



WWF Zimbabwe

REGISTRATION OF SUPPLIERS & CONTRACTORS - YEAR 2026-2028

WWF Zimbabwe hereby invites applications from existing and new reputable registered companies, organizations and individuals for consideration as approved suppliers & contractors for the provision of goods and services to WWF Zimbabwe in the listed categories below. Suppliers are subject to WWF-Zimbabwe's set supplier pre-qualification screening process.

<p>1. General Supplies/Services</p> <ul style="list-style-type: none">- General office stationery- Water and Water Coolers- Borehole Installation and Maintenance- Sanitary Cleaning Services- Catering Services <p>2. Computers and IT Services</p> <ul style="list-style-type: none">- Photocopier & Printer sales & service- Computer Hardware & accessories- Network Infrastructure services- PABX- Cell phone sales & service- Equipment Repairs & maintenance services <p>3. Insurance</p> <p>Insurance services and broking</p> <p>4. General Property Maintenance</p> <ul style="list-style-type: none">- Cleaning and sanitary services- Carpentry and Roof Maintenance- Pest Control and fumigation- Air conditioners supply and maintenance- Building materials- Hardware, plumbing and electricals- Office Blinds- Car Ports and Sheds- Landscaping and grounds maintenance- Waste Removal Services <p>5. Fuel (Liquid fuel – cards and coupons)</p> <p>6. Security Services</p> <ul style="list-style-type: none">- Guard Services (office and residential buildings)- CIT Services- Access Control, CCTV, Alarms etc.- Locksmith services- Vehicle Tracking- Firefighting equipment & maintenance <p>7. Power backup Services</p> <ul style="list-style-type: none">- Generator supply and maintenance- Solar power supply and maintenance	<p>8. Designing, Printing and Photocopying</p> <ul style="list-style-type: none">- Designing and Printing i.e. manuals- Photocopying services <p>9. Media and Publishing</p> <ul style="list-style-type: none">- Videography and Photography services- Advertising <p>10. Branding and Signage</p> <p>11. Motor Vehicles & Motorcycles</p> <ul style="list-style-type: none">- Motor vehicle/motorcycles repair & service garages- Tyre Sales- Motorbike repairs and maintenance- Vehicle and Motorbikes spares and accessories- Vehicle Sales <p>12. Transportation Services*</p> <ul style="list-style-type: none">- Courier Services- Vehicle Hire- Vehicle hire, and leasing services- Taxi services- Vehicle towing Services <p>13. Office Furniture & Equipment</p> <ul style="list-style-type: none">- Office furniture and fittings- Household electricals <p>14. Conference facility, accommodation, and meals*</p> <ul style="list-style-type: none">- Outside catering & Confectionery services- Décor and events management services- Conference facilities & accommodation <p>15. Professional Services Consultancy</p> <ul style="list-style-type: none">- Legal services- HR/Team building services- Training services <p>16. Auctioneers</p> <p>17. Corporate Branding and Promotional Materials</p> <ul style="list-style-type: none">- Corporate branding- Promotional Items <p>18. Travel Agents</p>
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Interested suppliers are to submit the following: **Company profiles (indicating the physical address, telephone & fax numbers & valid e-mail addresses), Certificate of Incorporation; CR14 (showing Directorship); VAT registration certificate; Current Tax Clearance Certificate; Clearly defined payment terms and at least three (3) trade references with full contact details.** For IT Services, submit proof of any accreditations either as support centres or solution providers for companies such as Microsoft, HP, Dell, Cisco, APC etc.

All applications must be labelled **Registration of Supplier and Contractors FY23** with the **Category Number**, and must be sent by e-mail to procurement@wwf.org.zw

Deadline for the submission of **applications is 04 November 2025.**

Please Note: This advertisement is an invitation to do business, not an offer to provide goods and services and does not guarantee any form of contractual commitment. WWF Zimbabwe reserves the right to accept or reject any application. Only successful applicants will be contacted after this exercise. **WWF Zimbabwe does not charge any fee for registration of suppliers.**