

**SUPPLIER REGISTRATION FORM**

**COMPANY NAME**.....

**CONTACTS**.....

**Postal Address** .....

**Telephone**.....

**Email address** .....

**Registration Certificate: Number** .....

**VAT/TPIN Number**.....

**Bank**.....

**PHYSICAL ADDRESS (LOCATION OF BUSINESS OPERATION)**

**Street / Plot number**.....

**City**.....

**Country**.....

**CATEGORY A- SERVICES**

.....

**Other (Specify)**.....

**CATEGORY B- CONSULTANCY**

.....

**Other (Specify)** .....

**CATEGORY C-GOODS**

.....

**Other (Specify)**.....

**Indicate your preferred payment arrangement extended to your customers**

Please circle your preferred arrangement below;

- a) Cash on delivery (C.O.D)
- b) Advance payment before delivery (Down Payment)
- c) Payment after delivery (Credit)
- d) Other, (please specify)

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**Indicate any benefits that you offer to your customers as suppliers of goods and/or services in selected categories above:**

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**ATTACHMENTS NEEDED:**

TAX Clearance, VAT certificate, Certificate of registration, Company Profile, Valid accreditation for ICT suppliers, bank statements from the last 6 months and any recommendation.

**Name**.....

**Designation**.....

**Signature**.....

**Date**.....

**Phone Number**.....

**COPPER ROSE ZAMBIA OFFICIAL USE ONLY**

**Comments**.....

.....

**Name**.....

**Designation**.....

**Signature**.....

**Date**.....

**This Information provided is for official use by Copper Rose Zambia.**

CATEGORY A- SERVICES	CATEGORY B – CONSULTANCY	CATEGORY C- GOODS
<ul style="list-style-type: none"> <li>Pension and gratuity scheme</li> <li>Plumbing, electrical and general maintenance.</li> <li>Swimming pool Maintenance.</li> <li>Medical or Health insurance</li> <li>Courier Services</li> <li>Fire &amp; Safety Services</li> <li>Property and asset Insurance</li> <li>Printing services</li> <li>Postage/courier services</li> <li>Office equipment maintenance</li> <li>Cleaning and sanitation services</li> <li>Security (office and residential buildings) including guards, CCTV, automated access doors etc.</li> <li>Supply and servicing of air conditioners</li> <li>Office repairs and maintenance</li> <li>Immigration agents</li> <li>Auditors</li> <li>Lawyers</li> <li>Clearing and forwarding services</li> <li>Motor vehicle repair services</li> </ul>	<ul style="list-style-type: none"> <li>Media Services – digital and traditional media including media events management</li> <li>Communications</li> <li>Video and audio recording services</li> <li>Creative services (videography and photography</li> <li>Translation and validation services (main local languages including UN Official languages)</li> <li>Graphic design and website management</li> <li>Events management</li> <li>Event Moderation and facilitation</li> <li>Event décor and set up</li> <li>Website and social media management</li> <li>HR consultancy</li> <li>Branding and public relations</li> <li>Training/coaching</li> <li>Staff capacity building</li> <li>Team building</li> <li>Salary and benefits survey</li> <li>Job evaluation</li> <li>Medical insurance</li> </ul>	<ul style="list-style-type: none"> <li>Motor vehicle dealership</li> <li>Office stationery</li> <li>Supply of Motor vehicles tyres, lubricants, tubes, fitment and alignment services and other general vehicle needs</li> <li>Supply of office equipment and furniture</li> <li>Computer software and hardware accessories</li> <li>Supply of generator, inverters and general power back up</li> <li>Supply of fixtures and fittings</li> <li>Solar chargers and solar equipment</li> </ul>



House No. 8, Ibex Hill Off Embassy Road



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[www.copperrosezambia.org](http://www.copperrosezambia.org)



[info@copperrosezambia.org](mailto:info@copperrosezambia.org)



**COPPER ROSE  
ZAMBIA**

*Beautiful | Valuable | Empowered*

<ul style="list-style-type: none"><li>• Air travel agents- domestic &amp; international</li><li>• Car hire services to all 10 provinces</li><li>• Internet service providers</li><li>• ICT equipment and support</li><li>• Motor vehicle and general Insurance</li><li>• Outside catering</li><li>• Computer hardware maintenance</li><li>• Movers (household and corporate removals)</li><li>• Hotels, Lodges &amp; conference facilities)</li><li>• Real Estate agents</li><li>• Landscaping/garden maintenance</li></ul>	<ul style="list-style-type: none"><li>• Human Resource Recruitment services</li><li>• Accredited trainers in Anti GBV Trainings, SRHR, HIV and Adolescent and Youth Related trainings</li></ul>	
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