



## ENGINEERING INSTITUTION OF ZAMBIA (EIZ)

### “REGISTRATION OF SUPPLIERS FOR 2025”

The Engineering Institution of Zambia (EIZ) is a statutory body that regulates the engineering profession and allied disciplines mandated by the EIZ Act No. 17 of 2010 of the laws of Zambia.

EIZ now invites applications from companies to register as suppliers of various goods, works and services in the following categories.

#### 1. LOT 1: COMPUTERS & ICT SERVICES

##### 1.1 Supply and Delivery of ICT Equipment

- Supply and installation of desktops, laptops, servers, and accessories.
- Provision of peripheral devices such as monitors, keyboards, and mice.

##### 1.2 Printer, Copier and Scanner servicing and maintenance

- Routine servicing and repair of printers, copiers, scanners, and related office equipment.
- Provision of consumables such as toners and cartridges.

##### 1.3 Voice over IPv4 (VoIP) Communication Infrastructure Installation and Support

- Installation, Configuration, and Maintenance of a modern, Internet based Telephony system.
- Deployment of IP phones
- Configuration of call routing, voicemail, and other features
- Integration with existing IT infrastructure
- Ongoing maintenance and troubleshooting of the VoIP system.

##### 1.4 ICT Hardware Support and Maintenance Services

- Diagnosis and troubleshooting of hardware faults.
- Replacement of faulty components and hardware upgrades.

##### 1.5 Provision of Software Licensing

- Supply and renewal of licenses for operating systems (e.g., Windows Server 2019-2024).
- Licenses for productivity tools (e.g., Microsoft Office Suite, MS Project).
- Security solutions (e.g., antivirus and endpoint protection software).
- Database management systems (e.g., SQL Server 2021).

##### 1.6 Cloud Solutions and Virtualization Services

- Provision of cloud storage and computing services.
- Virtualization software and support (e.g., VMware, Hyper-V).

##### 1.7 Data Backup and Recovery:

- Establishment of comprehensive backup and disaster recovery solutions to ensure business continuity.

##### 1.8 IT Consulting:

- Expert advice on technology strategy, system optimization, and digital transformation initiatives.

## **2. LOT 2: GENERAL OFFICE SUPPLIES AND SERVICES**

- 2.1 Supply and delivery of various office stationery, cleaning products and services
- 2.2 Supply and delivery of various Toner Cartridges and consumables
- 2.3 Supply and delivery of personal protective clothing (PPEs)
- 2.4 Supply and delivery of office furniture, i.e., tables, chairs, cabinets, bulk filers, etc.
- 2.5 Insurance services (motor vehicles and office equipment)

## **3. LOT 3: BRANDING, PRINTING AND PHOTOGRAPHY**

- 3.1 Banners, Backdrops, Roll-ups, Tear-drops, etc.
- 3.2 Vehicle branding services
- 3.3 Printing of booklets, newsletters, brochures, flyers, calendars, etc.
- 3.4 Gifts and branded corporate wear
- 3.5 Diaries, notebooks, etc.
- 3.6 Creative agencies (graphics designing, etc.)
- 3.7 Videography and photography (Slide shows/Event documentaries)

## **4. LOT 5: MAINTENANCE SERVICES**

- 4.1 Maintenance of office equipment, i.e., printers, computers, scanners, etc.
- 4.2 Property maintenance (plumbing, electricals, carpentry services, etc.)
- 4.3 Aluminium and glass installation works

## **5. GENERAL REQUIREMENTS**

- 5.1 Company profile
- 5.2 Registered name of the company
- 5.3 Certificate of incorporation with PACRA
- 5.4 Certificate of registration with ZPPA
- 5.5 Certificate of registration with ICTAZ (for ICT applicants) or any other relevant bodies
- 5.6 Valid tax clearance certificate from ZRA
- 5.7 Names of Directors and their residential addresses
- 5.8 References with proof of past works or services carried out in the last 8 months
- 5.9 Company banking details and financial capability (minimum 6 months financial statement)
- 5.10 Minimum three (3) references
- 5.11 Must be ready to offer a 30-day credit facility
- 5.12 Proof of this supplier registration payment

## **6. GENERAL TERMS AND CONDITIONS**

- 6.1 EIZ shall undertake the preliminary evaluations for a shortlist. Only successful companies will be notified.
- 6.2 Applicants must clearly state the lot number(s) they are applying for. There are no restrictions to the number of lots a company can apply for.
- 6.3 Interested suppliers will be required to pay an administrative non-refundable participation fee of **K300.00**.

Applications, in three (3No.) copies and one original, clearly labelled “***EIZ Supplier Registration for 2025***” should be deposited in the Tender Box situated on the first floor of EIZ, Engineering House, Stand No. 2374, Kelvin Siwale, Showgrounds area, P. O. Box 51084, Lusaka.

The **CLOSING DATE** for receiving submissions is **Thursday 9<sup>th</sup> January, 2025** at 15:30hrs local time. Late submissions will **not** be accepted. Vendors are free to witness the bid opening if they wish to do so.

Further information can be obtained from the Procurement Specialist, Tel: 0211 255161/ 076 6614011 or e-mail: [evans.lumamba@eiz.org.zm](mailto:evans.lumamba@eiz.org.zm)

**Note:**

1. You are required to download and fill-in the “**2025 Supplier Registration Form**” from our website when submitting.
2. This request for supplier registration can also be accessed on our website: [www.eiz.org.zm](http://www.eiz.org.zm)
3. To pay for the participation fee, use the below details.

**BANK DETAILS**

ZANACO (PLC)	STANBIC	FNB	SCB	SCB
A/C No. 0104882400155	ZMW: A/C NO.: 9130000711083	A/C No.: 62676920484	A/C No.: 0150440509500	A/C No.: 0100140059600
Branch: Industrial Kitwe	USD: A/C NO.: 9130003989120	Acacia Commercial Branch Code: 260035	Branch: Zambia Way, Kitwe	Branch: Lusaka Main Branch Code: 060017
Sort Code: 01086	Branch: Mulungushi Sort Code: 040015 Swift Code: SBICZMLX		Sort Code: SCBLZMLX Swift Code: 060228	



1. Dial \*115#
2. Option 4: Make Payments
3. Option 6: Goods and Services
4. Option 1: Merchant Code
5. Enter business name: **EIZ (Southern Region)**  
**EIZKITWE(Northern Region)**
6. Enter amount: Eg. 250
7. Enter Reference: Enter names as reference
8. Enter mobile money pin
9. Forward the transaction details to  
0777490049 for Southern Region and  
0763689465 for Northern Region for  
receipting.

1. Dial \*115#
2. Option 5: MoMo Pay
3. Option 1: Pay Merchant
4. Enter Merchant Code: **739859 (Southern Region)**  
**109943 (Northern Region)**
5. Enter Amount: Eg. 250
6. Enter Reference: Enter names as reference
7. Enter your mobile pin
8. Forward the transaction details to  
0777490049 for Southern Region and  
0763689465 for Northern Region for receipting

Evans Mubanga Lumamba  
**Procurement Specialist**  
**For/Registrar & Chief Executive Officer**  
**ENGINEERING INSTITUTION OF ZAMBIA**