

COMPANY PROFILE



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SSM GENERAL ENTERPRISES



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Suppliers of General Office Stationery, Toners & General Dealers

P.O.Box 1088
Lilongwe,
Malawi

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Email: ssmgeneralenterprises@gmail.com

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

COMPANY INTRODUCTION

The subject of this correspondence is to introduce our company to your Organization/Department/Ministry.

SSM GENERAL ENTERPRISES is a local owned company registered with the register of business companies. It is also listed on government pre-qualified list of suppliers by the office of the Director of Public Procurement (PPDA).

We supply stationery, Toners, Electrical materials, Computers & Computer Accessories, Office Consumables and General Dealers to the Government ministries, Private Sector, NGO's and Diplomatic community etc.

Our services are of good quality, very excellent, reliable and fast, if you need any of our service do not hesitate to call us.

We wish our company will be most of your considerations in your suppliers short list.

Yours faithfully,

Sunnah Sadala
MANAGING DIRECTOR

MISSION STATEMENT

To meet our customers procurement needs by being among the best procurement and supply agents.

VISION

To be the market leader in the purchasing and supply of high quality stationery within Malawi.

CORE VALUES

Integrity, fairness and teamwork.

WHY SSM GENERAL ENTERPRISES?

Your organization stands to gain a lot from sourcing supply and procurement services for a variety of items from SSM GENERAL ENTERPRISE because we possess the following qualities:

CREATIVITY

We are the best when it comes to creativity. We make sure that we transport and deliver your goods to intended destination wherever that may be. We are creative in finding solutions to provide the right transportation and means of delivery regardless of the problems we may meet along the way. We assure our clients that we will find solutions to fulfill any order.

SPEED OF DELIVERY

You can be assured of having your goods delivered in time. We have the experience of working within tight time frames without compromising on quality. We have a good number of couriers to fulfill delivery of large volumes of goods in good time.

SSM GENERAL ENTERPRISES

MONITORING

We know to follow up on orders efficiently because we have efficient monitoring staff to do this job. This efficient monitoring system sees to it that you as our client, is not charged for and do not pay for supply orders that you did not receive. You can also be assured that you will not be overcharged for the service that we offer. You will therefore only be invoiced on orders that have been delivered.

QUALITY

We deliver high quality goods at affordable prices. The quality standards we adhere to are the Malawi Bureau of Standards, South African Bureau of Standards and the United Kingdom Bureau of Standards.

STOCK HOLDING

We have adopted just in time delivery service especially for the most frequently ordered items like stationery to ensure that the delivery period to our customers is minimal.

SUPPLIERS OF

**General Office Stationery
Toner & General Dealers**

