governmental organisation committed to answering key research questions relevant to Zambia and the region. CIDRZ supports local ownership of high quality, complementary, and integrated healthcare research and services within the Zambian public health system and facilitates clinical, research, and professional development training.

CIDRZ now hereby invites well established and reputable companies and firms to register as vendors of goods, services and works for the period 2026 to 2028 in the following categories:

CATEGORY A: GOODS

General Supplies	Hardware & Personal Protective Equipment
G01. Stationery - Lusaka	G10. Electrical, Hardware, Plumbing, and General Building Materials - Lusaka
I.T. Equipment & Maintenance	G11. Uniforms and Protective Clothing Medical Supplies - Lusaka
G02. Supply and delivery of Computers, laptops, printers, scanners, photocopiers, Projectors, cameras, consumables, IT related accessories and equipment - Lusaka	G12. Hospital, Medical, Surgical and Laboratory Equipment - Lusaka
G03. Supply and delivery of Office Quality toners & Cartridges - Lusaka	G13. Pharmaceutical Products - Lusaka
G04. Supply and delivery of Computers, Consumables and Accessories - Lusaka	G14. Medical, Laboratory, Medical Consumables and Surgical Products Furniture - Lusaka
G05. Supply and Maintenance of Security Equipment & Spares (CCTV & Access Control) - Lusaka	G15. Office Hospital Furniture Desks, Chairs and Benches - Lusaka
G06. Office Furniture - Lusaka	G16. General Dealers - Lusaka
G07. Computer Hardware and Maintenance - Lusaka	
G08. Computer Software - Lusaka	
G09. Phones, Phone Accessories and Repairs - Lusaka	
G10. Supply, Delivery and Installation of Air Conditioners - Lusaka	
G11. Supply and Delivery of branded Materials and IEC Materials	

CATEGORY B: SERVICES

Office Equipment Supply & Maintenance	
S01. Supply, Delivery, Installation and Maintenance of Air-Conditioning - Lusaka	S24. Provision of Garbage Collection Service - Lusaka
S02. Servicing of Generators - Lusaka	S25. Air ticketing - Local and International - Lusaka
S03. Vehicle Repairs Garages - Lusaka	S26. Provision of Fleet Management Systems including Vehicle Tracking Services Consultancy - Lusaka
S04. Courier Services - Lusaka	S27. Consultancy Services Medical Equipment maintenance - Lusaka
S05. Graphics Design and Printing of Various Formats - Lusaka	S28. Servicing of Medical Equipment - Lusaka
S06. Promotional Items Media Services - Lusaka	S29. Supply, Installation and Maintenance of CCTV and Access Control - Lusaka
S07. Radio and TV Production - All Provinces	S30. Branding and Signage - Lusaka
S08. Digital and Multimedia Production Services - Lusaka	S31. Motorcycle repairs - All Provinces
S09. Events Managements Services - Lusaka	S32. Supply, Fitting and Alignment of Tyres - All Provinces
S10. Proof Reading and Typesetting Services - Lusaka	S33. Fourth Party Logistics Services - Lusaka
S11. Internet Service Provider ("ISP") - Lusaka	S34. Cleaning and Sanitary Services - Lusaka
S12. Provision of Freight, Clearing and Forwarding Services - Lusaka and Overseas	S35. Fire Services - Lusaka
S13. Accommodation and Conference Services ("Lodges and Hotels") - All Provinces	S36. Insurance - Lusaka
S14. Catering Services (Events and Meetings) - All Provinces	S37. Photocopying Services - Lusaka
S15. Hire of Motor Vehicles/Trucks - All Provinces	S38. Supply and Fitting of Bull Bars, Rear toll bars and Roof racks - Lusaka
S16. Motor Vehicle Services and Repairs - All Provinces	S39. Supply and Installation Office Blinds - Lusaka
S17. Motor Vehicle Accessories i.e. Tyres, Tubes, Valves etc.	S40. Supply, Delivery, Installation and Commissioning Pre-fabricated units - Lusaka and Overseas
S18. Fuel and Lubricants supply Property maintenance	S41. Security services - Lusaka

