

# ADVERTISEMENT FOR SUPPLIERS REGISTRATION FOR 2024

**Date:** 27<sup>th</sup> February 2024

**Subject:** Supply of Goods & Services – Registration of Suppliers

**Contracting Authority:** IntraHealth International Zambia

**Deadline for submission of letter of interest:** 7<sup>th</sup> March, 2024

IntraHealth International (IntraHealth) is a global health nonprofit organization that partners with governments and local collaborators to improve the performance of health workers and strengthen the systems in which they work so that everyone everywhere has the health care they need to thrive. The United States Agency for International Development (USAID) has currently funded IntraHealth Zambia to implement a five-year project called Leading Organizational Capacity and Localization Development (USAID LOCAL) and offices for this project were recently set up.

IntraHealth International Zambia invites qualified suppliers of one or two of the following goods and services to respond to this advertisement. Each supplier is permitted to submit responses for a maximum of two categories from the list provided. Suppliers who have responded to this advertisement and provides the required information may be invited to participate in the procurement procedure for the relevant lot(s).

Goods and services needed:

## SUPPLY

- Supply of hardware equipment
- Supply, installation and maintenance of air conditioners
- IT equipment, consumables and maintenance Supply of vehicle tyres
- Assorted office groceries
- Assorted office stationery and furniture
- Printing of books, newsletters, leaflets, posters, t-shirts etc.

## SERVICE

- Event management services (catering only)
- Legal Services
- Design and Communications services
- Travel agency (local and international air travel)
- Firefighting equipment commissioning and maintenance

The interested supplier shall provide the following information to IntraHealth Zambia using the contact details below:

- Indicate which supplies or service you are interested in providing.
- Provide the following information:
  - The company's name and contact details.
  - Company Registration Certificate
  - Tax Identification Number and Clearance Certificate
  - VAT Registration Certificate
  - Copy of NAPSA Clearance Certificate
  - Reference from the banker where the company maintains its regular bank account
  - Commercial/Industry accreditation, if applicable
  - Brief description of the company's background and main line of work
  - Experience with this kind of supply/service.
  - A price list of items intended to be supplied, if available and
  - A list of business references (minimum 3)

**This is purely information on business opportunities and does not constitute a commitment to purchase or any other form of contractual commitment with the Contracting Authority.**

Information should be provided to the following address / by e-mail deadline date: **7<sup>th</sup> March, 2024**

IntraHealth International Inc. Limited

**36H Off Sable Road**

**Kabulonga, Lusaka**

**E-mail: [procurement-zm@intrahealth.org](mailto:procurement-zm@intrahealth.org)**

RSO346109/27.02