

REGISTRATION OF SUPPLIERS AND CONTRACTORS FOR THE YEAR JANUARY 2024 – DECEMBER 2026 TENDER # JC/002/2026

Applications are hereby invited from competent Vendors /Contractors/ Suppliers for the provision of goods and services covering the year **2024 – 2026**. Currently registered suppliers should also re-apply. Please state the area of specialization and the categories you wish to be registered under. Refer to the classifications listed below:

1. GOODS

- a) Office Stationery
- b) Hardware and Electrical Spares
- c) Computer Hardware software consumables and office equipment
- d) Personal Protective Equipment (PPE)
- e) Fuel and Lubricants
- f) Medical supplies and drugs
- g) Pine/Eucalyptus timber (kilned and wet)
- h) Laboratory equipment/supplies
- i) Mechanical and Motor vehicle service/spares
- j) Firefighting equipment and services
- k) Machinery spares

2. SERVICES

- a) Courier services
- b) Customs clearing and forwarding
- c) Transportation
- d) Travel agencies and car rental services
- e) Insurance
- f) Maintenance of computer and office equipment
- g) Legal services on retainer basis
- h) Lifting appliances, scales and crane maintenance
- i) Civil works
- j) Cleaning and horticultural services
- k) Security
- l) Printing services
- m) Catering Services

3. REQUIREMENTS

As specified in the ZAMEFA supplier questionnaire

- a) Company profile
- b) Certificate of incorporation
- c) Valid registration certificate from Zambia Public Procurement Authority
- d) Copy of certificate of registration with relevant body, where applicable
- e) Trade (Payment) Terms
- f) Proof of physical verifiable address
- g) Proof of experience/traceable references in category applied for
- h) Valid Napsa
- i) Valid Workers compensation
- j) Valid Tax clearance/TPIN

4. CONDITIONS

- a) Application forms can be obtained from the Purchasing & Logistics Manager upon payment of Non-refundable processing fee of **ZMK500.00**
- b) Acceptance of at least 30days credit terms of payment
- c) Acceptance of electronic payment system
- d) Provision of after-sale services
- e) Incomplete copies will not be considered
- f) Electronic copies will not be considered
- g) Late entries will not be accepted
- h) Successful registration does not mean automatic offer of business
- i) Only successful applicants will be notified within **60** days

5. CONTACT DETAILS

Complete application forms should reach ZAMEFA PLC by **17:00hrs on 15th December 2023** in SEALED ENVELOPES and must be clearly marked “REGISTRATION OF SUPPLIERS and CONTRACTORS FOR 2024-2026”

Addressed to:

Purchasing & Logistics Manager
Metal Fabricators of Zambia Plc
Manufacturing Plant and Department Sales
Plot #1400, H. Figov Road, Industrial Area
P.O Box 90295, Luanshya.

Lusaka Sales and Distribution Centre
Plot #20996, PO Box 30035, Kafue Road,
Makeni, Lusaka Zambia.