



ActionAid International is a global justice organization working in over 40 countries, taking sides with people living in poverty and exclusion to achieve social justice, poverty eradication and gender equality

Opportunity

INVITATION FOR 2026 SUPPLIER REGISTRATION

Deadline: 5 February 2026

ActionAid Zimbabwe is a locally registered private voluntary organization (PVO) working to achieve social justice, poverty eradication and gender equality. AAZ works to strengthen the capacity and active agency of people living in poverty and exclusion especially women and young people to assert their rights. AAZ is a member of AA International and works in partnership with local Community Based Organizations (CBOs), national and international Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs), various tiers of government and other like-minded organizations.

AAZ is currently in the process of registering new suppliers and service providers for the year 2026. This exercise also aims to update our current vendor database by removing dormant vendors and admitting new ones to improve efficiency. Prospective vendors who meet the vetting and selection criteria will form part of our approved and preferred supplier list for 2026.

CATEGORIES OF GOODS, WORKS AND SERVICES

Goods and services:

- Accommodation and conferencing
- Catering (teas, lunches and refreshments)
- Promotional & IEC materials (t-shirts, banners, printing)
- Computer consumables
- Stationery
- ICT services (networking, software & hardware repairs)
- Communication equipment
- Internet service provision
- Office furniture supply
- Videography, photography and editing
- Art (skits, animation, road shows, graphic designing)
- Translators (French, Spanish, Tonga, Ndebele, Shona)
- Vehicle hire (trucks, off road vehicles, minibuses, shuttle, taxis)
- Travel Agents (Air tickets)
- Fumigation and pest control services
- Carpentry, electrical, plumbing and painting works
- Container Suppliers
- Vehicle sales, parts and servicing
- Repairs & maintenance (vehicles, bikes, generators)
- Building materials and construction
- Fencing, irrigation materials (including drip irrigation)
- Insurance (motor vehicle, bikes)
- Electric gates maintenance

- Building repairs & maintenance
- Borehole drilling and spares (solar-powered boreholes, treadle pumps, pressure pumps)
- Renovations/Maintenance building and structures
- Dip tank poles
- Solar installation & equipment
- Livestock (chicks, cattle, goats, pigs)
- Stockfeed
- Agricultural equipment (feed plants, AI equipment)
- Fuel supply
- Water & sanitation materials
- Stock feed
- Drugs & vaccines
- Seed & cuttings

REQUIREMENTS FOR COMPANIES & SUPPLIERS

Interested suppliers and contactors must meet and provide the following requirements:

- Form CR14 or equivalent
- Certificate of incorporation/registration
- Current tax clearance certificate
- Company profile including physical address, contact details, product/ service list,
- At least 3 reputable and verifiable references from similar projects,
- Payment terms and Banking details.

Application Process:

All applications are advised to clearly mark the category applied for and drop in sealed envelopes at: Procurement Committee, ActionAid Zimbabwe, 26 Divine Road, Milton Park, Harare, or email to procurement.zimbabwe@actionaid.org .

Notes

- Inclusion in the vendor's database does not guarantee contracts; it is for pre-qualification
- Women-owned, youth-owned and locally based enterprises are strongly encouraged to apply.
- No involvement in bribery, corruption, or fraudulent practices
- Commitment to safeguarding children, vulnerable adults, and communities.