REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS FOR A THREE (03) YEARS FIXED AND NON-FIXED FRAMEWORK AGREEMENTS

Save the Children Zambia

Save the Children is the world's leading independent organization for children. In Zambia, Save the Children works with government, communities, partners, and donors to promote and protect children's rights through programs in education, health and nutrition, child protection, child rights governance, and humanitarian response.

Save the Children Zambia invites eligible, reputable, and qualified suppliers, contractors, and service providers to submit their registration for inclusion in its supplier database for the provision of goods and services across its operations in Zambia.

Interested firms should apply only in the category that matches their business:

Category A: Motor Vehicles

- Motor vehicle repairs and servicing garages
- Supply of tyres, fuel, lubricants, tubes, fitment, balancing, and wheel alignment services

Category B: Travel Services

- Travel agency services, including local and international air ticketing, reservations, travel management, and related travel services

Category C: Vehicle Hire Services

- Hire of vehicles across all ten provinces of Zambia
- Provision of specialized transport and fleet services

Category D: General Maintenance Services

- Plumbing services
- Electrical installation and maintenance services

Category E: Media, Communications and Creative Services

- Communication products and services
- Photography, videography, filming, documentation, translation, audio recording, live streaming, and social media coverage
- Signage, corporate branding, billboards, display boards, banners, and vinyl branding
- Animation and graphic design services
- Mobile public address (PA) system services
- Hire of tents, tables and chairs
- Décor services
- Facilitation services

Category F: General Good and Consumables Supplies

- Supply of groceries and food stuff
- Supply of Consumables

Category G: Printing and Branding Services

- Supply of T-shirts, corporate apparel, and promotional materials
- Courier and logistics services
- Advertising services
- Graphic design and digital printing services

Category H: Office IT and General Stationery Supplies

- Supply of ICT equipment, including computers, laptops, printers, accessories, networking equipment, software, and related products
- Mobile Phones, power banks, accessories, headphones
- ICT support, maintenance, consultancy, and professional IT services
- Office stationery and consumables

Category I: Hospitality Services

- Accommodation, lodging, and meal services
- Conference, workshop, and training venue facilities, including catering services
- Outside catering services

Category J: Supply and Maintenance of Generators, Aircons, Inverters and Solar Equipment

- Supply and installation of solar energy systems, including solar panels, inverters, batteries, and accessories
- Supply, servicing, repair, and maintenance of generators
- Supply and maintenance of inverter and backup power systems
- Supply and Servicing of Aircons

Category J. Health care, medical, and pharmaceutical suppliers

- Health Kits
- Medical Equipment
- Pharmaceuticals and Medicines
- Medical Supplies and Consumables

Category H. Prequalification for Major and Minor Construction

- Construction, renovation, and building maintenance works

Eligibility Requirements

- Confirmation and Acceptance of SCI eligibility requirements found in the invitation to tender **(Mandatory)**

Interested applicants should submit the following:

- Company Profile detailing relevant experience and service offerings
- Certificate of Incorporation/Registration
- Valid TPIN Certificate
- Valid Tax Clearance Certificate
- PACRA registration documents
- Relevant statutory licenses and certifications
- Proof of physical business address
- At least three references for similar services provided within the last three years
- Evidence of capacity to deliver the required goods and/or services

Submission Instructions

Interested firms should clearly indicate the category being applied for and submit their request documentation electronically.

Clarification Email Address: zambia.procurement@savethechildren.org

Clarifications to be received on or before **5 October 2026**

Submission Email Address: Zambia.tenders@savethechildren.org

Subject Line: Registration of suppliers – Category Using a Reference Letter

Example: Registration of Supplier Category G: ICT Services

All submissions must be submitted no later than **7 October 2026 at 17:00 for all categories and 8 October 2026, 17:00 for the Construction ITT Pre-Qualification**

Late submissions will not be considered; Suppliers are advised to only participate in the category of their business.

To access the invitation documents, kindly access them on the links below:

- ITT Motor Vehicle and Motorbike Repair, Servicing, Tyre Supply and Services
- ITT Health Care Medical and Pharmaceutical Suppliers
- ITT Vehicle Hire Services
- ITT Office IT and General Stationery Supplies
- ITT Travel Services
- ITT Media, Communications and Creative Services
- ITT General Goods and Consumable Supplies
- ITT General Maintenance, Plumbing, Electrical and Fire Safety Services
- ITT Accommodation and Conference Services
- ITT Hardware Electrical Supplies and Related Services
- Construction ITT Pre-Qualification Pack

Save the Children reserves the right to re advertise if suitable applicants are not found.

Save the Children is an equal opportunity and affirmative action organization that does not engage in any practices which discriminate against any person based on race, color, religion, gender, national or ethnic origin, age, marital status and we will never ask that you pay for anything as part of the selection process or thereafter.