

RECEIPT NO. _____



KWACHA PENSION TRUST FUND

APPLICATION FOR SUPPLIERS OF GOODS AND SERVICES TO KPTF

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company.

The advantages of registering as a supplier are as follows:-

- a) Limited/selective tender enquiries are sent to such firms, whenever they are eligible to supply goods and services ; and
- b) Creation of long term market relationship with the suppliers

PART 1 DETAILS OF THE APPLICATION

1. Name of Company:
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2. Physical
Address:.....
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3. Postal Address.....
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4. Postal Code.....
5. Email.....
6. Telephone No:.....
7. Fax No:.....
8. Contact Person
9. Bank Account Name
10. Banker(s) (where payment may be sent if electronic funds transfer is used)
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11. Branch of Bank

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12. Bank Account No.....

13. Address of Bank (Physical Address)

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14. Type of Business

- a) Manufacturer _____
- b) Contractor _____
- c) Trader _____
- d) Other(specify) _____

15. Tick the sub-categories of goods and services being applied for in the table below:-

CATEGORY A: PROPERTY MAINTENANCE SERVICES (LUSAKA AND NDOLA)	Sub category	Tick
Electrical Maintenance	A01	
Plumbing Services	A02	
Carpentry Works	A03	
Sewer unblocking and Pest Control Services	A04	
Maintenance of Automated Lawn Sprinklers	A05	
Supply, Installation and Maintenance of Elevators/Lifts. Supply and Service Maintenance of Air conditioners.	A06	
Supply and service maintenance of Air Conditioners	A07	
Provision of, Fumigation Services, Sanitary & Garbage Collection	A08	
Supply, Installation and Maintenance of Generator Set	A09	
Supply, installation & maintenance of water tanks and water reticulation systems	A10	
Painting Services	A11	
Quantity Surveyors	A12	
CATEGORY B: OTHER SERVICES	Subcategory	Tick
Printing Services	B01	
Motor vehicle cleaning services	B03	
Security Services (guarding)	B04	

Asset Valuation and Auctioning Services	B05	
Catering Services	B06	
Provision of transport Services (taxi)	B07	
Travel Agency (Local & International air travel)	B08	
Landscaping Services	B09	
Cleaning Services	B10	
Computer and Office Equipment hardware Maintenance	B11	
Supply and Maintenance of Printer Leasing Services	B12	
Provision of internet access services.	B13	
Firewall Management	B14	
Insurance Services: Medical, Motor vehicle, GLA, Credit life, General (fire, GPA. Office contents. Employers Liability, public Liability, Fidelity Guarantee, Directors and Officers Liability.	B15	
Courier Services (Local)	B16	
Supply and installation of Motor vehicle Tracking System	B17	
Sound System services for connection of remote meeting venues	B18	
CATEGORY C: SUPPLY OF GOODS	Subcategory	Tick
Supply of drinking water	C01	
Supply of Stationery , branding and other consumables	C02	
Supply of Office Furniture	C03	
Supply of Brand-new Motor vehicles	C04	
Supply of Cleaning Material	C05	
Supply Computers and Office Equipment	C06	
Supply of computer Software and licenses	C07	
Supply of ICT Equipment and Consumables	C08	
Delivery of Fuel for Generator	C09	
Supply and Maintenance of fire Fighting Equipment	C10	
Supply of tyres, motor vehicle batteries and other relates Supplies	C11	
Supply and installation of Office Curtains and blinds	C12	
CCTV and Access Control maintenance	C13	
Supply and maintenance of power Backup services (UPS and Solar System)	C14	
Supply and Maintenance of Telephone Systems	C15	
Supply and maintenance of Minute taking tool	C16	
Software and Software Licenses	C17	

Supply and Maintenance of Servers	C18	
CATEGORY D: MARKETING SERVICES	Subcategory	Tick
Printing and Branding of Corporate Materials e.g Staff Attires or Corporate gifts	D01	
Graphic designing/branding.	D02	
Advertising/Marketing.	D03	
CATEGORY E: CONSULTANCY/PROFESSIONAL SERVICES	Subcategory	Tick
Real Estate Agency	E01	
Property Valuation Services ((Annually)	E02	
Debt Collection Services	E03	
Consultancy on Enterprise Resource Planning	E04	
Consultancy on Human Resource Services including Sourcing and recruiting HR Outsourcing and others.	E05	
Professional ICT support and network Security Services, Network infrastructure Services.	E06	
Staff and board training Services. Details of areas of specialty to be provided.	E07	
Board Evaluation	E08	
Legal Services: conveyancing, legal advice/opinions, legal representation, contract and other document drafting and review etc.	E09	
Internal Audit Services and other required reviews.	E10	

Prepared by (Name in Capital Letters)

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Title:.....

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Signature:.....

Date.....

- A non-refundable amount of **K400.00** should be paid into the following bank account and a copy of the deposit slip attached to the submitted bid.

• **Account Name** : **Kwacha Pension Trust Fund**

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