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SUPPLIERS REGISTRATION FORM – YEAR (2026-2028)

Please fill in this form in order to apply for supplier registration. The Information provided in this form will be handled confidentially. Please attach all other documents requested in the form.

Submission Instructions

To ensure your application is not rejected, please follow these guidelines:

- You may only participate in a maximum of **four (4)** subcategories.
- Email subjects must be marked: "**Registration of Suppliers 2026: [Company Name]**", e.g. Registration of Suppliers 2026: Me & You Ltd.
- Submissions must be made before **12:30 hrs, 26th July 2026**.
- Email Submissions to: supplier.registration@peas.org.uk
- The non-refundable payment of ZMW1000 for registration must be made to

PEAS(ZAMBIA)LIMITED

ABSA

1108942

LONG ACRES BRANCH

- Proof of payment must be attached to the application submission.

DETAILS OF COMPANY

NAME OF ORGANISATION				
1	Company Name		Name of parent company (if any)	
	COMMUNICATION AND PHYSICAL ADDRESS (DUE DILIGENCE TO BE CONDUCTED ON PREMISES)			
	City, Street		Province	
	Country		Telephone	
	Email address		Phone No.	
2	TYPE OF BUSINESS (PLEASE TICK)			
	Sole trader (Business Name)	Partnership	Non-Profit Organization	Private Limited Company
	State Owned	Others (Specify)	Limited by Guarantee	
3	NATURE OF BUSINESS (PLEASE TICK)			

	Manufacturing /Construction/ Engineering	Stationery/Computer/Electrical Equipment	Medical Equipment/ Supplies	Consultancy
	Insurance/ Travel Clearing Agent/	Motor Vehicle/Motor Bikes/ Boats/ related locomotive Equipment	Medicine and allied substance	Others (Specify)
4	PLEASE DESCRIBE YOUR COMPANY'S MAJOR BUSINESS ACTIVITY			
5	LIST THE SUBCATEGORIES OF SERVICES/GOODS/WORKS THAT YOUR COMPANY WILL BE SUPPLYING TO PEAS ZAMBIA (ATTACH LOCAL PURCHASE ORDERS AND THREE 03 REFERENCE LETTERS OF HAVING SUPPLIED THE SAME OR SIMILAR ITEMS)			
5.1				
5.2				
5.3				
5.4				

6	SIZE OF BUSINESS			
	No. of Employees:		Year Established	
7	REGISTRATION DOCUMENTATION ATTACHMENTS (Tick what has been attached)			
	• Company profile			
	• Most recent account- audited if available- or six months bank statement			
	(Companies registered for less than six months must provide all available bank statements)			
	• Certificate of Registration/Incorporation			
	• Valid Tax Clearance Certificate			
	• NAPSA			
	• Proof of past purchase orders/contracts for similar goods/services/work			
	• Three references for similar work/goods/services provided			
	• All relevant statutory documentation related to the business of your trade			
8	NAME OF COMPANY DIRECTORS			
	Name	Position	Email address	Mobile No.

9	NAME OF REPRESENTATIVE			
	Name	Position	Email Address	Mobile No
10	PROPOSED PAYMENT TERMS FOR THE GOODS /SERVICES SUPPLIED (Please Tick) – what are your terms			
	Cash on delivery	50% upfront	14 days credit	100% upfront
11	BANKING INFORMATION			
	Bank Name		Branch Name	Currency
	Account Number		Swift code	

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CERTIFICATION

I, the undersigned, an authorized representative for the company, hereby that the information provided herein, including any attached document is true and correct, and in the event of changes, details will be provided to PEAS Zambia as soon as possible.

Name:..... Signature:.....

Title :..... Date:.....

NOTE: completing and submitting this form does not mean supplier is automatically added to our database and considered for business.

Application will be reviewed and evaluated for compliance and prospective suppliers are contacted.

Compliance criteria may include due-diligence on the suppliers' premises.

CHILD PROTECTION AND SAFEGUARDING

I/WE_____ the supplier undertakes that:

1. The Supplier does not employ child labour and complies fully with national labour laws and international child protection standards, including ILO conventions.
2. The Supplier does not engage in, permit, or tolerate any form of child abuse, child exploitation, neglect, or harmful practices.

3. The Supplier maintains a zero-tolerance policy towards sexual exploitation, sexual abuse, and sexual harassment (SEA/SH).
4. The Supplier does not employ, engage, or subcontract any individual who has been convicted of, is registered for, or is under investigation for sexual offences or offences involving children.
5. The Supplier ensures appropriate vetting and supervision of all employees, agents, and subcontractors who may have direct or indirect contact with children.

ETHICAL CONDUCT AND INTEGRITY

I/WE _____ the suppliers undertakes that:

1. The Supplier has not engaged in and will not engage in bribery, corruption, fraud, collusion, coercion, or undue influence in connection with PEAS Zambia procurement or contracts.
2. The Supplier declares the absence of any conflict of interest, whether actual, potential, or perceived, and undertakes to disclose any such conflict immediately if it arises.

For PEAS Zambia Official use only

SUPPLIER RESPONSIVENESS (Please Tick)	
Is application accepted	
YES	
NO	
Reason for rejection	

Reviewed by		Approved by	
Name		Name	
Signature		Signature	

Date		Date	
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Please note that the list above is not exhaustive. Rather, it represents those goods and services which we are most likely to require. Suppliers can register for goods and services not mentioned on the list.