



General Supplies | Construction | Electrical & Hardware | Transport & Logistics | Trading

# COMPANY PROFILE

*Sustaining Solutions,  
Powering Progress*





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# THE COMPANY

Lutanda Myrtle Co. Ltd was registered in February, 2023 to deal with General Supply, food stuffs, Agricultural Inputs, Uniforms and Protective Clothing, General Construction and Management, of Goods and Services. This was after seeing the ever growing demand of such products. Lutanda Myrtle Co. Ltd has continued to strive toward becoming a leader in its core business. The company sees dedication on every project as the key success element and is responsible for creating this environment. The Directors are focused on ensuring that the business succeeds in very undertaking it's involved at all levels.

The company believes in a hands-on approach on all projects. That is why the Directors of the firm will always be in control of the key functions of our services. Lutanda Myrtle Co. Ltd is composed of a highly competent and trained workforce to ensure the best professional service is provide at all time.



## PHILOSOPHY

Our philosophy revolves around the concept of Sustainable Progress. We believe in a balanced approach to human development and advancement that ensures the well-being of current and future generations while preserving the planet's ecosystems. This philosophy is based on the recognition that progress must be sustainable, equitable, and responsible.associated professionals within specified time."



## OBJECTIVES

As an organization, Lutanda Myrtle Co. Ltd is committed to deliver on its business priorities while enhancing services to add value to the clients as follows:

- Manage and meet client expectations
- To deliver quality tailor-made services to our clients
- To remain competitive and add value.



## STRATEGY

- Continuously building our knowledge and skill in the dynamic energy industry
- Flexibility
- Working together as a team to achieve synergy
- Putting the client first
- Working with enthusiasm in an industry for which we have great passion

# OUR VALUES

At Lutanda Myrtle Co. Ltd, our values are the foundation upon which we build success. We are committed to unwavering integrity, innovation, and a dedication to excellence in every aspect of our work. These core values guide us as we collaborate with our clients, shaping their vision into reality while fostering sustainable growth and development. With a passion for quality, ethics, and creativity, we embrace every challenge as an opportunity to exceed expectations and deliver results that endure. Welcome to a company where values drive achievement.



## VISION

Our vision is to grow our multi-disciplinary team in order to offer a broad spectrum of suppliers and related services to become our Clients preferred Professional Services Provider choice through excellence and efficiency service delivery and quality in all aspects of the business life cycle.



## MISSION

Our Mission is to offer excellent service in each of our professional disciplines, in accordance with statutory practices, code of conduct and integrity, thereby development a relationship of reliability and providing a leading platform from which to service the growing needs of our valued Clients.



## QUALITY ASSURANCE STATEMENT

At Lutanda Myrtle Co. Ltd, our unwavering commitment to quality is based on customer focus, continuous improvement, adherence to standards, and effective risk management. We maintain high-quality systems, empower our employees, and prioritize customer satisfaction. Quality is integral to our culture, guiding our operations and decision-making at every level.

# OUR PRODUCTS

- Computers and accessories
- Hardware Products
- Aluminium and Glass
- Electrical and Plumbing
- Safety and PPE

- Stationary & Office
- Consumables
- General Stationary
- Products
- Office Furniture



## SERVICES

Lutanda Myrtle Co. Ltd offers a wide range of products such as food stuffs, Building and Construction materials, Machinery accessories, and any other services.

## OWNERSHIP & MANAGEMENT

Affirmative Action is important to the company that is why the company has taken a leading role in the recruitment and training of experienced and competent individuals. We recognize the social and financial imbalances of our society and seek to apply capacity building and training initiatives to address these areas.

## APPROACH

Lutanda Myrtle Co. Ltd sees dedicated and commitment on very project as the key success ingredient and are responsible for creating this environment. The director is focused on ensuring effective communication to all stakeholders and at all levels. Teams are individual's members and refining skills to meet and exceed the Client's expectations.

We all believe in a heads-on approach on all our operations. This is why the Directors of the firm has been and will always be control of the key functions on the company.

## EXPERIENCE

The company has a professional experience of more than four (4) years when it was still a sore trader. Listed below is the description of business that the firm has undertaken.



# HEALTH AND SAFETY POLICY



At Lutanda Myrtle Co. Ltd, we are unwavering in our commitment to health and safety. We believe that the well-being of our employees, contractors, clients, and the communities we serve is paramount.

