

## Job Description

The Zimbabwe Environmental Law Organisation (ZELO) invites eligible suppliers and service providers to apply for registration for the year 2026. Successful applicants will be included in ZELO's supplier database under the categories listed below.

### Category A

1. Construction
2. Office cleaning and disinfection (including grounds maintenance)
3. Network solutions (including laptop repairs, printer repairs, and software upgrades)
4. ICT Hardware (laptop, printers, routers, etc.)
5. Corporate wear, protective clothing, and IEC materials
6. Accommodation and conference services
7. Vehicle hire, shuttle services, and transportation
8. Travel agents (air ticketing)
9. Vehicle service and repairs
10. Health and wellness, medical aid, funeral cover
11. Consultancy services
12. Suppliers of building materials

### Category B

1. Office maintenance and repairs
2. Plumbing repairs
3. Locksmith Services
4. Electrical repairs (including solar repairs and installations)
5. Office furniture and equipment
6. Air conditioning services
7. Sanitary disposal services
8. Audio-visual equipment
9. Translation services
10. Generator services and support
11. Website development
12. Telecommunications services
13. Stationery

## Duties and Responsibilities

N/A

## Qualifications and Experience

N/A

## How to Apply

### REQUIREMENTS FOR SUBMISSION / HOW TO APPLY

1. A detailed company profile
2. Copy of CR14 (clearly showing directorship)
3. Copy of Certificate of Incorporation
4. Copy of valid tax clearance
5. Copy of VAT registration certificate
6. Valid banking details, including a bank statement for at least three (3) months
7. Physical and postal address
8. A minimum of three (3) traceable references
9. Proof of payments for supplier registration should be attached (NB: clearly write your company name as payment reference)
10. A non-refundable registration fee of USD 100.00 for Category A
11. A non-refundable registration fee of USD 50.00 for Category B

12. If you wish to apply for more than one category, kindly process payments for all categories being applied for.

#### BANKING DETAILS

Account Name: Zimbabwe Environmental Law Organization

Account Number: 21573160223

Branch: FCDA Centre

Branch Code: 2157

Bank Name: First Capital Bank

NB:

All applications must be submitted via email to [procurementzw@gmail.com](mailto:procurementzw@gmail.com), clearly indicating the category being applied for in the subject line.

The closing date for submission is 26 February 2026 at 16:30 hours. Late submissions will not be considered.

**THIS INVITATION IS FOR SUPPLIER REGISTRATION ONLY AND DOES NOT CONSTITUTE A COMMITMENT TO PURCHASE OR ANY FORM OF CONTRACTUAL OBLIGATION.**