

Zambia Public Procurement Authority (ZPPA) is an independent statutory regulatory body established by the Public Procurement Act (PPA) No. 12 of 2008 of the laws of Zambia and is responsible for policy, regulation, standard setting, compliance and performance monitoring, professional development and information management and dissemination in the field of public procurement.

ZPPA, according to Section 64 of the PPA is required to “organise and maintain a system, in the form of a database or list, to provide centralized information on potential suppliers of goods.”

A procuring entity may also organise and maintain a system or database of potential suppliers and shall copy the information recorded in the system or database to the Authority (ZPPA) for inclusion in the centralized system referred above.

The registration of suppliers is aimed at building a profile for each supplier regarding information on general particulars of the company and has the following advantages:

- Provides the first point of reference for the supply of goods and services under the simplified bidding method; and
- Creation of long term market relationships with purchasers.

LIST OF CATEGORIES

The Zambia Public Procurement Authority registers suppliers of goods and services in the following categories:

S/N	CATEGORY A (GOODS)	SUB CATEGORY
1	Office Equipment	A01
2	Office Furniture	A02
3	Air Conditioners and Lifts	A03
4	Stationery and Office Supplies	A04
5	Electrical and General Hardware	A05
6	Motor Vehicles and Spare parts	A06
7	Uniforms and Protective Clothing	A07
8	Cleaning Materials	A08
9	Hospital Equipment and Materials	A09
10	Pharmaceuticals	A10
11	Agricultural Inputs	A11
12	Agricultural Equipment	A12
13	Radio and Communication Equipment	A13
14	Foodstuffs	A14
15	School Desks and Furniture	A15

S/N	CATEGORY A (GOODS)	SUB CATEGORY
1	Uniforms and Protective Clothing	B01
2	Office Equipment Repairs and Maintenance	B03
3	Printing	B04
4	Sanitary	B05
5	Insurance	B06
6	Motor Vehicle Repairs and Maintenance	B07
7	Customs Clearing	B08

- Procuring Entities (PEs) may register suppliers of goods and services if the goods and services they supply are not covered in the Table above.

REGISTRATION REQUIREMENTS

For initial registration, suppliers and bidders will be required to avail the following documentations to the Authority or PEs:

- Name of company;
- Postal and Physical address;
- Phone/Fax Numbers;
- Email Address;
- Names of Directors and contact person(s);
- Copy of Certificate of registration with relevant body where applicable;
- Copy of Certificate of Incorporation or Registration, only companies registered in Zambia with the Patents and Companies Registration Agency (PACRA) and Registrar of Companies shall be eligible; and
- Names of bankers.

Upon renewal of ZPPA Certificate, suppliers and bidders will be required to avail the following documentations:

- Copy of Certificate of Incorporation or Registration;
- Valid Tax Clearance Certificate;
- Original Bank Statement/Bank Reference letter of not more than six (06) months old from date of applying;
- Company Profile;
- Evidence of having paid the non-refundable fee or the application form and the certificate (Copy of Receipt);
- Annual Return Forms that is **Companies Form 42 and 53** filled by Limited

Companies, the **Business Names Form VII for business names** (Sole Trader and Partnerships) and a stamped receipt which bears an Accounts stamp from the Patents and Companies Registration Agency (PACRA).

- g. Annual Return Status Report from PACRA for companies whose annual returns are not yet due.

CONDITIONS

Registration shall be granted for a period of one (01) year. Firms may apply for renewal of their registration three (03) months before the expiry of the Certificate but payment will be required for each renewal.

The invitation for registration does not apply to Contractors of Buildings, road works, auditing and consulting services.

NOTE

- Registration as a supplier does not constitute automatic offer of business.
- The application for registration

shall be accompanied by payment of non-refundable fees as follows:

- Application Form – K50.00**
- Certificate – K100.00**

Section 64 (3) states that a supplier shall not be required to register in any data base or list as a condition of participating in any procurement proceedings” Bidders should however note the advantages of being on the ZPPA data base to which all PEs have access.

In case of loss of a Certificate of Registration, the supplier shall be required to pay an administrative fee of **50 kwacha to the cost of the Certificate** for replacement upon submission of a Police Report and an accompanying letter requesting for the re-issuance of the Certificate.

Opening and closing time for renewal payments is 09:00 hours to 16:00 hours every working day.

To download the Supplier Register or Supplier Registration Application Form, visit **www.zppa.org.zm**.

Contact Details

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**SUPPLIER
REGISTRATION**