

Background The United Nations World Food Programme is the world's largest humanitarian agency fighting hunger worldwide. The mission of WFP is to help the world achieve Zero Hunger in our lifetimes. Every day, WFP works worldwide to ensure that no child goes to bed hungry and that the poorest and most vulnerable, particularly women and children, can access the nutritious food they need.

Context We invite expressions of interest by companies/businesses/organizations for the provision of goods and services in the following categories:

CATEGORIES AS PER LIST BELOW

- IT Equipment and Maintenance
- Logistics, Transport and Travel
- Security Services
- Office Requirements
- Power System and power-back up equipment
- Printing, Branding and Marketing
- Agriculture Equipment and Inputs
- Property and Facilities maintenance
- Boutiques Services
- Inspection and Superintendent Services
- Livestock supply
- Hotel, Conferencing and Accommodation
- Warehousing Services
- Fuel and Lubricant Suppliers
- Office Catering and Canteen Services
- Vehicle Maintenance and supply of tyres
- Office Accommodation (Petauke, Mazabuka, Mumbwa, Mpika and Other areas)
- General Supplies
- Construction
- Car - Hire
- Irrigation materials and Solar supply
- Borehole drilling

Submission Requirements

The Applicant shall prepare the EOI and include ALL requirements mentioned but not limited to the ones below:

- Latest bank letter (issued within 30 days of submission). The bank letter must reflect the same name as indicated on the Certificate of Incorporation.
- Full registered name of the organisation and company profile including printed brochures.
- Copy of valid tax clearance certificate
- Latest business registration certificate, including articles of incorporation, or equivalent document if applicant is not a corporation.
- Postal, physical and E-mail addresses
- Telephone and email
- Three letters of reference from reputable clients.
- PACRA
- Proof of Franchise - (where applicable) e.g; for software suppliers
- Proven track record with at least 3 years of experience

The applicants shall provide:

A brief description of their company profiles with legal mandates/ authorised business activities, year and country of incorporation, core area of specialisation, expertise and types of activities undertaken, structure and organisation diagram. The applicant should present information regarding any litigation, current or during the last five years, in which the firm (s) is involved, the parties concerned and liabilities under company's profile.

Submission Guidelines

Interested companies should submit their expression of interest (EOI) which should include: cover letter (expressing interest and specifying category Applied for) with the attachments to the following e-mail address.

zam.procurement@wfp.org

- EOI submissions should be made electronically, marked "Expression of Interest-Office Maintenance - Spanner Company Limited"
- WFP may reject any EOI which is not compliant with the requirements stated in this request for EOI
- WFP will use a set of unified criteria to evaluate the qualifications of applicants
- Eligible applicants will be assessed in one-stage process for compliance with the requirements set out in this request for expression of interest. Each Applicant will be assessed on a "Pass/Fail" basis as to whether satisfactorily met
- All applicants that meet the eligibility and qualification criteria shall form the list of pre-qualified firms
- WFP may arrange site visits and personal interviews to examine the experience and capabilities of applicants
- WFP reserves the right to accept or reject any application, and to annul the prequalification process and reject all applications at any time, without thereby incurring any liability to applicants
- WFP will write to all accepted EOIs to confirm admission to the WFP suppliers' roster. The costs of preparing business profiles are entirely on the account of the organisation preparing the profiles. WFP will not pay for any such costs
- During periodical reviews, WFP reserves the right to deregister suppliers who do not respond to invitations for (3) times minimum
- WFP is not asking for any payment for EOI process

**DEADLINE FOR SUBMISSION:
23:00hrs - 9 June 2026.**