



MEFMI

Macroeconomic and Financial Management
Institute of Eastern and Southern Africa

SUPPLY OF GOODS AND SERVICES

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned Institute with 14 member countries, namely: Angola, Botswana, Burundi, Eswatini, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Tanzania, Uganda, Zambia and Zimbabwe. MEFMI was founded in 1994 and it aims to build sustainable human and institutional capacity and foster best practices for prudent macroeconomic and financial management in Central Banks, Ministries of Finance and Planning and other related institutions with the long-term objective of supporting macroeconomic and financial stability. The MEFMI Secretariat is based in Harare, Zimbabwe.

MEFMI is inviting applications from reputable firms and individual consultants, to be included on the Institute's list of suppliers of goods and services in the following categories:

- Hotel, Lodge facilities and Conference Services
- Public address system service providers
- Airport transfers/shuttle services
- Air Travel Agents
- Document and Publications Design & Printing
- Courier Services
- Office Stationery supplies
- Printer and computer consumables
- Computer hardware and software supplies and maintenance
- Local Area Network supplies and maintenance
- Website development & maintenance
- Office Cleaning and sanitary disposal services
- Office Security and Systems Installations
- Building & Partitioning Services
- Office Furniture
- Servicing of various office Machines
- Vehicles Repairs and maintenance
- Electricals, Boreholes, Air Conditioning units, Solar equipment and Generators Repairs and maintenance
- Property Maintenance, plumbing, etc
- Translation and interpretation services
- Simultaneous interpretation equipment hire
- Fuel and lubricants supply
- Catering services
- Garden maintenance
- Medical and emergency supply services
- Garbage collection services
- Drinking Water Supplies
- Event Planning and décor
- Social Media Management
- Graphic Designing
- Equipment Hire for events (e.g., PA System, tents, chairs, tables, computer etc.)
- Corporate gifts and Promotional Materials Supplies
- Photography & Videography services
- File storage and Archiving services
- Vehicle hire and transport services, Taxi Hire

All applications must include the following:

- Copies of certificate of registration / incorporation
- Names of directors
- Tax registration certificates (Income tax and VAT)

- Contact persons
- Company profile
- Full contact details (physical address, telephone and fax numbers and e-mail addresses)
- Three references from renowned companies
- A list of existing customers

Applications should be addressed as follows:

Supply of Goods and Services

Finance and Administration Director
MEFMI, 9 Earls Road, Alexandra Park
P O Box 66016, Kopje, HARARE

OR

E-mail: capacity@mefmi.org

OR

Drop off physically at the office.

Please only use one of the options presented as channels of communication.

The applications should arrive no later than 1630 hours on 31 March 2023. Applications received after the closing date and time will **NOT** be considered. Only shortlisted suppliers will be contacted directly. Canvassing of any nature will not be tolerated by MEFMI and will result in removal from the shortlisting process.

Existing suppliers who wish to continue should also re-apply.