



# The National Food and Nutrition Commission

## Registration of Suppliers and Contractors

The National Food and Nutrition Commission (NFNC) is a statutory body that plays a promotional and advisory role to the government on matters concerning food and nutrition. It also coordinates, guides and oversees all National Food and Nutrition activities and monitors the food and nutrition policy implementation.

In line with the provisions in part vi section 64 of the Public Procurement Act of 2008, National Food and Nutrition Commission hereby invites applications from organizations and individuals to register as suppliers and contractors for the provision of goods and services to our Institution in the listed categories below;

### **A. GENERAL SUPPLIES & SERVICES**

1. Office Equipment-General
2. Corporate attires and safety wear
3. Supply and services of fridges and Air conditioning machines
4. Outside catering services
5. Cleaning: sanitary services
6. Office Furniture
7. Courier Services
8. Advertising and Insurance
9. Printing: Graphic design and digital printing
10. Stationery and other consumables
11. Security Services
12. General Electrical Services, Water Pumps, fire extinguishers
13. Clearing and forwarding services

### **B. COMPUTER AND IT SERVICES**

1. Supply of desktop and laptop computers
2. Supply of printers, copiers, and fax machines
3. Maintenance of computers, laptops, copiers, scanners and fax machines
4. Supply, Installation and servicing of security monitoring equipment
5. Professional IT support services
6. Network Infrastructure services
7. Supply of Computer hardware accessories

**C. HOSPITALITY SERVICES**

1. Provide accommodation/Lodging and meals
2. Provide Conference facilities and meals

**D. MOTOR VEHICLES**

1. Motor vehicle repairs and servicing garages
2. Motor Cycles repair and servicing garages
3. Supply of motor vehicles and motor cycles
4. Supply of tyres, fuels, lubricants, tubes, fitment alignment services

**E. TRAVEL**

1. Travel Agency (Local and International air travel)

**F. TRANSPORTATION**

1. Transportation of Goods

**G. CARHIRE**

1. Hire of vehicles to all different 10 provinces of Zambia

**H. GENERAL MAINTENANCE**

1. Plumbing, Electrical, Construction and repair works

**I. MEDIA PRODUCTS**

1. Communication products and services

**J. ARCHITECTURAL AND SURVEY**

1. Designs, and land survey
2. Property valuation

**PRE-QUALIFICATION FOR SUPPLIERS**

- ✓ Company Profile – clearly indicating physical address, telephones and fax line and email address
- ✓ Valid copies of certificate of registration and incorporation
- ✓ Must be registered with Zambia Public Procurement Authority (ZPPA)
- ✓ Valid ZRA Tax Registration and Tax clearance certification
- ✓ Three months' bank statement
- ✓ Recent and current trade references
- ✓ For all IT related goods and services, applicants should show proof of being accredited as either support centers or solution providers for companies such as Microsoft, HP, Dell, APC etc.

- ✓ Building maintenance contractors should be registered with National Council for Construction (NCC)

**Payment by cheque of non-refundable fee amounting to k200.00 only**

All those that applied for 2018 calendar year need not to reapply

All applications must be clearly labelled 'Registration of Suppliers for the year 2019'

Applications must be addressed to:

***The Executive Director***

***National Food and Nutrition Commission***

***Plot 5112 Lumumba Road,***

***P.O Box 32669,***

***Lusaka.***

Applications can be posted or dropped in the tender box at NFNC

Submission should be done by close of business on Friday 12<sup>th</sup> October, 2018.

**Note: Registration as a Supplier, Contractor or vendor does not guarantee business transaction with the Commission as it is the discretion of management to do so.**