We pledge to:

- **Prioritize Safety:** The safety and health of our employees and stakeholders are our top priorities. We are committed to preventing accidents, injuries, and ill-health in all our operations. **Compliance:** We will adhere to all applicable health and safety laws, regulations, and standards, and we will maintain high standards of safety in all our activities. **Risk Mitigation:** We will actively identify, assess, and manage risks to protect the well-being of our workforce and the environment. **Education and Training:** We are dedicated to providing comprehensive training and information to our employees to ensure they have the knowledge and skills necessary to work safely. **Shared Responsibility:** Safety is the responsibility of every employee, from management to front-line workers. We all share accountability for the health and safety of ourselves and others. **Incident Reporting:** We encourage the reporting of incidents, near-misses, and hazards. We will investigate and learn from these reports to prevent future occurrences. **Emergency Preparedness:** We will maintain effective emergency response plans and ensure all employees are aware of their roles in the event of an emergency. **Safe Work Environment:** We are committed to maintaining a safe and healthy working environment by investing in appropriate facilities, equipment, and safety measures. **Environmental Responsibility:** We will promote environmentally responsible practices that minimize our environmental impact and support sustainability.
- **Subcontractor Safety:** We require subcontractors and suppliers working on our behalf to adhere to the same health and safety standards that we apply to our employees. **Continuous Improvement:** We will regularly review and update our health and safety policies and procedures to adapt to changing circumstances and industry best practices. **Our commitment to health and safety is not just a policy;** it is a core value that guides every aspect of our operations. We believe that by upholding these principles, we protect the well-being of our people, our clients, and the environment, and we contribute to the overall success of our organization.
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# COMPLIANCE & REGISTRATION

Digitally signed by: NDONANO MWANABE  
 Issued by: issuer.users.pki.gsb.gov.zm  
 Reason: E-20230131-026343  
 Location: Patents and Companies Registra  
 Date: 2023-02-03 16:16:31 UTC+0

CF45  
 (Regulation 46)  
 Companies Registration No. 120230045638  
 Serial No. 1259922



  
**Republic Of Zambia**  
 The Companies Act, 2017  
 (Act No. 10 of 2017)  
 The Companies (Prescribed Forms) Regulations, 2018  
 (Section 14)  
**CERTIFICATE OF INCORPORATION**  
**PRIVATE COMPANY LIMITED BY SHARES**

**This is to certify that LUTANDA MYRTLE COMPANY LIMITED** is on and from the 3rd day of February 2023 incorporated as a PRIVATE COMPANY LIMITED BY SHARES.

Given under my hand and seal at Lusaka, Zambia, this 3rd day of February 2023.



  
**NDONANO MWANABEENE SIULUTA**  
 Deputy Registrar of Companies



## General Tax Clearance Certificate

TPIN: 2001100317

Jurisdiction: ISMTO\_Lusaka

**Taxpayer Name:** LUTANDA MYRTLE COMPANY LIMITED  
**Physical Address:** 38484/4 OFF IBEX HILL RD IBEX HILL  
 Lusaka



**Province:** LUSAKA PROVINCE  
**Email:** LUTANDAMYRTLE@GMAIL.COM  
**Contact Number:** 0975442523

**Date:** 13/01/2025  
**Certificate Number:** 2524419675

Dear Sir/Madam

### RE: TAX CLEARANCE CERTIFICATE FOR LUTANDA MYRTLE COMPANY LIMITED - SECTION 81B (CAP)

This is to certify that LUTANDA MYRTLE COMPANY LIMITED trading as LUTANDA MYRTLE COMPANY LIMITED with TPIN 2001100317 is duly registered for tax purposes.

In addition, this tax clearance certificate has been issued to LUTANDA MYRTLE COMPANY LIMITED trading as LUTANDA MYRTLE COMPANY LIMITED pursuant to section 81 B of the Income Tax Act (CAP 323).

This certificate is valid up to 31/12/2025.

Accordingly, in terms of section 81 B of the Income Tax Act, for the duration of this certificate, the above named is free to conduct business in line with the trading license held.

Please note that any established act of non-compliance with the provisions of the Income Tax Act shall invalidate this Certificate.

You are advised to always scan the QR code to verify the validity of this Tax Clearance Certificate especially when submitted on a date different from the print date.

Yours Faithfully,



JOSEPH NONDE

Zambia Revenue Authority

**NOTE: This notice has been issued for and on behalf of the Commissioner General**

Zambia Revenue Authority Domestic Taxes Division  
 Enquiries Email: advice@zra.org.zm Website: www.zra.org.zm  
 ZRA National Call Center: 4111



**ZPPA**  
ZAMBIA PUBLIC PROCUREMENT AUTHORITY

Welcome to the e-Tendering Platform  
This is your registration information as at 25/09/2024:

Supplier details	
Organisation name	LUTANDA MYRTLE CO. LTD
Company Registration Number	120230045638
Tax Payer's Identification Number	2001100317
ZPPA Registration Number	72227
Company type	Local Company
Address	3848/4 IBEX HILL
Postal code	10101
City	LUSAKA
Country	Zambia
Phone Number	0975442523
Shareholders	Citizen Owned
CEEC category	Citizen Owned
Valid Until	25/09/2025

