

REGISTRATION OF VENDORS/SUPPLIERS 2026 - 2028

LOLC FINANCE ZAMBIA is in the process of registering suppliers for the provision of goods and services to the organisation for the year 2026 to 2028.

Applications are therefore being invited from credible and established reputable business entities to register for the provision of various services in the listed categories below:

(a) Property Maintenance Services

- Provision of Electrical/Plumbing/Elevators/Lifts and General Property Maintenance works.
- Supply and Maintenance of Fire Fighting Equipment Systems.
- Supply and maintenance of CCTV and Access Control Systems Equipment.
- Supply and Service Maintenance of Air Conditioners.
- Provision of Cleaning Services, Fumigation Services, Sanitary and Garbage Collection.
- Supply, Installation and Maintenance of Generator sets.
- Delivery of Fuel for Generators Set Across the Business Unit.
- Landscaping and Grounds Keeping Services.
- Motor Vehicle Fleet Maintenance

(b) Other Services

- Provision of Security Services (Guarding, Cash-in-Transit Services, ATM Management Services, Teller Implant Services and Cash Management Services).
- Provision of Record Management and Archiving Services.
- Provision of Travel and Ticketing Services.
- Provision of Auctioning Services.
- Provision of Catering Services.
- Provision of Fixed Asset Management Services.
- Provision of Clearing and Forwarding of Goods Through Customs.
- Provision of Transport Services and Removal of Household Goods.

(c) Marketing Services

- Marketing and Communications Services
- Advertising and Marketing (Digital, Outdoor, Print/Electronic, Media Buying and Agency/Consultancy).
- Provision of Graphic Design/Brand Management/Marketing Research.
- Provision of Fintech Innovation Services (Agency Banking & Wallet Acquisitions & other Innovations).
- Provision of Call Centre Services.
- Provision of Customer Relations Management System.
- Provision of Direct Sales Agent Services.
- Printing of Corporate Material (Calendars, Diaries, Staff Attire etc.).
- Printing of Promotional Materials/Corporate Gifts.
- Provision of Event Management Services (Décor/Refreshments).

(d) Office Supplies

- Supply of Office Furniture.
- Supply/provision of General Stationery.
- Supply of Drinking Water.
- Supply of Office Equipment and Note/Coin Counting Machines.
- Maintenance Service of Office Machines.
- Supply of Motor Vehicles.
- Supply of Courier Services (Local and International).

(e) Consultancy/Professional Services

- Provision of Engineering/ Consultancy Services (Architectural, Surveyors, Electrical, Property Valuers, Structural and Mechanical).
- Provision of Facility/Property Management services.
- Provision of Debt Collection Services.
- Provision of IT Consultancy & Network Security Services.
- Provision of IT Network Integration Services.

(f) Information Technology Services

- Supply of IT Equipment/Hardware, Software, Networking and other Accessories.
- Provision of Internet Service and WAN Service Provider (Fibre).
- Supply and Maintenance of Power Back-up Services. (UPS/Solar Systems).
- Supply and Maintenance of Printer Leasing Services.
- Supply of IT Consumables, ATM Consumables.
- Supply of ATM on Rentals/Lease.

(g) Insurance Services

- Provision of Medical insurance services.
- Provision of other Life and Non – Life Insurance services (Group Life Assurance, etc).
- Provision of General Insurance Services.

(h) Human Resources Services

- Training.
- Recruitment & Selection.
- Outsourcing of Staff.
- Provision of HR Management / Administration solutions and Software.
- Outsourcing of HR Services, etc.
- Mental Health and Wellness Services (Counselling, etc).
- Physical Health services (i.e. Gyms, Fitness Services, etc).
- HR related Surveys (i.e. Compensation Surveys, Employee Engagement Surveys, etc).
- Other HR Services.

Application Requirements:

- All applicants should submit the following requirements:-
- Company profile with recommendation from two (2) reputable organisations.
 - Copy of Certificate of Registration/Incorporation.
 - Rate schedule for various services offered.
 - Physical and Postal Address of business.
 - E-mail address, telephone numbers.
 - Copies of VAT certificate/a valid Tax clearance certificate.
 - A copy of valid NAPSA certificate.
 - Bank reference and bank details.

Further note that this invitation to supply does not constitute offer of business. Successful registered suppliers shall at the discretion of management be invited to bid for specific tenders floated during the year.

All applications should be clearly marked; "Registration for Provision of Goods and Services for 2026" in a specific category and should be emailed to Admin_Zambia@lolczambia.com, before 30th July 2026 and addressed to: