

Invitation for Supplier Registration on our 2015 Suppliers List

The Securities and Exchange Commission of Zimbabwe is in the process of updating its Suppliers Register. Prospective suppliers of goods and services listed below are invited for vetting and if successful will be registered on our 2015 approved suppliers list. This advert is an invitation to register and not an offer to provide goods and services to SECZ. Kindly note that we will not be able to respond to each application individually, any inconvenience caused is sincerely regretted.

REQUIREMENTS

- Application letter
- Physical and postal address
- Company profile and qualification of key staff
- Certified copy of Certificate of Incorporation
- Certified copy of CR14 (current)
- VAT registration certificate
- Current ITF263 tax clearance certificate
- Trade licences and registrations e.g State Procurement Board registration
- 3 traceable referral letters
- Bank details
- Clearly state your payment terms. Favourable terms are an added advantage
- Financial statements audited by PAAB accredited auditors
- Latest annual report
- Proof of up-to-date NSSA payments
- Proof of up-to-date Manpower Development Fund payments
- Allow SECZ access to inspect premises for verification

APPLICATION PROCEDURE

- Applications to be addressed to the Procurement Committee Chairman
- All documents should be in a sealed envelope clearly marked at the top indicating the service category applied for and posted to P. O. Box HG263, Highlands, Harare or hand delivered to: 20 York Avenue, Newlands, Harare
- Successful applicants will be notified individually
- Closing date for application is Friday 28 November 2014

LIST OF CATEGORIES

- Supply and delivery of stationery
- Printing and binding services
- ICT hardware and accessories
- ICT hardware service and maintenance
- Plumbing services and spares
- PABX and telephone supply, repairs and maintenance
- Cleaning hygiene, chemicals, services, fumigation and waste collection
- Corporate wear and protective clothing
- Electrical and electronics services, repairs and spares
- Valuation services, moveable and immovable assets
- Office cleaning services
- Engraving and polishing
- Date stamps and company stamps
- Boreholes supply, service and maintenance
- Landscaping
- Blinds and shop-fitting
- Lock and key services
- Liquid gas supplies, equipment service and repairs
- Provision of security services
- Photography and video filming and production
- Building contractors (painting, tiles, partitioning)
- Auctioneers
- Tree cutting
- Refrigeration and air conditioning servicing, maintenance and installation
- Motor vehicle maintenance, servicing and panel beating
- Vehicle hiring
- Motor vehicle tyres, fitting, wheel balancing and alignment
- Motor vehicle spares and accessories
- Fire equipment services
- Signage
- Provision of insurance
- Carpentry services and spares
- Travel and accommodation
- Advertising/corporate branding and promotional materials
- Toiletries and cleaning detergents
- Manufacturers and suppliers of office furniture and related goods and equipment
- Groceries and office consumables
- Courier services
- Photocopying and binding services
- Cutlery and kitchen/canteen equipment
- Conference facilities