You have registered in accordance with the Tender Regulations (Public Procurement Act No 12 of 2008) of the laws of Zambia to supply Goods and Services to Public Institutions in the following categories:

**Areas of Interest**

- 22000000-Building and Construction Machinery and Accessories
- 39000000-Electrical Systems and Lighting and Components and Accessories and Supplies
- 42000000-Medical Equipment and Accessories and Supplies
- 27000000-Tools and General Machinery
- 14111509-Stationery
- 22101607-Road pavers
- 39111603-Roadway or highway lighting
- 72102903-Parking lot or road maintenance or repairs or services
- 72102904-Parking lot or road sweeping services
- 81141600-Supply chain management
- 30120000-Roads and landscape
- 45101700-Printing accessories
- 82121500-Printing
- 73151900-Industrial printing services
- 78140000-Transport operations



**ZICTA**  
ZAMBIA INFORMATION AND COMMUNICATIONS TECHNOLOGY AUTHORITY  
PO Box 36871, Lusaka - Zambia; Tel: +260-211-1246701 E-mail: apply@zicta.zm; info@zicta.zm; web: www.zicta.zm

In accordance with the ICT Act No. 15 of 2009 of the Laws of Zambia, this

**DEALER'S CERTIFICATE OF REGISTRATION**  
is granted by the Authority to:-  
**LUTANDA MYRTLE COMPANY LIMITED**  
3848/4 IBEX HILL, Lusaka, Zambia

For:  
**IMPORTATION AND DISTRIBUTION**  
as specified in certificate conditions Annexure: SET/RDL/3260  
of  
**ELECTRONIC COMMUNICATION EQUIPMENT**  
at  
3848/4 IBEX HILL, Lusaka, Zambia

Date of Issue: 21st January, 2025  
Date of Expiry: 20th January, 2026



for/Director General of the Zambia Information and Communications Technology Authority  
License No: SET/RDL/3260





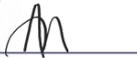
NATIONAL PENSION SCHEME AUTHORITY

## COMPLIANCE CERTIFICATE

Employer Account Number: **6333120**  
 Certificate Reference: **C7B083053579A77A517368374611**  
 Date Issued: **14th January 2025**



This compliance certificate is issued to  
**LUTANDA MYRTLE COMPANY LIMITED**  
 without any alterations and is valid till  
**14th April 2025.**

  
 Authorized Signatory

To authenticate this certificate, scan the QR code or visit [www.napsa.co.zm/online-services](http://www.napsa.co.zm/online-services) and click on **Verify Certificate** under Employer Services.

P.O. Box 51275  
 Levy Business Park  
 Corner of Church & Kabelenga Roads, Lusaka  
 Contact Center Toll-free Line 677

+260 973 000 677 | +260 211 395 677 | info@napsa.co.zm | www.napsa.co.zm

Be smart, Secure your future.



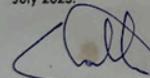
July 16, 2024

To Whom It May Concern

**RE: ENDORSEMENT FOR PREFERENTIAL PROCUREMENT**

This is to confirm that **LUTANDA MYRTLE COMPANY LIMITED** has been duly registered, in accordance with the Citizens Economic Empowerment Act No. 9 of 2006 for purposes of satisfying the requirements of Statutory Instrument No. 36 of 2011 (Preferential Procurement Regulations), in the following category: **CITIZEN OWNED COMPANY.**

The validity period of this categorization is from this **16<sup>th</sup> Day of July 2024 to 15<sup>th</sup> July 2025.**



Charles Mabwe Mangule, PhD  
 Director General  
**CITIZENS ECONOMIC EMPOWERMENT COMMISSION**



# WORKERS' COMPENSATION FUND CONTROL BOARD

## EMPLOYER COMPLIANCE CERTIFICATE

THIS IS TO CERTIFY THAT

**LUTANDA MYRTLE COMPANY LIMITED**

EMPLOYER ACCOUNT NUMBER: **0005005218/1901**

IS REGISTERED WITH THE WORKERS' COMPENSATION FUND CONTROL BOARD AND IS COMPLIANT WITH THE PROVISIONS OF THE WORKERS' COMPENSATION ACT NO.10 OF 1999 OF THE LAWS OF ZAMBIA

AUTHORISED SIGNATORY

CERTIFICATE NUMBER

ECN\_000501076

DATE ISSUED

7 23/01/2025

VALID UP TO

31/12/2025



**WORKERS' HAVE A RIGHT TO COMPENSATION**



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#### **CONTACT US**

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