S19. Building Maintenance i.e. Plumbing, Electrical, Landscaping, Carpentry, Painting and Interior Finishes - Lusaka	S42. Organisations offering mental health and wellness support - Lusaka
S20. Office Fumigation and Cleaning Services - Lusaka	S43. Recruitment firms - Lusaka
S21. Servicing of Air Conditioners - Lusaka	S44. Financial Literacy Consultants - Lusaka
S22. Servicing of Fire Extinguishers - Lusaka	S45. Training providers in soft skills, e.g. Strategy, leadership, Supervisory skills, Disciplinary and Grievance Handling, team building - Lusaka
S23. Pest Control - Lusaka	

CATEGORY C: WORKS

Construction
W01. Civil works, General Construction and Refurbishment - Lusaka
W02. Quantity Surveyor - Lusaka
W03. Electrical and Engineering Services - Lusaka

APPLICATION REQUIREMENTS

- Completed Supplier Registration form signed by an authorized official
- Company Profile: List of Products and Services offered, clear indication of physical address, telephone number, and email address
- Current PACRA Print Outs
- VAT Certificate /TPIN Certificate
- Current Workers Compensation
- Current Tax Clearance Certificate
- Letter from the Bank verifying the Suppliers Bank details.
- Manufacturer authorization letter to sell the goods and/or services.
- Reference letters of not more than 3 months
- Certification and any other trading documents relevant to firm's operations.
- For all I.T. related goods and services, applicants should show proof of accreditation as either support centers or solution providers for companies such as Microsoft, HP, Dell, APC, Lenovo, Apple, Kyocera, Canon etc.
- For all construction related vendors shall attach the following documents:
 - Current Engineering Institute of Zambia Grades 4, 5 and 6
 - Current Valid National Construction Council Grade 4, 5 and 6
- Current Pharmaceutical License issued by the Zambia Medicines Regulatory Authority ("ZAMRA"). Proof of Registration as a Pharmaceutical dealer and valid Pharmaceutical License must be submitted.

TERMS AND CONDITIONS

- Application forms shall be available through the link below on Monday 16th March 2026 at 14:30 hours Central African Time ("CAT")
<https://www.cidrz.org/wp-content/uploads/2026/02/Supplier-Registration-Form-2026-for-CIDRZ-1.pdf>
- CIDRZ shall undertake a preliminary evaluation and only successful firms shall be notified. Applicants must clearly state their areas of specialisation. CIDRZ restricts the limit to a maximum of two categories per company.
- All service providers or suppliers who were previously providing services or supplies to CIDRZ must re-register as they will not be automatically included in the data base.
- The Purchaser ("CIDRZ") reserves the right to accept or reject any application, and to annul the registration process and reject all applications at any time prior to closing selection, without thereby incurring any liability to applicants.
- Send your completed vendor registration form and all documents to VendorRegistration@cidrz.org. The closing date for receiving applications shall be Monday 27th April 2026 at 14:30hrs Central African Time ("CAT").
- The subject of the email shall be ("REGISTRATION OF SUPPLIERS FOR YEAR 2026 to 2028"). CLEARLY INDICATING THE CATEGORIES APPLIED FOR
- Interested Suppliers may obtain any information from the Office of the

The Head of Procurement,
 Center for Infectious Disease Research in Zambia ("CIDRZ")
 Plot # 378A/15, Main Street, Ibeex, Lusaka, Zambia
 P.O. Box 34681 Lusaka, Zambia 10101
 Reception: +260 211 242 257
Clara.Sakataka@cidrz.org

Note: This invitation to submit a complete Company Profile does not constitute an offer of business. Successful registered vendors shall be contacted accordingly. Debarred or Suspended vendors in both Local and International are not eligible to participate in the registration process.