



Pre-qualification Pack

Annex "A"

Tick the category you would like to apply to

Reference Number	Category	Tick, if able to supply
MMZ/2026/01	General Insurance	
MMZ/2026/02	Life Insurance	
MMZ/2026/03	Group Accident Insurance	
MMZ/2026/04	Motor Vehicles and Motorbike Maintenance	
MMZ/2026/05	Security including Man guards	
MMZ/2026/06	Servicing of the air conditioners	
MMZ/2026/07	Servicing of Printers	

FORM 1 REGISTRATION DOCUMENTATION

All suppliers **must** provide **certified** copies of the following:

Mandatory requirements (***kindly note that failure to provide documents below could result in rejection of the current application***)

No	Requirements	Score
1.	Certified Copy of the Certificate of Registration/Incorporation	Mandatory
2.	Valid Tax Compliance Certificate	Mandatory
3.	CCEC & ZPPA Certificate	Mandatory
4.	A minimum of a three reference letters from current clients, government or NGOs (period 2024-2025)	Mandatory
5.	Bank statements for the past 3 months	Mandatory
6.	Recent Audited Financial Statement, if any	Mandatory
7.	TPIN Certificate	Mandatory
8.	For Construction works attach a valid National Construction of Zambia certification as proof of registration and certificate of completion	Mandatory

FORM 2 - PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We..... (Name of Company/Firm) hereby

apply for registration as supplier(s) of

..... (code number)

.....(sub-Category description)

Post Office Address.....

Town.....

Street.....

Name of building.....

Room /Office No.Floor No.

Telephone Nos.

Email address.

Full Name of applicant (person filling the form)

Other branch locations.....

Organization & Business Information

Management Personnel

Chief Executive.....

Company Secretary (if applicable)

General Manager.....

Finance

wOther.....

Partnership (if applicable)

Names of Partners

Business founded or incorporated.....

Under present management since.....

Net worth equivalent USD

Bank reference and address.....

Bonding company reference address.....

Enclose copy of organization chart of the firm indicating the main fields of activities

State any technological innovations or specific attributes which distinguish you from your competitors

.....
.....

Indicate terms of trade/sale

(10 Points)

FORM 3: SUPERVISORY PERSONNEL (one for each supervisory personnel)

Full names

ID/PP No.....

Academic Qualification

Postgraduate

Undergraduate

.....Diploma
.....

High School

Professional Qualification

.....

Length of experience and brief description of the relevant experience

.....

(Attach copies of certificates of key personnel in the organization and professional, if any)

(10 Points)

FORM 4: FINANCIAL POSITION AND TERMS OF TRADE

- Attach a copy of the firm's audited accounts for the previous year.
- Attach letters of reference from the bankers regarding the supplier's credit position.
- State Credit period

(20 Points)

FORM 5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form.

Part I- General : Business Name Location of business premises

Plot

No.....Street/Road.....

Postal Address.....Tel.

No.....

Nature of
business.....

Current Trade Licence No.....Expiring
date.....

Maximum value of business which you can handle at any one time:
USD.....

For food applicants i.e. Maize and Beans indicate the metric tonnes that you can handle
.....

Name of your bankers
.....Branch.....

	Part 2 (a) Sole Proprietor			
	Your name in full.....Age.....			
	NationalityCountry of origin			
	*Citizenship details			
	Part 2 (b) Partnership			
	Give details of partners as follows:			
	Name	Nationality	Citizenship Details	Shares

	Part 2 (c) Registered Company: Private or Public..... State the nominal and issued capital of company- Nominal ...ZMW..... Issued ZMW..... Given details of all directors as follows: - <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Name</th> <th style="width: 15%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Name	Nationality	Citizenship Details	Shares																																
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*If Zambian Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration.

