

REGISTRATION OF SUPPLIERS FOR THE PERIOD 2026 – 2027

1. BACKGROUND

EFC Zambia is a licensed deposit-taking Microfinance Institution (MFI) regulated by the Bank of Zambia. For 30 years, we have supported more than 55,000 Micro, Small, and Medium Enterprises (MSMEs) across various sectors of the Zambian economy. As one of the country's leading MFIs, we remain committed to expanding access to financial services for underserved MSMEs and to contributing to inclusive growth, enterprise development, and poverty reduction.

We wish to invite all reputable and well-established organisations to register with EFC Zambia as vendors for the supply of goods and the provision of services listed below.

2. LIST OF SERVICES

1. Provision of Branding Services
2. Provision of Car Hire & Taxi Services
3. Provision of Courier Services
4. Provision of Motor Vehicle Service and Repairs
5. Supply of Motor Vehicles
6. Supply & Maintenance of Office Furniture
7. Supply & Maintenance of Office Printers
8. Supply & Maintenance of Electronic Devices
9. Supply, Installation & Maintenance of Solar Systems
10. Supply of Printer Toners
11. Supply of Office Stationery Supplies
12. Supply of Grocery Supplies
13. Provision of Printing Services
14. Provision of Electrical Installations and Maintenance
15. Supply of Mobile Phones and Airtime
16. Provision of IT Consultancy Services
17. Provision of Insurance
18. Supply and Maintenance Services of Air Conditioners and Ventilation Systems
19. Supply and Installation of CCTV, Intruder Alarm, Fire Alarm & Access Control
20. Supply of Laptops, Computers and Accessories
21. Provision of Computer Repair Services
22. Provision of Air Ticketing and Travel Agency Services (Registration with IATA is preferred)
23. Provision of Plumbing Services
24. Provision of Cyber Security Services
25. Supply and Maintenance of Safes and Accessories
26. Provision of HR Consultancy Services
27. Provision of Hotel Accommodation and Conferencing Facilities
28. Provision of Maintenance Services for Fire Extinguishers
29. Provision and Maintenance of First Aid Kits
30. Provision of Photography and Video Services
31. Provision of Cleaning Materials & Fumigation
32. Provision of Internet Services (Primary and Secondary Network, 365, Colocation Services)
33. Provision of Construction Services
34. Provision of Auctioning Services
35. Provision of Debt Collection Services
36. Provision of Property Valuation Services
37. Provision of Security Services and Maintenance of Alarm Systems
38. Supply and Maintenance of Money Counters
39. Provision of Marketing, Advertising and PR Services
40. Provision of Marketing Consultancy Services
41. Provision of Strategy Consultancy Services (Executive Office)
42. Provision of Cleaning Services

3. REQUIREMENTS

The vendors shall provide:

1. Company profile;
2. Valid Tax Clearance Certificate;
3. VAT Registration where a company is VAT registered;
4. Company Registration Certificate/PACRA Certificate;
5. Valid NAPSA certification;
6. The Completed Application Form can be obtained from any of our EFC branches or can be collected directly from our Head Office located at Unit 11, 2nd Floor, Pangaea Office Park, Great East Road, Lusaka;
7. For all IT related goods and services, applicants should show proof of being accredited as support centres or solution providers for companies such as Microsoft, HP, Dell, Lenovo etc; and
8. All applicants will be required to open and maintain an active account with EFC.

NOTE: All the existing suppliers are required to participate in this process alongside prospective suppliers to be assessed and considered for future transactions.

All applications must be clearly labelled **"SUPPLIER REGISTRATION FOR 2026/27"** and applicants must clearly indicate the category they are applying for. The applications should be addressed to the Head – Human Resource & Administration and can either be physically dropped at the EFC Head Office or sent via email to hr@efczambia.com.zm.

Closing date for receiving all applications is 31st January 2026 at 17.00hrs