

REGISTRATION OF VENDORS/SUPPLIERS

2026/27/28

VisionFund Zambia is in the process of registering suppliers for the provision of goods and services to the Microfinance institution for the Period 2026/27/28.

Applications are therefore being invited from credible and established business entities to register for the provision of various services in the categories listed below.

A) PROPERTY MAINTENANCE SERVICES.

- Provision of Electrical/plumbing and general property maintenance works.
- Supply and Maintenance of fire equipment services.
- Supply and service of CCTV control systems.
- Supply and Service Maintenance of Air Conditioners.
- Provision of Cleaning Services, Fumigation Services, Sanitary and Garbage Collection.
- Supply, installation and Maintenance of Generator sets.
- Motor Vehicle Fleet Maintenance.

B) OTHER SERVICES

- Provision of Security Services.
- Provision of Travelling and Ticketing Services.
- Provision of Auctioning Services.
- Provision of Catering Services.
- Provision of Transport Services.

H) MARKETING SERVICES

- Marketing and Communication services.
- Advertising and Marketing Consultancy/
- Printing of Corporate Material (Banners/ Popups/ Calendars/Diaries/ staff attire.
- Office Corporate branding.
- Painting of Branches
- Printing of Promotional materials/Corporate Gifts.
- Provision of Event Management Services. (Décor /Refreshments)
- Partitioning of offices
- Provision of aluminium doors and windows
- Supply of glass windows and doors

APPLICATION REQUIREMENTS;

All applicants should submit the following requirements;

- Company profile with recommendations from two (2) reputable organizations.
- Copy of Certificate of Registration/Incorporation/ PACRA list of directors and UBOs

C) HUMAN RESOURCES SERVICES.

- Training
- Recruitment and selection
- Outsourcing of staff
- Provision of HR Management/ Administration solutions and Software
- Outsourcing of HR services etc.
- Physical Health Services (Gyms, Fitness services etc.
- HR related Surveys. (i.e Compensation Surveys, Employee Engagement Surveys etc.
- Other HR services.

D) CONSULTANCY / PROFESSIONAL SERVICES.

- Provision of Consultancy services.
- Provision of IT Network Integration Services.
- Provision of IT Consultancy and Network Security Services

E) OFFICE SUPPLIES.

- Supply of office furniture.
- Supply of drinking water.
- Supply/provision of Stationery.
- Supply of Motor Vehicles/ Motor bikes

F) Information Technology Services.

- Supply of IT Equipment/Hardware, Software, Networking and other Accessories.
- Provision of internet service and Fibre.
- Supply and Maintenance of Power back-up services.
- Supply and Maintenance of Printer Services.

G) INSURANCE SERVICES

- Provision of General Insurance Services.
- Provision of other life and Non-life insurance services.
- Provision of Medical Insurance Services.

- Legal registered Physical and Postal Address of business
- Email Address/ Telephone numbers
- Copies of VAT certificate.
- A copy of a valid NAPSA Certificate.
- Bank reference and Bank details.
- Certified Copy of IDs(NRC /PASSPORT) for directors/ Ultimate Beneficial Owners (UBOs).
- Companies Articles of association.

○ Tax Clearance Certificate

Thank you for your interest in applying as a vendor with VisionFund Zambia Microfinance. To proceed with your vendor application, please find below the payment details for the advertisement vendor form of ZMW1,000 which is Non-refundable and should be deposited to the account below:

Bank Name: ZANACO MAIN
Account Name: VisionFund Zambia Ltd
Account Number:
1013535500186

Branch: Maamba

Sort Codes: 01 40 70

All Applications should be clearly marked; Registration for Provision of Goods and Services for 2026 and should be deposited in the tender box at Vision Fund Zambia Head Office, Plot No. W4/V4, Meanwood-Drive, P.O. Box 33911, Mean wood Ibex Hill, Lusaka, Zambia addressed to;

The Procurement Committee

Vision Fund Zambia, Plot No. W4/V4,
Mean wood-Drive,
P.O. Box 33911,
Mean wood Ibex
Hill, Lusaka
Zambia.

And / or through email on the below address,
Email: sg_vfzprocurement@visionfund.org

**ALL SUBMISSIONS MUST BE RECEIVED BY
18/09/2026**