

**STATE DEPARTMENT FOR LABOUR**

**NOTICE**

**REGISTRATION OF SUPPLIERS, CONTRACTORS AND CONSULTANTS**

In compliance with Section 57 of the PP&AD, Act 2015, the State Department for Labour invites members of the Public interested in doing business with the Ministry in any of the following areas during the Financial Year 2018/2019 to submit their Company Profiles at the Procurement Office on or before **4<sup>th</sup> September, 2018 at 10.00 am.** The office is located at **NSSF Building Block A Easter Wing 14<sup>th</sup> Floor.**

	<b>A: SUPPLY AND DELIVERY OF GOODS</b>
CATEGORY A1:	SUPPLY OF GENERAL OFFICE STATIONERY AND COMPUTER CONSUMABLES
CATEGORY A2:	SUPPLY OF OFFICE FURNITURE, FITTINGS AND OFFICE EQUIPMENT
CATEGORY A3:	SUPPLY OF NEWSPAPERS AND PERIODICALS
CATEGORY A4:	SUPPLY OF CLEANING MATERIALS AND DETERGENTS
CATEGORY A5:	SUPPLY OF ELECTRONICS, AUDIO VISUAL AND PHOTOGRAPHIC MATERIALS
CATEGORY A6:	SUPPLY OF AIRTIME/ SCRATCH CARDS AND MODEMS.
CATEGORY A7:	SUPPLY OF LABORATORY MATERIALS, DRUGS, SMALL EQUIPMENT, AND AND RELATED ACCESSORIES
CATEGORY A8:	SUPPLY AND FITTING OF CURTAINS, DRAPERIES AND CARPETS
CATEGORY A9:	SUPPLY OF DRESSINGS & OTHER NON-PHARMACEUTICAL MEDICAL ITEMS
CATEGORY A10:	SUPPLY OF VEHICLE TYRES, TUBES AND BATTERIES
CATEGORY A11:	SUPPLY OF HARDWARE AND PLUMBING ITEMS
CATEGORY A12:	SUPPLY OF ELECTRICAL ITEMS
CATEGORY A13:	SUPPLY OF STAFF UNIFORMS AND PROTECTIVE CLOTHING
CATEGORY A14:	SUPPLY OF FUEL AND LUBRICANTS

	<b>B: PROVISION OF SERVICES</b>
CATEGORY B1:	PROVISION OF FUMIGATION & PEST CONTROL SERVICES
CATEGORY B2:	PROVISION OF REPAIR &SERVICING OF MOTOR VEHICLES (APPROVED GARAGES BY MINISTRY OF TRANSPORT AND INFRASTRUCTURE)
CATEGORY B3:	PROVISION OF GENERAL PRINTING SERVICES, INCLUDING T-SHIRTS, CAPS AND BANNERS
CATEGORY B4:	PROVISION OF REPAIR AND MAINTENANCE OF OFFICE/ ICT EQUIPMENT, INCLUDING COMPUTERS, LAPTOPS AND PRINTERS.
CATEGORY B5:	PROVISION OF REPAIR AND MAINTENANCE OF TELEPHONE, FAXES AND PABX SERVICES
CATEGORY B6:	PROVISION OF CATERING SERVICES.
CATEGORY B7:	PROVISION OF GABBAGE COLLECTION
CATEGORY B8:	PROVISION OF AIRTICKETS, CHARTERED FLIGHTS AND HELICOPTERS
CATEGORY B9:	PROVISION OF AUCTIONEERING SERVICES
CATEGORY B10:	PROVISION OF EVENT MANAGEMENT AND DECORATION SERVICES
CATEGORY B11:	PROVISION OF INTERNET SERVICES
CATEGORY B12	PROVISION OF VARIOUS CONSULTANCY SERVICES
CATEGORY B13:	PROVISION OF REPAIR AND MAINTENANCE OF LABORATORY/ SPECIALIZED EQUIPMENT
CATEGORY B14:	PROVISION OF SANITARY AND DISPOSAL SERVICES.
CATEGORY B15:	PROVISION OF REPAIR, MAINTENANCE AND SMALL CONSTRUCTION WORKS.

**The profile should include:**

1. Brief description of the company detailing the types of goods/services offered.
2. Valid Company Registration Certificate
3. Valid Tax Compliance Certificate
4. Any other certificate of qualification e.g AGPO, Public Works Classification, IATA, etc.

**PRINCIPAL SECRETARY  
MINISTRY OF LABOUR & SOCIAL PROTECTION  
STATE DEPARTMENT FOR LABOUR**