

SUPPLIER QUALIFICATION FORM

SUPPLIER DATA

Name of Supplier:

Date the form submitted to Supplier:

Data provided by:

Name:

Title:

Signature:

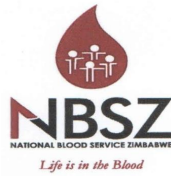
Date:

Date Returned to NBSZ:

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

Form No : FRM_SOP_PUR_03A
Section : Purchasing

Revision No. : 02
Effective Date : 01 November 2015



1. COMPANY INFORMATION

1.1 Full name of Company

1.2 Registration Number

1.3 Physical Address

Postal Address

1.4 Telephone numbers

Fax Numbers

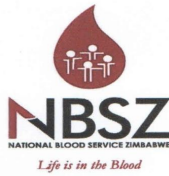
1.5 Principal Officers

<u>Title</u>	<u>Name</u>	<u>Fax Number</u>	<u>Tel Number</u>	<u>Cell Number</u>
Managing Director				
General Manager				
Financial Manager				
Quality Manager				
Marketing Manager				
Sales Manager				
Sales Representative				

1.6 Year the firm was established,

1.7 Corporate ties with others? If so please list/detail

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2. FINANCIAL INFORMATION

2.1 Document Company's VAT registration number and Tax Office

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2.2 State your payment terms and discounts.

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

<u>Bank Name</u>		<u>Branch</u>	
<u>Bank Code</u>		<u>Town</u>	
<u>Account Number</u>		<u>Type of Account</u>	

3. PERSONNEL STRUCTURE.

3.1 Does your company have a contingency plan in case of boycotts/strikes etc. If so please detail:

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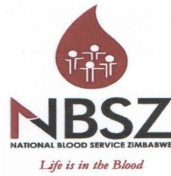
3.2 Detail what statutory Holidays your company takes and detail whether your Company closes down for any annual holidays, for what period and how long:

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3.3 State your Company's after hours service policy

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4. PRODUCTS AND SERVICES

4.1 List main Line Product(s)/Services offered.

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4.2 At what Percentage of Full Capacity are you operating against your top Five products?

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4.3 List your 5 main customers you are presently supplying products/services to.
Please detail contact person for reference purposes:

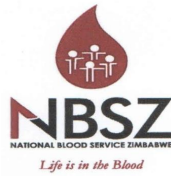
<u>No</u>	<u>Company Name</u>	<u>Contact Person</u>	<u>Telephone No.</u>	<u>Email</u>
1				
2				
3				
4				
5				

5. QUALITY

5.1 Is your Company ISO certified or does it holds any accreditations to any national/international standards?

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

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6. ENVIRONMENT AND SAFETY

6.1 State your Company's Environmental Policy, if any

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6.2 Are there any special Handling and Storage requirements for the products that you supply? If so, please detail

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6.3 Are there any unique characteristics of the product supplied, eg hazardous or toxic nature we should be aware of? If so please list and supply safety data

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7. TRANSPORT

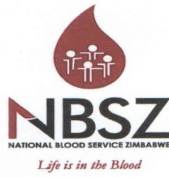
7.1 Does your Company have its own transport or do you contract out?

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7.2 Do you provide off loading terms with each delivery?

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FOR NBSZ USE ONLY

1 Reasonable assurance obtained, so register

Yes/No

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Assessment by: Signature..... Date.....

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NATIONAL BLOOD SERVICE ZIMBABWE is inviting prospective suppliers to apply to be registered as approved suppliers for 2023 for the following goods and services.

GOODS AND SERVICES

1. LABORATORY BLOOD TESTING AND REAGENTS
2. LABORATORY BLOOD GROUPING REAGENTS
3. LABORATORY AND CLINIC CONSUMABLES
4. LABORATORY AND CLINIC EQUIPMENT SUPPLY AND MAINTANANCE
5. LABORATORY AND CLINIC CHEMICALS
6. CALIBRATION OF LABORATORY AND CLINIC EQUIPMENT
7. PROMOTIONAL MATERIALS
8. MOTOR VEHICLE SUPPLY, MAINTANANCE, SPARES AND BREAKDOWN RECOVERY
9. FUEL
10. LOGISTICS & CLEARING
11. PRINTING, LITHO SERVICES AND MATERIALS
12. STATIONERY
13. INFORMATION TECHNOLOGY CONSUMABLES AND MAINTANANCE
14. BUILDING, EQUIPMENT, PLUMBING, SOLAR EQUIPMENT SUPPLY, ELECTRICAL MAINTANANCE AND FIRE EQUIPMENT
15. TRAVEL ACCOMODATION AND CONFERENCE SERVICES
16. OFFICE AND HOSPITAL FURNITURE
17. FOOD PROVISIONS AND EVENTS HIRING
18. CORPORATE WEAR AND PROTECTIVE CLOTHING
19. ADVERTISING AGENTS AND MULTIMEDIA
20. HYGIENE SERVICES AND FUMIGATION
21. TOILETARIES AND CLEANING CHEMICALS
22. LAUNDRY SERVICES
23. WASTE REMOVAL AND INCINERATION
24. INSURANCE
25. SECURITY SERVICES
26. GENERAL STAFF TRAINING, CONSULTANCY SERVICES AND EMPLOYEE WELLNESS
27. LEGAL PRACTITIONERS

VENDOR REQUIREMENTS

INTERESTED SUPPLIERS SHOULD:

- Download the NBSZ Supplier Qualification form from our Website www.nbsz.co.zw then email to suppliers@nbsz.co.zw with the following documents.
- Company profile detailing the nature of business and services offered.
- Certified copy of Certificate of Incorporation.
- Tax Clearance Certificate.
- CR14

CONDITION

- This is an invitation to do business with us and not an offer to supply goods and services.
- National Blood Service Zimbabwe (NBSZ) reserves the right to accept or reject any application.
- Only shortlisted suppliers will be contacted directly after vetting and selection.

SUBMISSION:

Email your application letter, supporting documents and a completed NBSZ qualification form on or before **1600HRS on 30 November, 2022** to suppliers@nbsz.co.zw