



2019 REGISTRATION OF SUPPLIERS OF GOODS AND SERVICES

Diagnostic Laboratory Suppliers is inviting current and prospective suppliers to be registered as approved suppliers for 2019 for the following categories:


1. Travel, accommodation, tour and conference services
2. Courier, Storage, Shipping, forwarding and customs clearing services
3. Delivery Transport & Logistics Services
4. Insurance and brokerage services
5. Supply of spare parts, repair, towing, and service of motor vehicles
6. Supply, repairs and maintenance of solar system
7. Supply, service and maintenance of generators
8. Repair, cleaning and maintenance of boreholes
9. Graphic technical design, printing and advertising services
10. Firefighting equipment maintenance and service
11. Supply of Stationery
12. Supply, service & maintenance of ICT office related equipment
13. Software Programming for Technical Service
14. Support Software and Pastel Consultancy Service
15. Supply of protective clothing and corporate wear
16. Garden landscaping, Florist and Fumigation services
17. Supply and Maintenance of Refrigeration & Air Conditioning
18. Supply of security guards and security systems upgrade
19. Supply of Fuel and Lubricants
20. Catering and Events management
21. Supply, repair and maintenance of buildings, electrical, carpentry, architects, building contractors and plumbing services
22. Monitoring and Evaluation Services
23. Consultancy Services for Strategic Digital Marketing and Social Media Production
24. Calibration of measuring equipment services

Interested suppliers should pay a non-refundable registration fee of RTGS\$10 which can be paid at the office or via Ecocash Merchant Code 87057. Download a qualification form from our website www.diagnostic.co.zw or collect it at Diagnostic Laboratory Suppliers Office, 15 Northampton Crescent Eastlea, Harare. Forms shall be submitted together with the following: Letter of introduction, Company profile with at least 3 traceable trade references, certified copies of Certificate of incorporation, CR6, CR14, VAT Registration Certificate (*if applicable*) and Valid Tax Clearance. You must allow us to visit your premises.

- Diagnostic Laboratory Suppliers reserves the right to accept or reject any application
- This is an invitation to do business with us and not an offer to supply goods and services
- All documents should be submitted on or before **22nd of March 2019**, in a sealed envelope with the category applied for clearly marked on the outside

“Quality Healthcare”



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Supplier Qualification Form

Diagnostic Laboratory Suppliers undertakes to treat all information recorded in this questionnaire as confidential to Diagnostic Laboratory Suppliers and will only use the recorded information when dealing with the said company.

First Time Registration/Re-registration (Delete Inapplicable)

1. Company Information

1.1 Full name of Company

1.2 Registration number

1.3 Physical Address:

1.4 Postal Address:

1.5 Telephone Numbers:

1.6 E-mail address:

1.7 Nature of Business: Manufacturer: Authorized Agent: Trader:

Consulting Company: Other (specify): _____

Type of Business (Mark one only): Corporate/ Limited: Partnership:

Other (specify): _____

1.8 Principal Officers

Title	Name	Email Address	Tel & Cell Number

1.9 Year the firm was established

1.10 List the corporate partners, shareholding or proprietors of your firm:

Name: _____

Title: _____

% Ownership: _____

Name: _____

Title: _____

% Ownership: _____

Name: _____

Title: _____

% Ownership: _____

1.11 Trade Reference :-

List three main customers you are presently supplying with products/services and the period you have providing stated products/services.

Reference 1

Company Name: _____

Contact Name: _____

Email Address: _____

Contact Number: _____

Period of supply: _____

Reference 2

Company Name: _____

Contact Name: _____

Email Address: _____

Contact Number: _____

Period of supply: _____

Reference 3

Company Name: _____

Contact Name: _____

Email Address: _____

Contact Number: _____

Period of supply: _____

2. Financial Information

2.1 VAT registration number

2.2 State your payment terms and discounts

2.3 Diagnostic Laboratory Suppliers would prefer to pay your Company with bank cheques and Real Time Gross Settlements (RTGS) so detail

Bank Name		Branch Name	
Account Name		Branch code	
Account Number		Account Type	

3. Personnel policy

3.1 Does your company have a contingency plan in case of boycotts/strikes etc? if so please detail

3.2 Detail what statutory holidays your company takes and detail whether your company close down for any annual holidays, for what period and how long?

3.3 State your company's after hours policy

4. Products and services

4.1 List main line of products or service offered

5. Quality

5.1 Is your company ISO Certified or does it hold any accreditation to any national or international standards?

5.2 Do you conduct in house Final Product Testing or do you utilize the services of external laboratories.

6. Environment and service

6.1 State your Company's Environmental Policy, if any

6.2 Are there any special handling storage requirements for the products that you supply? If so, please detail
