

Vendor Registration for the Year 2026 - 2028

About First Capital Bank

First Capital Bank Zambia offers a comprehensive portfolio of lending, transactional banking and investment products, primarily servicing the needs of the corporate, commercial and retail clients. With a solid corporate customer base, the Bank has branches in Lusaka, Ndola and Kitwe.

First Capital Bank Zambia is part of FMBcapital Holdings PLC, a Mauritius-based holding company of the FMB Capital Group. It is listed on the Malawi Stock Exchange and has banking and finance operations in five SADC countries: Botswana, Malawi, Mozambique, Zambia and Zimbabwe.

We invite reputable suppliers to register with us for the year 2026. Register now in any of the following categories and become an integral part of our procurement network.

Marketing

- Corporate gifts and other promotional materials
- Advertising and marketing (printing, consultancy, outdoor)
- Signage fabrication and maintenance
- Activation Management (Roadshows, sports events, event branding, onsite branding & trade marketing)
- Event Management (decor, catering, refreshments, outdoor exhibition set up, PA System, marquees, tables, chairs, various equipment)
- Audio visual (Photography & Video Services, PA System, Teleprompter, Live Streaming Services)
- Brand Design and Valuation
- Creative Management and Media Buying services

Technology

- Supply and Maintenance of Servers, Computer Laptops, and Desktops
- Computer Consumables and Repairs
- Network infrastructure equipment, spares, services, and onsite management
- Software and Software licenses
- Supply and Maintenance of Money Counting Machines
- Supply and Maintenance of UPS (uninterruptible power supply)
- Supply and Maintenance of Printers
- Point-of-Sale machines (POS) supply and maintenance services

Professional Services

- Architectural Services
- Forensic Services
- Property Valuation
- Structural and Electrical Engineers
- Real Estate Agents (for repossessed property marketing)
- Collateral Management Services
- Project Managers
- Quantity Surveyors
- Renewable/Clean Energy Technical Advisory Services

Human Resources

- Training Services
- Staff Recruitment Services
- Travel Agencies
- Accommodation & Conference Facilities
- Insurance (Car/Health/life, etc.)

Facilities Management

- Building and Maintenance Contractors
- Cleaning, sanitary collection services, and Landscaping
- Supply and Maintenance of firefighting equipment
- Security services (guarding and Cash In Transit (CIT))
- Supply and Maintenance of Air Conditioning units, security equipment, and spares (CCTV & Access Control)
- Painting Services
- Supply, Installation, and Maintenance of Generator sets (including alternative Power Sources)
- Fumigation services
- Record Management Services

Office Supplies

- Supply of Office Stationery
- Supply and maintenance of office furniture
- Supply and maintenance of office equipment
- Supply of purified drinking water across the branch network
- Supply of Toners and cartridges
- Supply of Till Rolls and Point of Sale Tickets

Hospitality and Transport Services

- Air Travel Ticketing Services
- Courier Services
- Motor Vehicle Supply
- Car Hire Services
- Vehicle Repairs and maintenance
- Transport & Logistics
- Accommodation and Conference Facilities

Mandatory Requirements:

Vendors should provide the following documents:

1. Vendor Application Form (download on <https://www.firstcapitalbank.co.zm/vendor-application-form/>)
2. Introductory letter stating the goods/services you provide
3. Certificate of Incorporation/Registration
4. Minimum of Two (2) traceable and reputable references from past (within 3 years) and current companies you are doing business with
5. PACRA printout with Directors' and Shareholders' details
6. IDs for company Directors/Shareholders
7. Valid National Pensions Scheme Authority (NAPSA) compliance certificate
8. Valid Tax Clearance Certificate
9. Bank reference with account details
10. Trade License or certificates (varies with the category)
11. Company Profile
12. For IT services, providers should submit proof of accreditation as support/services centres or authorised dealers for Dell, HP, or other IT manufacturers.

Conditions:

First Capital Bank Limited shall undertake a preliminary evaluation, and only successful companies will be notified. Further note that this invitation to supply does not constitute offer of business.

All applications must be labelled "Vendor Registration 2026" and sent to email procurement@firstcapitalbank.co.zm. No physical application will be accepted.

Deadline for submission of applications is **Tuesday, 16 June 2026 at 16:00 hours**. Please note that late submissions will not be accepted.

For more information or clarification contact Procurement Unit on +260 211 368 750.

ANY FORM OF SOLICITATION WILL AUTOMATICALLY LEAD TO DISQUALIFICATION