



SUPPLIER REGISTRATION 2024 - 2026

WHO WE ARE

Design@7 Visual Works Private Limited was founded in 2002 after a management buyout of the AfricaOnline (Internet Business Solutions) department. Our agency offers online and print-based advertising and marketing solutions under one roof. The Design@7 team is made up of marketers, copywriters, graphic designers, fabricators, print machine-minders, riggers, front-end and back-end developers and system administrators.

Our Products and Services

Design & Advertising products	Online products	Branding & Signage products
Conceptualisation Graphic Design Art-direction Copywriting Marketing Strategy Marketing Campaigns Photography Corporate Identity development Print media advertising Online advertising Electronic media advertising - TV /Radio Digital instore Advertising Outdoor / In-door advertising Events Management Corporate gifts Corporate Wear	Domain Registration and setup Email Hosting and setup Website design and development Web Applications development Mobile Applications development Online Catalogues e-Commerce website Online banner advertising Search Engine Optimisation Online payment gateways Social media marketing and management Google Analytics Infographics Email blasts Email signatures	Stationery, flyers, posters Publications Roll-up banners Pop-up banners Telescopic / Teardrops banners PVC banners and billboards Signage Flags Vehicle branding Wallpaper Lightboxes Tablecloth A-frame banners X-base banners Vehicle license disk holders Building Wraps Storefront Signage Reception Branding Exhibition Stand designs Gazebos Bunting

Supplier Registration

Design@7 is inviting current and prospective suppliers for assessment and enlisting on the 2024 – 2026 approved supplier list.

Guidelines for application

- Prospective suppliers should request for a suppliers' registration form via email procurement@designat7.com

- Suppliers with multiple services that cover various categories should submit separate documentation for each category
- Current suppliers are encouraged to re-apply
- Submissions will be via email; the category must be indicated in the subject line.
- This advertisement is an invitation to do business and not an offer to provide goods and services. By completing the form, it does not automatically mean prospective suppliers will be added to our Supplier Database. There will be a review and an evaluation process that must take place first.
- Design@7 reserves the right to accept or reject any application
- Only successful applicants will be contacted after the assessment process.
- The deadline for submission is 30 November 2024.
- The following supporting documents are to accompany the application:
 - a) Company Profile (Maximum of 5 pages)
 - b) Certificate of incorporation
 - c) Memorandum of Association
 - d) CR6
 - e) CR5
 - f) VAT Registration Certificate
 - g) ITF 263 Tax Clearance Certificate
 - h) Trade License (if applicable)
 - i) Three traceable references for the category applied for

Section A: Selection of Category (Please tick the category/categories being applied for)

CATEGORY	CATEGORY APPLIED (Please Tick)
1. Architects	
2. Carpenters	
3. Catering Services	
4. Cleaning Services	
5. CCTV and Access Control Systems	
6. CNC Router Products and Services	
7. Computer and Printer Repairs	
8. DTF Printing Services	
9. Electricians	
10. Embroidery Services	
11. Engravers	
12. Graphic Supplies	
13. Interior Design Services	
14. Lithography Services	
15. Photography	
16. Screen Printing Services	
17. Secretarial Services	
18. Shop Fitters	
19. Steel Supplies	
20. Tailor Services	
21. Telephone and PABX Solutions	
22. Timber and Board Suppliers	
23. Tools and Hardware	
24. Upholstery Services	
25. Vehicle Maintenance	
26. Videography	
27. Vinyl Applicators and Riggers	
28. Welding Services	

Section B: Company Details and General Information

1. Name of Company	
2. Physical Address	
3. Postal Address	
4. Telephone Number	
5. Email address	
6. Website	
7. Contact Person & Designation	
8. Cities/Towns Covered	

Business Details

Year Established/Incorporated	
Names of Directors	
Number of Staff	
Nature of Business (core business)	
Please state 3 major products and/or services to be provided	
State 3 of your major customers whom you have done business with in the last two years	1. Contact Person : Telephone Number: Email Address: 2. Contact Person : Telephone Number: Email Address: 3. Contact Person : Telephone Number: Email Address:
Have you supplied Design@7 before?	
Banking Details - USD	Bank Branch Account Name Account Number
Banking Details - ZWG	Bank Branch Account Name Account Number

General Information

Please list any disputes that your company has been involved in with NGOs over the last 5 years	
Are any of the company directors and key staff related to any Design@7 employee? Yes No (Tick where applicable)	
If yes, please state the name and nature of relationship	
I, the undersigned, warrant that the information provided in this form is correct and in the event of changes, details will be provided as soon as possible. I accept and acknowledge that Design@7 may automatically reject this application, should the information provided prove to be false. I take note of the fact that if incorrect information is supplied, Design@7 reserves the right to cancel/terminate any order/contract previously awarded to the applicant.	
Name	Designation
Signature	Date

Checklist for Supporting Documents

Have you attached the following?

- ☐ Company profile (Maximum of 5 pages)
- ☐ Certificate of Incorporation
- ☐ Memorandum of Association
- ☐ CR14
- ☐ VAT Registration Certificate
- ☐ ITF 263 Tax Clearance Certificate
- ☐ Trade License (if applicable)
- ☐ Documentary evidence for references (copies of orders or contracts)

Interested entities should send an expression of interest via email to procurement@designat7.com requesting for a suppliers' registration form. Registration submission deadline is 30 November 2024 via email.

FOR OFFICIAL USE ONLY

<i>Supplier</i>	<i>Physical existence verification</i>	<i>Registratio n compliance</i>	<i>Capacity assessment</i>	<i>Trade reference check</i>	<i>Date visited</i>	<i>Comment</i>