

**INVITATION FOR SUBMISSION OF SEALED BIDS FOR SUPPLIER REGISTRATION FOR SAVE THE CHILDREN INTERNATIONAL KALULUSHI FIELD OFFICE**

Save the Children International believes every child deserves a future. In Zambia and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children, every day and in times of crisis, transforming their lives and the future we share. To ensure quality services are provided to children in a systematic, coordinated professional manner, Save the Children wishes to invite suppliers of various goods and services to submit sealed bids for registration as suppliers to our Kalulushi Field Office as per detailed categories below.

1. **Supplying of construction/rehabilitation materials**
2. **Supply of office groceries**
3. **Supply of Stationery**
4. **Repair and Service of Motor bike**
5. **Hiring of PA system**
6. **Events Hire and Decor**
7. **Service and supply of office electronic appliances which include but not limited to printers, scanners, photocopiers.**
8. **Vehicle hire as detailed below:**

* Registered Taxi Hire
* 4 x 4 motor vehicles hire
* Truck Hire, 2 Tonne Truck containerised/flat, 4 Tonne Truck containerised & 7 Tonne Truck containerised
* Spacious bus hire 14 seater, 26 – 30 seater and 65 seater

Note: All vehicles must be registered and have insurance cover. Further, for sedans and 4 x 4 clear descriptions must be provided.

**MANDATORY REQUIREMENTS**

1. **Company profile with copy of Certificate of Incorporation**
2. **Copy of valid Tax Clearance Certificate**
3. **Physical and official email address**
4. **Active Telephone/cell phone numbers**
5. **Provide 3 business client Referees**
6. **For quantifiable categories kindly include the schedule of fees**
7. **Valid Zambia Public Procurement Authority (ZPPA) certificate**
8. **Enclosed three months’ bank statement**

**Applications Conditions**

* Follow link provided for specific additional information requirements [**https://zambia.savethechildren.net/supplier-documents**](https://zambia.savethechildren.net/supplier-documents)
* Kindly ensure that you complete and return the Tender Bidder Response Form together with your documentation.
* All current suppliers in the listed categories with Save the Children should re-apply.
* Save the Children limits applications to a maximum number of Two categories per company.
* Clearly specify the category which you are applying for (No General Suppliers), general supplier category applications will not be considered.
* Applications should be delivered to our Kalulushi Field Office as per physical address provided (no electronic submission will be accepted).
* Deadline for submission of the expressions of interest is Wednesday 5th June 2019**.**

**Note**

1. Save the Children runs a closed tender process and only successful bidders will be contacted. If you do not hear from us by 16th June, 2019 then consider your submission unsuccessful.
2. Should you require clarification kindly get in touch with either Mrs. Mwape Chongo on +260960912661 or Mr. Frigo Himbala on +260977879038

**Sealed bids must be submitted to the address below:**

**Save the Children**

**Field Office**

**Plot 3778, North Kalengwa**

**P.O Box 260295, Kalulushi**