

REGISTRATION OF VENDORS/SUPPLIERS 2026 - 2027

Indo Zambia Bank is in the process of registering **new** suppliers for the provision of goods and services to the Bank for the years 2026 - 2027.

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) General Works 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 Garbage Collection, Fumigation Services, Sanitary and Cleaning Services.
- Supply, Installation and maintenance of Generator sets.
- Delivery of fuel for generators set across the business unit.
- Landscaping and Grounds Keeping services.

(b) Other Services

- Provision of Record Management and Archiving Services.
- Provision of Security Services (Guarding, Cash-in-Transit Services, ATM Management Services).
- Provision of Travel and Ticketing Services.
- Provision of Auctioning Services.

(c) Marketing Services

- Advertising and Marketing (Outdoor, Print/ Electronic, Media buying and Agency/Consultancy).
- Provision of Graphic Design/Brand Management.
- Provision of Fintech Innovation Services (Agency banking & Wallet acquisitions & other Innovations).
- Provision of Call Centre Services
- 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.

(d.) General Supply & Office Support

- Supply of Office Furniture.
- Supply/provision of General Stationery.
- Supply of Office Equipment and Note/Coin Counting Machines.
- Supply of Courier Services (Local and International).
- Provision of Transport Services and Removal of Household Goods.

(e) Consultancy Services

- Provision of Engineering/ Consultancy Services (Architectural, Surveyors, Electrical , Property Valuers and Mechanical).
- Provision of facility/property management services.
- Provision of IT Consultancy & Network Security Services.

(f) IT 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/ valid Tax clearance certificate.
- A copy of valid NAPSA certificate.
- Bank reference and bank details.

Please 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 application should be clearly marked; "**Registration for Provision of Goods and Services for 2026 - 2027**" in specific category and should be deposited in the Tender Box at Indo Zambia Bank, Corporate Head Office, Plot No. 1213/1214 Corner of Great East Road and Addis Ababa Drive, Lusaka, before **20th March, 2026** and addressed to:

The Secretary - Procurement Committee

Indo Zambia Bank Limited
Corporate Head Office, Plot No. 1213/1214
Corner of Great East Road and Addis Ababa Drive
P.O. Box 35411
Lusaka.
Tel.: +260 211 225080/224653/222300

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"We reserve the right to accept and reject any application without notice and our decision is final"
