

APPENDIX A

**COMPANY REGISTRATION DOCUMENTS
(CLEANING and SECURITY SERVICES)**

TENDER NOTICE NUMBER:

RFQ Number: ZWE02-PR 001 – SECURITY SERVICES

RFQ Number: ZWE02-PR 002 – CLEANING SERVICES

COMPANY NAME: _____.

PHYSICAL ADDRESS: _____

CONTACT INFORMATION:

Name of Representative	
Title	
Telephone Number	
Email Address	

Interested suppliers must submit the following vendor registration documents together with the financial and technical bids.

Item	Name of Document		Tick
1	Completed vendor questionnaire form (attached)	Mandatory	
2	NOSTRO Banking details on your company letter head	Mandatory	
3	Stamped letter from bank confirming that you bank with them with your bank's letter head.	Mandatory	
4	Certificate of Incorporation	Mandatory	
5	CR14	Mandatory	
6	Three trade references on your company letter head with verifiable contact details	Mandatory	
7	Company profile	Mandatory	
8	Tax clearance certificate	Mandatory	

Supplier should send Company registration documents together with technical and financial bids by 06 January 2025 before midnight 00:00hrs

9	VAT Registration certificate (mandatory if supplier is registered)	If registered	
10	All relevant certifications	Required	

Authorized Signature: _____

Date: _____