



Registration of Suppliers of Goods & Services.

Stanbic Bank Zambia Limited, invites applications from reputable firms to register as suppliers and contractors of goods and services for the year 2019 to 2020 in the following categories:

S/N	Property	Professional Services	Travel Logistics & Accommodation	Technology	Marketing	Office Supplies	Alternative Power Back up Solutions	Human Resource
1	Building Contractors	Professional Services	Air Ticketing Services	Computer Hardware & Maintenance	Event Management	Supply of Office Equipment	Supply & Installation of Generator Set	Recruitment Agencies
2	Cleaning Services	Mechanical Engineering Consultants	Accommodation and Conference Facilities	Computer Consumables	Promotional Materials-Hard & Soft Elements	Office Equipment Repair/Service	Supply, Installation & Maintenance of Alternative Power Supply (solar, Inverters or Gas)	Food & Beverages
3	Supply & maintenance of Firefighting Equipment	Property Valuers and Land Surveyors	Car Hire Services (Short & Long)	Network Infrastructure Equipment, Spares, Services and on-site maintenance	Advertising & Marketing (Outdoor Printing consultancy)	Supply & Delivery of General Stationery	Transportation of fuel for Generators across the bank network	Training Services
4	Facilities Management Services	Auctioneers	Relocation Services/ Household removals	Maintenance and installation of LAN	Professional Photography & Video Services	Supply & Delivery of Printed Stationery		Catering Services
5	Security services	Debt Collection Services	Motor Vehicle Repairs, Service & Maintenance	Software and Software Licenses	Signage Fabrication and Maintenance	Supply & Maintenance of Money Handling Equipment		
6	Maintenance of Air Conditioning units	Consultancy Services	Customs Clearance of goods	Leasing of Multi-Functional Printers	Roadshow Management & Activation			
7	Painting Services	Electrical Engineering Consultants	Courier Services (Local & International)	Supply & Maintenance of Servers	Social Media Management Service			
8	Pest Control Services	Insurance Brokers	Motor Vehicle Supply		PR Services			
9	Finishes & Aesthetics of Buildings	Liquidators & Receivers	Hire-Material Handling Equipment					
10	Movement and Assembly of Furniture	Motor Vehicle & Asset Valuers	Supply & Installation of Motor Vehicle Tracking System					
11	Security Equipment & Spares (CCTV & Access Control)	Repossession Agents						
12	Quantity Surveyors							

MANDATORY REQUIREMENTS

- Full Registered name of the Organization
- Copy of Valid VAT certificate
- Copy of Valid Certificate of Incorporation
- Copy of Valid Tax Clearance Certificate
- Postal, Physical and email addresses
- Telephone and Fax Number
- Three letters of reference from reputable clients
- Full Banking Details and Financial Capability
 - Vendors are required to submit their latest financial statements (Audited or Certified and these should be less than 24 months)
 - A reference letter from a professional services firm (Bankers, Auditors or Lawyers) should be attached
- Names of Directors and their Physical Addresses (Attach copy of PACRA Form)
- Proof of Registration with NCC for construction or any other regulatory bodies
- Proof of Franchise-(Where applicable)

CONDITIONS

Stanbic Bank Zambia Limited shall undertake a preliminary evaluation and only successful firms will be notified. Applicants must clearly state areas of specialization on the envelopes. Stanbic Bank Zambia Limited restricts the limit to a maximum of four categories per company. All Applications must be labeled, "Registration of Supplier and Contractors FY 01.01.2019 to 31.12.2020" and deposited in the Tender Box stationed at **Stanbic House, Plot 2375, Addis Ababa Drive, Lusaka**. All Service providers or suppliers who were previously or are currently providing services or supplies to the Bank must re-register as they will not be automatically included in the database.

For full details of requirements and registration form download, please visit our website: www.stanbicbank.co.zm.

NOTE: All existing suppliers and contractors are required to re-apply

Deadline: Deadline for Submission of applications is **Tuesday 31st July 2018**. For Clarifications, kindly contact procurement on **370402** and **370354**