



“Building Solidarity for Women’s Empowerment”

REGISTRATION OF SUPPLIERS FOR THE YEAR 2021-2022

The Non-governmental Gender Organizations Coordinating Council (NGOCC) a network of member NGOs and CBOs that are active in addressing gender and development issues, invites applications from established and reputable companies to register as suppliers for goods and services for the year 2021 and 2022 in the following categories:

1. GOODS

- a. Stationery and office supplies
- b. Office Equipment, accessories and furniture
- c. Motor vehicles

2. SERVICES

- a. Printing/design, translation and courier services
- b. Security and insurance services
- c. Cleaning, sanitary & pest control services
- d. Building construction and Property maintenance
- e. Motor vehicle repairs and maintenance
- f. Maintenance of fire equipment and IT equipment (including LAN, copiers, printers, fax machines, PABX, computers etc.)
- g. Hotels or Lodges, conference facilities, catering, arts/drama and travel services

3. REQUIREMENTS

- a. Company Profile stating Company Directors and contact person.
- b. Copy of VAT certificate, Tax clearance certificate and TPIN certificate.
- c. Copy of Certificate of Incorporation or Registration and other statutory bodies where applicable.
- d. Other requirements are as stipulated on the application form obtainable from NGOCC on payment of a non-refundable fee of K400.00 to be paid upon collection of the Form.

All completed applications clearly marked “Registration of Suppliers for year 2021-2022” and the category being applied for should be submitted to the address below not later than **20th November 2020** to NGOCC, Plot 5168, Nchoncho Road, Light Industrial Area, Lusaka.

Existing registered suppliers also need to re-apply. Female suppliers of services are encouraged to apply.

Please note that only successful applicants will be contacted and that registration does not mean guaranteed business.