

## CALL FOR SUPPLIERS 2024

CIMMYT ZIMBABWE invites current and prospective suppliers in Zimbabwe for purposes of prequalifying suppliers for goods, works and services for the period 2024-2025 under the listed categories below.

### **Guidelines for application**

1. Suppliers with multiple services that cover various categories should submit separate documentation for each category.
2. This advertisement is an invitation to do business and not an offer to provide goods and/or services. Applications will not automatically be added to our supplier database. A review and evaluation process will be carried out beforehand.
3. CIMMYT Zimbabwe reserves the right to accept or reject any application and CIMMYT shall not be obliged to give any reasons for accepting or rejecting any applications.
4. Only successful applicants will be contacted after the assessment process.

### **Payment Terms**

- CIMMYT offers a 7-14 day payment term after of receipt of goods or services

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### **CATEGORIES**

#### **A. Maintenance of Buildings, Renovations & Equipment**

- ✓ Borehole maintenance & repairs
- ✓ Building & construction including general renovations
- ✓ Electrical and plumbing contractors
- ✓ Generator supply and repairs
- ✓ Office cleaning services and sanitary or sewer disposals
- ✓ Office curtains and blinds supply and repairs
- ✓ Pest control and fumigation

#### **B. ICT**

- ✓ Computer & printer consumables including hardware sales and servicing.
- ✓ Supply of Laptops, Tablets, Cameras, Printers & projectors
- ✓ Mobile phones & handsets
- ✓ Internet services
- ✓ IT Networking and maintenance
- ✓ Telephone and Switchboard Services

### **C. Printing & Visibility Materials**

- ✓ Printing & Design Services
- ✓ Printing and photocopying services
- ✓ Printing of banners, backdrops, die-cut materials, in and outdoor visibility materials.
- ✓ Printed materials (flyers, pamphlets, training materials, books newsletters and other Information)
- ✓ Branded materials (Bottles, Flash Drives, Pens, T-shirts, Caps, Bags, Banner, Tents etc.)
- ✓ Vehicle branding

### **D. Events, Travel & Catering**

- ✓ Accommodation, hotels, workshops, and conferencing
- ✓ Events hiring equipment services (PA systems, tents, chairs etc.)
- ✓ Indoor & Outdoor catering services
- ✓ Photography & Videography Services
- ✓ Event Planners
- ✓ Director of Ceremony (MC services)
- ✓ Roadshow and outdoor campaign services
- ✓ Team building events.

### **E. Consultancy Services**

- ✓ Tax Consultancy Services
- ✓ Human Resources Consultancy
- ✓ Training Consultancy Services – Staff Training & Skills training etc
- ✓ Translation Services

## **F. Security Services & Insurance**

- ✓ Security Guard Services
- ✓ Supply & delivery of Safes, cashboxes etc.
- ✓ Installation & maintenance of access control system, CCTVs, and alarm systems.
- ✓ Insurance Services – vehicle, buildings & irrigation equipment insurance

## **G. Vehicles & Motorbikes**

- ✓ Fuel – bulk deliveries.
- ✓ Vehicle Sales, Service and Repairs
- ✓ Vehicle Accessories – tyres, rims & other sundries.
- ✓ Purpose built/ customised vehicles – roll bars, tonneau covers, bumpers, canopies & rubberising services.
- ✓ Motorbike accessories & spares.
- ✓ Motorbike sales, service, and repairs.

## **H. Transport and Logistics**

- ✓ Transportation Services
- ✓ Clearing and Forwarding Agents
- ✓ Courier Services
- ✓ Vehicle hire and taxi services.
- ✓ Airport shuttles

## **I. Office Supplies**

- ✓ Office furniture supplies – tables, chairs, desks, filing cabinets & units.
- ✓ Office stationery supplies
- ✓ Office groceries and equipment

## **J. PPE & Packaging Materials**

- ✓ Safety Wear – work-suits, overalls, gumboots, gloves & safety shoes, spraying suits.
- ✓ Motorbike riders' suits, kidney belts, gloves, and helmets.
- ✓ Harvesting Aprons & wear
- ✓ Harvest Bags – 50, 90kgs sacks, potato sacks,
- ✓ Packaging materials (boxes & pollination bags)

## **K. Agriculture Chemicals & inputs**

- ✓ Fertilizers supplies
- ✓ Agro-chemicals – herbicides, pesticides etc

## **L. Irrigation & Farm Equipment Supplies**

- ✓ Irrigation Systems & Installations – drip irrigation & micro jets supply etc
- ✓ Borehole Drilling Services – sitting, drilling, borehole solarisation & casing etc.
- ✓ Solar Equipment & Installations – Solar installations & maintenance
- ✓ Irrigation piping & consumables
- ✓ Farming Equipment & Machinery – tractors, harvesters, planters etc
- ✓ Mechanisation equipment – threshers, peanut butter machines, hay-balers, chuff cutter, mower, feed mixers etc

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## M. LIVESTOCK and associated supplies and services

- ✓ Seed supplies (forage seed crop supplies)
- ✓ Veterinary medicines and supplies (vet drugs, tags, disinfectants etc)
- ✓ Weighing scales (samples, animal etc)
- ✓ Feed supplies.

### Requirements

- An Expression of interest letter showing the postal & physical address of the applicant including contact telephone numbers
- Company Profile (Maximum 5 pages)
- Certificate of Incorporation
- CR14
- VAT Registration Certificate if applicable,
- Current Tax Clearance Certificate and TIN certificate.
- Three (3) traceable references preferably in the NGO sector showing similar projects of the category being applied for.

### TO APPLY

1. Complete the online form

<https://forms.gle/7KVzhCL8pTi8MZ4n9>

2. Submit applications in PDF to

**CIMMYT-ZW-Procurement@cgiar.org** stating

*'Suppliers Registration and the Category applied for'* in the email subject.

