

The Zimbabwe National Network of People Living with HIV (ZNNP+) is a national umbrella body that is mandated to represent and coordinate people living with HIV (PLHIV) and those affected by HIV in their diversity throughout Zimbabwe. The organization promotes empowerment of PLHIV through skills development, counselling, education, advocacy and by lobbying for the rights of PLHIV.

Duties and Responsibilities

General Supplies & Services

- General office stationery,
- Office equipment and furniture,
- General building maintenance (Electrical, plumbing e.t.c),
- Branded wear & material (IEC Material),
- Printing services,
- Catering services,
- Generator supply, installation & maintenance,
- Communication material design,
- Borehole maintenance,
- Pest control & fumigation services,
- Desk & furniture repairs across the country.
- Legal services

Computers, Cellphones & IT Services

- Computers laptops & desktops sales and servicing,
- Mobile tablet sales and servicing,
- Maintenance of copiers and printers,
- Computer hardware and accessories,
- Professional IT Support services,
- Network infrastructure services,
- Supply of tablet accessories,
- Data analysis software supply,
- Internet services,
- PABX Supply and services,
- Application software supply.

Media, Marketing & PR

- Television and radio Programme production,

- Advertising,
- Photography and video,
- Branding,
- Animation and production

Vehicle sale and services

- Vehicle sales (registered dealers),
- Vehicle servicing (Toyota and Honda),
- Tire suppliers (Country wide),
- Battery sales (Country wide)

Medical Equipment Sundries and PPE

- Hand sanitizers,
- Surgical face masks,
- First Aid Kits

Accommodation and travel

- Accommodation and lodging – all provinces and country wide districts.

Conferencing facilities- all provinces and countrywide districts,

- Vehicle hiring services,
- Event hiring equipment services (tent hiring, mobile toilets, PA System and Chairs),
- Travel agencies,
- Catering services.

Insurance

- Insurance companies,
- Medical aid and funeral assurance companies

Logistics

- Courier services,
- Vehicle towing service.

Requirements

1. Letter of introduction
2. Certificate of incorporation and CR14 for companies
3. Current tax clearance certificate, VAT registration and Trade License
4. Company profile detailing the type of business, physical address, company contact details (address and tele/ cellphone numbers) and management details including director/CEO profile.
5. At least 3 years company financial statements (preferably audited financials).

6. 6 months bank statement
7. At least three trade references (reputable and verifiable)
8. Payment terms and preferred method of payment

Note

1. Current suppliers are also encouraged to apply.
2. Multiple product and services suppliers should submit separate application and documentation for each category.
3. ZNNP+ reserves the right to not accept any application.
4. This advert is merely an invitation to do business and not an offer to provide goods and services.

How to Apply

Submission is strictly by email addressed to Procurement Committee to: jobs@znp.org no later than 24 May 2024