



ENGINEERING INSTITUTION OF ZAMBIA (EIZ)

“REGISTRATION OF SUPPLIERS FOR 2023”

The Engineering Institution of Zambia (EIZ) is a statutory body that regulates the engineering profession and allied disciplines mandated by the EIZ Act No. 17 of 2010 of the laws of Zambia.

EIZ now invites applications from firms to register as suppliers of various goods, works and services in the following categories.

1. LOT 1: COMPUTERS & INFORMATION TECHNOLOGY SERVICES

- 1.1 Supply, delivery and maintenance of computers, printers, copiers, scanners, etc.
- 1.2 Installation and maintenance and of Local Area Network (LAN)
- 1.3 ICT hardware maintenance and support services
- 1.4 Supply of Licenses, such as Win Server 2019-2022 Operating system, MS Office, Antivirus, MS project, SQL 2019 etc.

2. LOT 2: GENERAL OFFICE SUPPLIES AND SERVICES

- 2.1 Supply and delivery of office stationery, cleaning products and services
- 2.2 Supply and delivery of various Toner Cartridges and consumables
- 2.3 Supply and delivery of protective clothing (PPEs)
- 2.4 Supply and delivery of office furniture, i.e., tables, chairs, cabinets, bulk filers, etc.
- 2.5 Insurance services (motor vehicles and office equipment)

3. LOT 3: BRANDING AND PRINTING

- 3.1 Banners, Backdrops, Roll-ups, Tear-drops, etc.
- 3.2 Vehicle branding services
- 3.3 Printing of booklets, newsletters, brochures, flyers, calendars, etc.
- 3.4 Gifts and branded corporate wear
- 3.5 Diaries, notebooks, etc.
- 3.6 Creative agencies (graphics designing, etc.)
- 3.7 Videography and photography (Slide shows/Event documentaries)

4. LOT 5: MAINTENANCE SERVICES

- 4.1 Maintenance of office equipment, i.e., printers, computers, scanners, etc.
- 4.2 Property maintenance (plumbing, electricals, carpentry services, etc.)
- 4.3 Aluminium and glass installation works

5. GENERAL REQUIREMENTS

- 5.1 Company profile
- 5.2 Registered name of the company
- 5.3 Certificate of incorporation with PACRA
- 5.4 Certificate of registration with ZPPA
- 5.5 Certificate of registration with ICTAZ (for IT applicants) or any other relevant bodies
- 5.6 Valid tax clearance certificate from ZRA
- 5.7 Names of Directors and their residential addresses
- 5.8 References with proof of past works or services carried out in the last 8 months
- 5.9 Company banking details and financial capability (minimum 6 months financial statement)
- 5.10 Minimum three (3) references
- 5.11 Supplier must be ready to offer a 30-day credit facility
- 5.12 Proof of supplier registration payment

6. GENERAL TERMS AND CONDITIONS

- 6.1 EIZ shall undertake the preliminary evaluations for a shortlist. Only successful companies will be notified.
- 6.2 Applicants must clearly state the lot number(s) they are applying for. There are no restrictions to the number of lots a company can apply for.
- 6.3 Interested suppliers will be required to pay an administrative non-refundable participation fee of **K200.00**.

Applications, in four (4No.) copies (one original), clearly labelled “***EIZ Supplier Registration for 2023***” should be deposited in the Tender Box situated on the first floor of EIZ, Engineering House, Stand No. 2374, Danny Pule Road, Showgrounds, P. O. Box 51084, Lusaka.

The **CLOSING DATE** for receiving submissions is **Friday 14th October, 2022** at 15:00hrs local time. Late bids and electronic submissions will **not** be accepted. Vendors are free to witness the bid opening if they wish to do so.

Further information can be obtained from the Procurement Specialist, EIZ, on. Tel: 0211 255161/ 256205 or e-mail: evans.lumamba@eiz.org.zm

Note: This request for supplier registration can also be accessed on our website: www.eiz.org.zm

Evans Mubanga Lumamba
Procurement Specialist
For/Registrar & Chief Executive Officer
ENGINEERING INSTITUTION OF ZAMBIA