



## **SUPPLIER REGISTRATION FORM**

Dear Supplier

Right to Care Zambia (RTCZ) is at the vanguard in supporting and delivering prevention, care, and treatment services for HIV and associated diseases. We work with government and communities to find pioneering solutions to build and strengthen public healthcare.

We embrace a strong entrepreneurial culture and focuses on innovation and the use of technology to enhance services, address skills shortages, and deliver quality healthcare outcomes. Our areas of expertise include HIV and TB care and treatment, pharmacy automation, medical male circumcision, and cervical cancer diagnosis and treatment.

Right to Care Zambia has been awarded a five (5) year project funded by the USAID through the PEPFAR mechanism. The USAID Action HIV to Epidemic Control Project aims to reduce HIV mortality, morbidity and transmission by achieving the UNAIDS and PEPFAR goal of 95/95/95 HIV treatment coverage by providing comprehensive HIV Prevention, Care and Treatment services in Luapula, Northern and Muchinga provinces of Zambia. The USAID Action HIV project is working closely with and in support of the Ministry of Health.

By submitting the information below, you agree that RTCZ may proceed with a credit check and contact supplier references, to make an informed decision, as to approving or declining your request.

In the event you are successful, RTCZ will add you to the database and may contact you your products/services be required. Should you be unsuccessful, RTCZ is not obligated to notify you, and, not to provide any reasons for RTCZ's decision to decline your application.

RTCZ, applies the principals of good corporate governance and prescribed to various anti - corruption legislations, and by signing this application, you bind yourself and will adhere to such legislation.

RTCZ values supplier relationships and wishes to ensure that supplier information is accurately reflected on our database. In the interest of good corporate governance and the potential opportunity to do business with you in future, we kindly request that you complete this form and provide us with the requested documents.

**SECTION A- PROSPECTIVE SUPPLIER INFORMATION**

1	Company Name	
2	Trading Name if different from Registered Name:	
3	Provide up to 4 keywords that describe the nature of your business and the products or services that you are able to supply to RTCZ:	
4	Company registration number:	
5	VAT registration number (where applicable):	
6	Physical address:	
7	Postal address:	
8	Website address:	
9	Names of Directors/Proprietors	
	<b>BANKING DETAILS</b>	
10	Bank name:	
	Branch name:	
	Branch code:	
	Account name:	
	Account number:	
	Account type:	
	<b>CONTACT DETAILS FOR PURCHASE ORDERS</b>	
11	Name and Surname:	Designation:
	Email:	Contact details:
	<b>TRADE REFERENCES</b>	
	Company name	
	Contact name	
	Contact details	
	Contact email address	
	Company name	
	Contact name	
	Contact details	
	Contact email address	
	Company name	
	Contact name	
	Contact details	
	Contact email address	



CATEGORY NUMBER	12. DESCRIPTION OF CATEGORY APPLIED FOR

**SECTION B**

**Supporting documentation to be submitted with this form (each labelled by document name):**

All applicants must submit the following mandatory documents:

- (a) Certificate of Registration/Incorporation.
- (b) Copies of valid VAT Certificates
- (c) Valid Tax Clearance certificate
- (d) TPIN Registration Certificate
- (e) Company Profile/CVs clearly indicating the full registered name of the organization/individual, Physical Business Address, Business Contact Details (include key contact person, job title, email address(es), phone number (mobile & office)
- (f) Company Directors and addresses
- (g) At least three (3) References from reputable clients with valid contact details.
- (h) Relevant regulatory body certificate (ERB, ZEMA, ZAMRA, ZPPA, ZICTA, ICTAZ, ZICA, etc.)
- (i) Manufacturer accreditation for all equipment e.g. Medical, IT, etc.
- (k) Bank Statement for the last three (3) months.

3. Registration does not automatically constitute an offer of business.

4. All existing suppliers wishing to continue doing business with RTCZ should re-apply for registration.

5. Local suppliers in operational areas (Northern, Muchinga, Luapula & Lusaka provinces) are encouraged to apply.

I/we, the undersigned, hereby confirm that I/we are duly authorized to bind the entity/company and I/we certify that all information provided in this form is true and correct.



-----  
**Authorized Signature 1**

-----  
**Authorized Signature 2**

-----  
**Full Name and Surname**

-----  
**Full Name and Surname**

-----  
**Designation**

-----  
**Designation**

-----  
**Date**

-----  
**Date**

**FOR RIGHT TO CARE INTERNAL OFFICE USE ONLY**

**Supplier creation requested by:**

**Signature:**

**Date:** \_\_\_\_\_

**Reviewed by:**

**Signature:**

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



Date: \_\_\_\_\_

**Zambia**

**RTCZ FINANCE DEPARTMENT INTERNAL USE**

**Supplier previously created?**

**Yes          No**