

INVITATION TO BE INCLUDED ON APPROVED SUPPLIERS' LIST FOR GOODS AND SERVICES 2026 - 2029

Hivos in Southern Africa – Zimbabwe, Zambia, Malawi, Mozambique, South Africa – is inviting current and prospective suppliers of goods and services in the categories detailed below to apply for inclusion in the supplier database for the period 2026 – 2029.

CATEGORIES OF GOODS AND SERVICES	
Category	Description
1	Supply of General office Stationery
2	Supply of ICT Hardware, Software, Accessories and Consumables
3	Supply of Fuels and lubricants
4	Provision of Motor vehicle service and repairs
5	Provision of Panel beating, motor vehicle spares and accessories
6	Provision of Fire equipment and servicing
7	Security Services
8	Provision of CCTV, electric fencing, rapid response alarm systems, installation & servicing
9	Supply and Delivery of Office Furniture and Fittings, interior decoration, supply and fitting of office blinds, carpets and curtains
10	Provision of Cleaning and Sanitary Services i.e. provision of office and window cleaning services, Sanitary bins, cleaning detergents, disinfectants and toiletries
11	Provision of Catering services, Outside catering
12	Provision of PA systems and decorations, tent hiring
13	Provision of Repairs and maintenance of electrical equipment, solar panels, generators, electrical inverters, locksmith services, general hardware, plumbing – installation & servicing
14	Provision of Bulk purified water supplies, supply of water tanks, cleaning of water dispensers
15	Provision of Printing and publishing services; factsheets, social media posters, research reports, brochures, business cards etc
16	Provision of ground transport and car hire services
17	Provision of advertising, signage and outdoor branding
18	Provision of Travel and Tours services (Travel agents)
19	Provision of Hotels, Conference and Accommodation Services; venues for team building, outdoor events, indoor networking events
20	Provision of Health and Safety Equipment, supply and delivery of first aid kits,
21	Provision of Air conditioning servicing and installations
22	Provision of Telecommunications services: installation and maintenance
23	Supply of Foodstuffs, groceries, beverages, fruit and vegetables
24	Provision of Customs clearance, forwarding/Container Terminal
25	Provision of Deep Cleaning and Fumigation of office premises and Office Furniture
26	Provision of Office Plants, Garden Maintenance and landscaping: installation and maintenance
27	Provision of Swimming pool maintenance (Zambia only)
28	Provision of Construction Services, specialized works, painting, and maintenance
29	Provision of Works, repairs and maintenance including renovations
30	Provision of Human Resources Consultancy Services including trainings, research surveys, labour law compliance
31	Provision of Corporate legal advisory services

32	Provision of Digital advocacy & influencers (human rights activists, community organizers, civil society influencers, digital campaigners)
33	Provision of Creative design & layout services (graphic design, publication layout and formatting, data visualization, brand asset creation)
34	Provision of Multimedia production & technical equipment (documentaries, filmmaking, impact photography, videography services, audiovisual gadgets supplies)
35	Provision of Professional moderators & Masters of Ceremonies
36	Provision of Broadcast & digital media production (radio and television production, podcast development, live-streaming services)
37	Provision of Events Management: team building, outdoor events, indoor networking events
38	Provision of Rapporteur Services (Civil and Political Rights)
39	Provision of Branded communications merchandise: pens, mugs, bags, hoodies, calendars, T-shirts, etc
40	Provision of gift packs
41	Provision of courier and Petty Errands
42	Insurance Services: assets (Zambia only)

General Instructions

1. All applicants should note that this is only a supplier registration process and does not constitute an invitation to do business. Only selected suppliers will be notified of the outcome of this process.
2. This prequalification does not amount to any contractual obligation on the part of Hivos and it is not obliged to invite any quotations from any or all candidates who have expressed their interest by responding to this invitation.
3. Suppliers that cover various categories should submit separate documents for each category.
4. Hivos reserves the right to accept or reject any application without giving a reason.

Qualifications and Experience

Please ensure to submit the following certified scanned copies of documents listed below, if available, as these will be the basis for evaluation.

1. Certificate of Registration or Incorporation, CR14 / CR6 (List of directors);
2. CR6 / CR5 (Business Address);
3. Current Tax Clearance Certificate;
4. Certificate of Authorized Dealership;
5. Documentation for any trading name used,
6. Trade License;
7. Company profile detailing (physical location & contact details, products, or service list)
8. At least 3 reputable and verifiable/ traceable references, and payment terms
9. Full Banking details
10. Any other relevant Certificates such as Press Declaration Certificate, Quality Assurance Certificate and other Certificates as applicable depending on the nature of Commodity/Service which may help to operate your business entity.

Note: Hivos may decide to conduct a physical verification of Vendors' Office premises and contact their clients to crosscheck necessary information provided in the expression of interest before finalizing its decision for the prequalification.

How to apply:

All applications are advised to clearly mark the category applied for and submitted via email to **proposals.hubsaf@hivos.org** addressed to: The Administration Assistant, Hivos Southern Africa by no later than 14 September 2026 at 16:00 CAT. Each submission should clearly indicate on the headline the category number and product/service name being applied for. Any submissions received after the time and date stipulated will not be accepted.

N.B. Kindly note Hivos does not charge any fee for registration of suppliers.