

SUPPLIER REGISTRATION 2024-2025 WOMEN AND LAW IN SOUTHERN AFRICA

Description

A local non-profit organization is in the process of creating its suppliers register for 2024. Please Note: This is only an invitation to register as a supplier and does not guarantee any form of contractual commitment. A local non-profit organization invites applications from registered companies, organisations and individuals for the following goods and services for consideration as approved suppliers:

Duties and Responsibilities

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Consultancy Services

- Photography & video filming
- Rapporteurship, Translation.
- Governance
- Organizational development/ Strategy Development
- Results based management.
- Monitoring & Evaluation
- Web Design
- Facilitation
- Research, Analysis and Reviews
- Edit, Design, Layout and Print
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Office Stationery

- General Office Stationery
- Printed Stationery
- Printer consumables (toner cartridges)

Information Technology

- Hardware, software & repairs
- Computer Networking & equipment

- Computers, Printers & accessories
- Web and Application development

Internet & Telecommunications

- Internet Service Providers
- PABX (Supply & Maintenance)
- Telephone Handsets

Office Equipment and Furniture

- Air Conditioners (supply, Fit & Maintenance)
- Solar systems
- Generator (supply, fit & Maintenance)
- Desks and Chairs
- Filing Cabinets
- Furniture Repairs

Motor Vehicles, Service & Repairs

- Motor Vehicles Sales,
- Tyres Supply, Fitment, Balancing & repairs.
- Alarm & tracking
- Breakdown services
- Fuel Supplies

Construction & Building Maintenance

- Building contractors (plumbing, painting, Roof/ceiling fixing, carpentry/ Office partitions)
- Electrical services and maintenance
- Plumbing
- Driveway Construction & Repairs
- Carpet and Wall Cleaning
- Landscaping

Corporate Wear

- Promotional Material (t-shirts, caps, bags and branded stationery)
- Staff Uniforms
- Staff Safety wear

Security Services

- Fire Fighting Equipment
- Alarm System Installation& Repairs
- CCTV Installation and repairs
- Electric Gate Repairs
- Response Services
- Locksmith Services
- Guard Services

Other

- Catering services (in-door and out-door).
- Conference facilities countrywide
- Fumigation
- Travel Services
- Provision of insurance
- Courier Services
- Taxi services and local transport
- Signage
- Event Management
- Origination, Design & Printing
- Audio Visual Equipment (Supply or Hire P.A System, Video camera)
- Car Hire

Qualifications and Experience

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Interested suppliers to submit the following documents: Certificate of Incorporation; CR14 (showing Directorship); VAT registration certificate; Current Tax Clearance Certificate; Company/Business Profile indicating physical address; Clear banking details; Clearly defined payment terms; At least three trade references with full contact details.

Please Note: This advertisement is an invitation to do business and not an offer to provide goods and services. Only successful applicants will be contacted after this exercise.

How to Apply

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To apply

All applications are advised to clearly mark the category applied for and submit via email to: procurement315@gmail.com

APPLICATIONS TO BE SUBMITTED ON OR BEFORE 27 AUGUST 2024