

REGISTRATION OF SUPPLIERS FOR 2022 - 2023

Atlas Mara Bank Zambia invites current and prospective suppliers and service to register as suppliers of goods, works, non-consulting and consulting services for the years 2022 - 2023 in the following categories:

1. Property	Immigration consultancy service	Insurance and medical scheme providers	6. Office Supplies
Building contractors	Wellness support	Liquidators and receivers	Supply of office equipment
Garbage collection, fumigation, general cleaning and sanitary services	Covid supplies and reagents	Motor vehicle & asset valuers	Office equipment repair/ servicing
Supply and maintenance of firefighting equipment	Accommodation	Repossession agents	Supply and delivery of general stationery
Facilities management services (property maintenance)	3. Technology	Property valuation services	Supply and delivery of printed stationery
Security services (physical guarding ,alarm response and CIT)	Computer hardware & maintenance	Estate agency services	Supply and delivery of purified drinking water across the business
Supply and maintenance of air conditioning units	Computer consumable	Land surveyors	Supply, repairs and maintenance of: Note & Coin counters, Banning Machine Shredders
Delivery of fuel for generator sets across the business	Network infrastructure equipment, spares, services and onsite maintenance	Auctioneers	Supply, installation and repair of furniture
Security equipment and spares (CCTV & access control),AI	Maintenance and installation of local area network (LAN)	5. Marketing	Cheque book printing services
Asset tagging/coding services	Software and software licenses	Event management (décor, refreshments)	Printed polythene bags (coin bags)
Forklift services	Supply and maintenance of point of sale machines (POS)	Branch network	Supply of bottled water
Landscaping services	Supply and maintenance of servers	Advertising & marketing (outdoor, printing, consultancy)	Supply and servicing of safe doors, teller canisters, trolleys etc.
Boreholes, pumps	ATMs supply repairs and maintenance	Corporate gifts and other promotional materials	7 Transport
Sewerage system maintenance services	Supply and maintenance of printers	Brand management	Air ticketing services
Occupation health, safety and environment consultants.	Supply and maintenance of receipt printers and scanners	Directional signage	Car hire services (short and long term)
Note counters and coin counters supply and maintenance service.	Installation and maintenance of system integration services (wide area network or/and multiprotocol label switching)(MPLS)	Promotional materials- print and electronic (brochures, posters, Magazines e-mailers, banners i.e. Website	Accommodation (hotels, guest houses and lodges) and conference facilities
Specialized deep cleaning under the Covid-19 pandemic.	Supply support and maintenance of cyber security services	Outdoor sites	Relocation services/household removals
Waste management services	4. Professional Services	Merchant outlets	Motor vehicle supply, repair and service
Hardware and building materials supply e.g. paint, electrical items	Architectural services	Fabrication, evaluation and maintenance	Clearing of goods through customs
Supply and delivery of water by water bowser vendor across the business	Electrical engineering consultants	Activation management (campaigns, roadshows, sports)	Courier services (local & international)
Supply, installation, maintenance of ups and invertors	Mechanical and civil engineering consultant	Professional photography & video services	Motor vehicle towing services
2. Human Resources	Quantity surveying consultants	ATM sites	
Catering services (indoor and outdoor)	Structural engineering services	Market research (customer insights-brand tracker)	
Training services	Debt collection services	Sports regalia	
Food and beverages	Audit services		

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Requirements

1. Certified Identification Documents (Passports, NRC or Driver's License) for the Company's Directors & Shareholders
2. Supporting documents confirming their Company's Shareholding Structure and allocation of Shares to confirm the Ultimate Beneficial Owner(s), (e.g. documents from registry in the country of incorporation)
3. Provide confirmation of the address for business operations through bill payment receipt or company stationary
4. Documentation evidencing your incorporation, registration, or other legal establishment (e.g., certificate of incorporation or registration)
5. Certified and valid Tax /VAT Certificate is availed to confirm that the company is aligned with the Tax payments and registration.
6. Any required registrations or other documentation authorizing you to carry on the appropriate business within the specified country/territory, if required by local law
7. Provide three referees of which at minimum two should provide confirmation of their recommendation.
8. Documentation confirming your bank, branch, account, and signatory authority for your account (e.g. letter from the Bank or letter from the supplier on their letterhead confirming the bank details);
9. Ensure to complete and submit the Due Diligence Questionnaire that can be downloaded in the link below <https://ufile.io/l727x4um>
10. Application forms should be emailed to Atlas Mara Zambia Procurement tender-zm@bancabc.co.zm by **17th December, 2021.**

Conditions

1. There will be a pre-registration screening by the Tender Committee and only successful applications will be registered. However, please note that registration does not constitute automatic offer of Business
2. Applications labelled "Registration of Suppliers" should be addressed to:

**Procurement Manager
Atlas Mara Zambia,
Corner Church Road/Nasser Road,
PO Box 37102
Lusaka 10101, Zambia.**