

INVITATION FOR 2023 TO 2025 SUPPLIER REGISTRATION FOR ZAMBIA NATIONAL COMMERCIAL BANK (ZANACO) PLC

Zambia National Commercial Bank (Zanaco) Plc, intends to register suppliers for a period of two (2) years in various categories for the enhancement of the operations of the Bank and now invites credible and well-established firms to submit applications as suppliers of services, works and goods in the following categories:

Property	Professional Services	Technology	Office Supplies	Marketing	Human Resource	Transport and Logistics
- Building contractors	- Cash Solution - Cash Management & Cash in Transit (CIT)	- Supply of Computer Hardware and Consumables	- Supply and maintenance of Note and Coin Counting machines	- Promotional Materials-print and electronic (brochures, posters, magazines)	- Recruitment Services	- Air travel management services
- Facilities Management (Property maintenance)	- Audit Services	- Supply and maintenance of Servers	- Supply and delivery of general stationery	- Corporate gifts and Hampers and other promotional materials (caps, t-shirts)	- Medical Scheme services	- Courier services - Local and International
- Security Services (Physical guarding and Alarm monitoring)	- Forensic Investigations and consultancy services	- Supply and maintenance Data Storage	- Supply and delivery of printed stationery	- Market research (Customer insights-brand tracker)	- Training services	- Motor vehicle supply
- General Cleaning and sanitary services	- Debt Collection services Provision of Digital Sales Agents	- Maintenance and installation of Local Area Network (LAN) (Inclusive of Network points repairs)	- Printing of cheque books	- Event Management services	- Catering services	- Supply of fuel and lubricants for motor vehicles
- Garbage collection	- Provision of Trade Developer Representatives	- Provision of Data Connectivity and Telecommunication Services	- Supply and delivery of Office furniture	- Activation Management (Campaigns, Road Shows, Sports, product launches product campaigns)	- Immigration consultancy	- Motor vehicle repair,service and maintenance
- Fumigation services	- Auctioneers	- Professional Services; Development of technology proof of concepts	- Supply of Floor carpets	- Interior Design	- Accommodation (Apartments/Hotel/Lodges)	- Provision of Motor vehicle tracking system
- Security Equipment and spares (CCTV and Access control prov)	- Insurance Brokers	- Provision of Network infrastructure Equipment, Spares, Services and On-site maintenance	- Supply of Blinds	- Media Agency	- Conference facilities	- Relocation Services/House hold Removals
- Supply and Maintenance of Fire Fighting equipment	- Printing of Cheque books	- Leasing of Printers	- Supply and delivery of Cash trucks	- Creative Agency	- Physical and wellness initiatives	- Car hire services (long and short term)
- Asset verification - Coding and tagging	- Re-possession Agents	- Leasing of Computers	- Supply of Corporate Wear	- Brand management: Directional signage, Branch Network, ATM site, Outdoor sites, Merchant outlets, Fabrication, ATM Dropdowns, Wall branding	- Psychotherapy services	- Provision of Warehousing facilities
- Supply, Installation and Maintenance of Lifts	- Electrical Engineering Consultancy services	- Technology development services	- Supply of stamps	- Board Training & Evaluation Services	- Psychometric Assessment services	- Delivery of fuel for generator sets across the business
- Land/Quantity Surveyors, including Remote Sensing	- Mechanical Engineering Consultancy services	- Technology professional and consultancy services	- Supply of Access Card Consumables: access cards, lanyards, laminating fumes, access card holders	- Salary Survey	- Provision of Team Building services	- Supply of tyres and batteries
- Property Valuers	- Tax Consultancy	- Supply of Automated Teller Machines (ATMs); repairs, accessories and related software, support	- Supply of ATM Cassettes	- Florists	- Décor Services	- Provision of Customs and Clearing services
- Fabrication: ATM Drop downs, Booths, Containers, Point of Sale Boxes for service stations	- Financial Reporting Consultancy	- Supply of Point of Sale machines (POS); repairs, accessories and related software	- Supply of refreshments	- Event venues for small, medium & large events	- Moderation/ Master of Ceremony Services	- Hire - Material Handling equipment
- Supply of Mineral Water country-wide	- Budget, IFRS, Reconciliations Consultancy	- Disaster Recovery and Business Continuity management Colocation services	- Supply of mineral water	- Media training consultants	- Electronic media advertising placements/ services (TV, Radio, Newspaper)	- Hire of Motor Vehicle for transport
- Supply of Bulk Water - Water bowser	- Transfer pricing Consultancy	- Supply of backup tapes	- Supply and delivery of credit and debit cards	- Outdoor Advertising Services	- Printing services - large format, digital	- Motor vehicle repairs and maintenance
- Water proofing and roof repair works	- Asset & Liability Management	- Supply of SFPs, Network Adapters and Cables		- Newspaper adverts for sale of Bank Repossessed properties		
- Hardware and Building material supplies	- Assets and Liabilities	- Supply of software applications, subscriptions and licenses				
- Landscaping services	- Share Transfer Agents	- Supply and delivery of Smart Phones/Tablets				
- Architectural Services	- Certification/Re certification services, Maturity assessment Services and Supply of Management Model engines	- Electronic Litigation and Contract Management System				
- Supply and Maintenance of Air-conditioning Units	- Real Estate Management					
- Borehole siting, drilling & maintenance. Pumps and Water reticulation services	- Certification/Re certification services, Maturity assessment Services and Supply of Management Model engines					
- Supply, installation and maintenance of UPS and Invertors	- Debt Collection and collateral management					
- Structural Engineering services	- Valuers					
- General building and maintenance work i.e.	- Land surveyors					
- Painting, Plumbing, Carpentry etc.	- Receivers and liquidators					
- Fuel Storage						
- Building management system						

Mandatory Application Requirements

- Valid Tax clearance
- Certificate of incorporation
- Anti-bribery and corruption policy/report
- NAPSA registration certificate
- Certificate of Share Capital/PACRA Print Out
- NRC/Driver's license/Passport, Nationality and Proof of residence for Shareholders and Directors listed on PACRA and those not listed.
- Organization Structure
- Curriculum vital of a minimum of five (5) key members of staff including controlling officer.
- Address of the vendor and proof of residence – utility bills or lease agreement
- Evidence of works/services/goods provided to other organizations
- Reference letters from minimum of three (3) similar entities
- List of names and contact details of current clients
- Letter from the vendor's lawyers detailing Legal status.
- Documentary evidence of the signee being appointed signed by the Board or management of the vendor
- Audited financial statements for the past two years/management accounts for the past three years/Introductory letter from vendor Bank and Bank statement

Conditions

- Interested bidders can obtain a complete set of pre-qualification documents for their completion from our website: www.zanaco.co.zm. For more clarifications, kindly contact the Supply Chain Management Department on: Procurement@zanaco.co.zm.
- Applications must be submitted electronically using this link <https://forms.office.com/r/kjiThcz5cG> on or before Friday 28th April 2023 at 15:00 hours local time and any application received after the time and date stipulated above will not be accepted.
- All service providers or suppliers who are currently providing services or supplies to the Bank must also re-apply.
- Interested companies must clearly state their categories of specialization and must also note that applicants are restricted to a maximum of 3 categories per Applicant. Zanaco shall conduct the Evaluation of the submissions and only successful firms will be notified.

THE HEAD SUPPLY CHAIN MANAGEMENT
ZAMBIA NATIONAL COMMERCIAL BANK

