



**REGISTRATION OF SUPPLIERS FOR THE PERIOD JULY 2026 – JUNE 2028**

Kwacha Pension Trust Fund is in the process of registering Contractors and Suppliers of goods and services and hereby invites reputable companies to register in the following categories for the period July 2026 – June 2028.

<b><u>CATEGORY A:</u></b> <b>PROPERTY MAINTENANCE SERVICES (LUSAKA)</b>	<b><u>CODE</u></b>	<b><u>CATEGORY B:</u></b> <b>OTHER SERVICES</b>	<b><u>CODE</u></b>	<b><u>CATEGORY C:</u></b> <b>SUPPLY OF GOODS</b>	<b><u>CODE</u></b>	<b><u>CATEGORY D:</u></b> <b>MARKETING SERVICES</b>	<b><u>CODE</u></b>	<b><u>CATEGORY E:</u></b> <b>CONSULTANCY/ PROFESSIONAL SERVICES</b>	<b><u>CODE</u></b>
Electrical maintenance.	A01	Printing services	B01	Supply of Drinking Water.	C01	Printing and Branding of Corporate Materials e.g. Staff Attires or Corporate gifts.	D01	Real Estate Agency – disposal, leasing and others.	E01
Plumbing maintenance.	A02		B02	Supply of Stationery and other consumables.	C02	Graphic designing/branding	D02	Property Valuation Services (Annually).	E02
Carpentry.	A03	Motor vehicle cleaning services	B03	Supply of Office Furniture.	C03	Advertising/Marketing.	D03	Debt Collection Services.	E03
Sewer unblocking services.	A04	Security Services (guarding)	B04	Supply of Brand-New Motor Vehicles.	C04			Consultancy on Enterprise Resource Planning.	E04



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Maintenance of Automated Lawn Sprinklers.	A05	Asset Valuation and Auctioning services	B05	Supply of Cleaning Materials.	C05			Consultancy on Human Resource Services including sourcing and recruiting, HR outsourcing and others.	E05
Supply, installation and maintenance of elevators/ lifts.	A06	Catering services	B06	Supply of Computers and Office equipment.	C06			Professional ICT Support and Network Security Services, Network Infrastructure services.	E06
Supply and service maintenance of Air Conditioners.	A07	Provision of transport services (taxi).	B07	Supply of Computer Software and licenses	C07			Staff and Board Training Services. Details of areas of specialty to be provided.	E07
Provision of fumigation/pest control services, sanitary and garbage collection.	A08	Travel Agency (Local and International air travel).	B08	Supply of ICT Equipment and Consumables	C08			Board Evaluation	E08



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Supply, installation and maintenance of Generator set.	A09	Landscaping services.	B09	Delivery of Fuel for Generators.	C09			Legal Services: conveyancing, legal advice/ opinions, legal representation, contract and other document drafting and review etc.	E09
Supply, Installation and Maintenance of Water Tanks and water reticulation systems	A10	Cleaning services.	B10	Supply and Maintenance of Fire Fighting Equipment.	C10			Internal Audit Services and other required reviews.	E10
Painting services	A11	Computer and office equipment hardware maintenance	B11	Supply of tyres, motor vehicle batteries and other relates supplies	C11				
Quantity Surveyors	A12	Supply and Maintenance of Printer Leasing Services.	B12	Supply and installation of office curtains and blinds	C12				



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		Provision of internet access services.	B13	CCTV and Access Control maintenance.	C13				
		Firewall Management.	B14	Supply and Maintenance of Power Backup Services (UPS and/Solar system).	C14				
		Insurance Services: <ul style="list-style-type: none"> <li>•Medical,</li> <li>•Motor vehicle,</li> <li>•GLA,</li> <li>• Credit life,</li> <li>•General (fire, GPA, Office Contents, Employer's Liability, Public Liability, Fidelity Guarantee, Directors and</li> </ul>	B15	Supply and Maintenance of Telephone Systems.	C15				



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		Officers Liability.							
		Courier Services (local).	B16	Supply and maintenance of Minute taking tool.	C16				
		Supply and Installation of Motor Vehicle Tracking System	B17	Software and Software Licenses	C17				
		Sound system services for connection of remote meeting venues	B18	Supply & Maintenance of Servers	C18				

**APPLICATION REQUIREMENTS**

All applicants should enclose and submit the under listed to the address below: -

- Completed application form which can be accessed from the Kwacha Pension Trust Fund offices and from the website: [www.kptf.org.zm](http://www.kptf.org.zm).



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**Kwacha Pension Trust Fund is in the process of registering Contractors and Suppliers of goods and services and hereby invites reputable companies to register in the following categories for the period July 2026 – June 2028.**

- Company Profile (to include at minimum; major line/s of business, names and addresses of Shareholders/ Partners/ Directors, key personnel and their qualifications, current customers, names of contact persons, telephone number and email address).
- IDs of the Shareholders/ Partners/ Directors.
- IDs of the Senior Management Team.
- Minimum of three recent (less than two years) reference letters from reputable organisations.
- Copy of Certificate of incorporation/ Registration and other required certificates such as PIA registration certificates for insurance companies, EIZ certificates for Engineering companies, LAZ Membership for Legal services, ZIHRM Membership for HR services etc.
- For all ICT-related goods and services, applicants should show proof of being accredited as either support centres or solution providers for companies such as Microsoft, HP, etc.
- Valid Tax Clearance for 2026.
- Five (5) years or more demonstrated evidence of performing similar work. Client listing to be submitted with traceable references including name of Organisation, description of services provided/ goods supplied, date/ periods when services were provided/ goods were supplied, reference contact details etc.
- PACRA Stamped print-out with details of directors, shareholders or partners (printed out within one month of the RFQ).
- Physical and postal address of the business (with proof of physical address e.g. lease agreement).
- Rate schedule for various services offered/ goods supplied.
- Names of Bankers with a bank reference letter and bank account details.
- Indicate the **Category, Code** and description of the **Specific item** to be offered.
- All service providers and suppliers who are currently providing goods and services to the Fund must also re-apply as they will not be automatically included in the supplier's database.
- The Fund will restrict the limit to a maximum of four (4) categories per company.

A non-refundable amount of **K500.00** should be paid into the following bank account and a copy of the deposit slip submitted with the bidding documents.



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Kwacha Pension Trust Fund is in the process of registering Contractors and Suppliers of goods and services and hereby invites reputable companies to register in the following categories for the period July 2026 – June 2028.

- Account Name : Kwacha Pension Trust Fund
- Account Number : 0100112514400
- Bank Name : Standard Chartered Bank
- Branch : Lusaka Main
- Branch Code : 060017
- Currency : Zambian Kwacha

All sealed applications should be deposited in the Tender Box stationed at the KPTF Head Office by Monday 22<sup>nd</sup> June 2026 at 15:00 hours with envelopes clearly marked "Registration of Suppliers for July 2026 – June 2028" and addressed to: -

The Acting Executive Director  
Kwacha Pension Trust Fund  
Plot No. 5534 Libala Road, Kalundu Post Net Box 663 P/B  
891 Lusaka, Zambia.

Unlabeled, late and electronic submissions will not be accepted.

The Fund reserves the right to accept and/ reject any application without notice and without recourse to the participants.

Only successful bidders will be registered and communicated to. Registration does not constitute automatic offer of business. Successfully registered suppliers shall, at the discretion of the Fund, be invited to bid for specific items floated during the validity period.