(10 Points)

FORM 6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- I. Name of Client
(organization).....
- II. Address of Client (organization)
- III. Name of Contact Person at the client (organization)
- IV. Telephone No. of Client.....
- V. Value of Contract.....
- VI. Duration of Contract (include date)

Name of 2nd Client (organization)

- I. Name of Client
(organization).....
- II. Address of Client (organization)
- III. Name of Contact Person at the client (organization)
- IV. Telephone No. of Client.....
- V. Value of Contract.....
- VI. Duration of Contract (include date)

Name of 3rd Client (organization)

- I. Name of Client
(organization).....
- II. Address of Client (organization)
- III. Name of Contact Person at the client (organization)
- IV. Telephone No. of Client.....
- V. Value of Contract.....
- VI. Duration of Contract (include date)

Others.....

(15 Points)

FORM 7: CORPORATE SOCIAL RESPONSIBILITY

1. **Does your Organization have a Corporate Social Responsibility policy?**
 - Yes (if successful you will be required to submit a copy)
 - No

2. **Is your Organization sourcing goods ethically?**
 - Yes, supply explanation/certifications
 - No

3. **Is your company required adhere to the Modern Slavery Act to produce an annual statement setting out the steps that have been taken to ensure your company and supply chains are slavery free?**
 - Yes, supply explanation/certifications
 - No

4. **Does your company have a policy on modern slavery and human trafficking? (this may form part of your company's wider CSR policy)**
 - Yes, supply explanation/certifications
 - No

5. **Does your company carry out documented risk assessments of its business and supply chain to ensure continuous compliance with relevant statutory requirements?**
 - Yes, supply explanation/certifications
 - No

(10 Points)

FORM 8: LITIGATION HISTORY

Name of Contract Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE, KShs EQUIVALENT

FORM 9: SWORN STATEMENTS PRE-QUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS AND SERVICES

Mary's Meals Zambia intends to prequalify for suppliers for the supply of goods, services and works for the period 2024.

Having studied the pre-qualification information for the above project I/we hereby state:

- The information furnished in our application is accurate to the best of our knowledge;
- That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow; and
- We enclose all the required documents and information required for the pre-qualification evaluation.

Suppliers undertaking to fulfil the Integrity Pact

This Integrity Pact establishes the reciprocal formal commitment between the supplier and Mary's Meals Zambia to subscribe to the principles of transparency and fairness as well as the explicit anti-corruption undertaking not to offer, accept or require any sum of money nor any other remuneration, advantage or benefit, both directly and indirectly by means of intermediaries in order to obtain the contract award and/or to distort its correct execution.

Accepting that transparent business management and fair public administration are key to social development and national competitiveness, and in an effort to purge corruption and apply sanctions to corrupt business, and in full support of worthy goals to this Integrity Pact, the supplier and all his personnel and/or subcontractors confirm and agree that:

- I/We shall perform our duties under any contract in accordance with the highest standards and ethics demanded by my/our profession;
- I/we shall not offer any bribe, gifts, entertainment or any other undue benefits directly or indirectly to related officials, or facilitate or demand payment which should not have been forthcoming at any stage in the process of proposing, concluding, execution or post-execution and completion of performance of a contract;
- If proven as a fact that I/we have engaged in any act or omission that amount to a breach or is contrary to the spirit of this Pact, I/we shall accept to be prohibited from participating in the provision of any goods or services to Mary's Meals Zambia. If any unethical behaviour is tantamount to a fraudulent practice, I/we accept that such a case may be handed over to the appropriate authorities for investigation and possible prosecution; and
- In case it is proven that I/we have engaged in any act or omission that amount to a breach or is contrary to the spirit of this pact, we shall accept the sanctions including but not limited to the cancellation of the contract, and shall not file any civil, administrative or criminal appeals or take any retaliatory action against anyone reporting corruption.

Any violation of this Integrity Pact shall result in sanctions against the supplier and/or referral to the appropriate authority for investigation and criminal prosecution.

The supplier authorises Mary's Meals Zambia to seek information from any source, including publication of the name of the supplier, its officials and staff to confirm that the supplier is compliant with the requirements of this Integrity Pact.

Date

.....

Name of company/firm.....

Represented by

.....

Signature

(Full name and designation of the person signing and stamp or seal)