



## ZOC SUPPLIER REGISTRATION INVITATION FOR 2021-2025

The Zimbabwe Olympic Committee (ZOC) is extending an invitation to current and potential reputable suppliers to undergo assessment and be included on the approved suppliers list. This is for the provision of goods and services within the listed categories for the period spanning January 2024 to December 2025.

ZOC reserves the right to accept or reject any application. Only successful applicants will be contacted after the assessment process.

### CATEGORIES

#### STATIONERY

1. General office stationery
2. Archiving Boxes
3. Printing Services & Stamps
4. Stationery-Letter heads, Business Cards, Calendars
5. Graphic Designers

#### CANTEEN

1. Meat Suppliers
2. Vegetable Suppliers
3. Groceries
4. Water and Water Coolers

#### PROTECTIVE CLOTHING

1. PPC
2. PPE
3. COVID -19 Supplies

#### COMPUTERS AND IT SERVICES

1. Internet Services (ISPs)
2. Printer Sales & service
3. Computer Sales
4. Computer Consumable and accessories
5. Computer Hardware and ICT related Equipment
6. IT Networking and Maintenance
7. Telephone and Switch Board Services
8. ICT Security Services



## TELECOMMUNICATIONS

1. Phone sales & service
2. Equipment Repairs & maintenance services
3. SMS Solutions

## AIR CONDITIONERS

1. Supply
2. Repairs
3. Maintenance

## INSURANCE SERVICES

1. Insurance services and broking
2. Motor Vehicle Insurance
3. Property Insurance
4. Asset All Risk insurance (Fire, theft)
5. Professional Indemnity
6. Liability Insurance

## FUEL

1. Liquid fuel
2. Cards
3. Coupons

## SPORTSWEAR AND EQUIPMENT

1. Uniforms
2. Tracksuits
3. Balls
4. Equipment

## SECURITY SERVICES

1. Security Guard Services
2. Access Control systems
3. CCTV
4. Alarm systems
5. Security systems and products
6. Locksmith services
7. Vehicle Tracking
8. Locksmith and Safes
9. Fire equipment supplies, repairs & maintenance

## POWER BACK-UP SERVICES

1. Generator supply and maintenance
2. Generator supplies & services
3. Solar power supply and maintenance



4. Designing and Printing,
5. Photocopying services

## **ENTERTAINMENT AND MEDIA SERVICES**

1. Photography
2. Entertainment
3. Media related Services

## **MEDIA AND PUBLISHING**

1. Videography
2. Photography services
3. Advertising

## **BRANDING AND SIGNAGE**

## **MOTOR VEHICLES REPAIR AND MAINTENANCE SERVICES**

1. Motor vehicle repairs
2. Motor vehicle maintenance
3. Motor Vehicle Service
4. Tyre Services and Batteries
5. Motor Vehicles parts and Accessories
6. Panel Beaters

## **TRANSPORT SERVICES**

1. Courier Services
2. Clearing & Forwarding Agents
3. Vehicle Hire (including containerized)
4. Vehicle hire, and leasing services
5. Vehicle Towing services
6. Taxi Services
7. Shuttle Services

## **OFFICE FURNITURE & EQUIPMENT**

1. Office furniture and fittings
2. Office Equipment
3. Blinds
4. Household electricals

## **HOSPITALITY**

1. Accommodation & Lodging (All Provinces)
2. Conference facilities & Accommodation (All Provinces)
3. Outside catering & Confectionery services
4. Décor and events management services
5. Catering Services (teas lunches and Refreshments)



## **PROFESSIONAL CONSULTANCY SERVICES**

1. Audit services
2. Legal services
3. Research Services
4. Quantity Surveyors and Architectural Services
5. Strategy Formulation Services
6. Courier Services
7. HR/Team building services
8. DJs/MCs/Entertainers
9. Training services
10. Translation and Interpretation services

## **MARKETING, ADVERTISING & BRANDING**

1. Advertising, Public Relations and Marketing Services
2. Research Companies
3. Promotional Materials
4. Corporate Gifts
5. Corporate Wear
6. Branding Companies
7. Media Production houses

## **CORPORATE BRANDING AND PROMOTIONAL MATERIALS**

1. Corporate branding
2. Promotional Items
3. Designing and printing
4. Branded Clothing
5. Designing and Visibility
6. Signage and Branding
7. Graphic Designing.

## **TRAVEL AGENTS**

1. Tickets
2. VISA Application

## **CLEANING AND HYGIENIC SERVICES**

1. Cleaning and sanitary services
2. Sanitary Disposal
3. Waste Disposal
4. E-waste Disposal
5. Cleaning Chemicals/Equipment
6. Cleaning services
7. Pest Control and fumigation

## **WATER SUPPLY SERVICES**



1. Borehole suppliers and Services
2. Bottled Water and Water refilling Services

## **REPAIRS AND MAINTENANCE-BUILDINGS**

1. General Repairs and Plumbing
2. Electrical Supplies, Repairs and Electrical Works
3. Painting and Building Renovations
4. Tiling
5. Office Blinds
6. Carports and Sheds

## **GENERAL PROPERTY MAINTENANCE**

8. Air conditioners supply and maintenance
9. Building materials
10. Office Blinds
11. Landscaping and grounds maintenance
12. Carpentry joinery, upholstery, shop fitting



**The following supporting documents are to accompany the application:**

- Detailed Company Profile (indicating the physical address, telephone & fax numbers & valid e-mail address, Clear banking details)
- Certificate of incorporation;
- Memorandum of Association;
- CR14 (showing Directorship);
- Certified Copies of VAT Registration Certificate
- Valid ITF 263 ZIMRA Current Tax Clearance Certificate;
- Trade Licence (if applicable);
- Clearly defined payment terms

At least three (3) trade references with full contact details preferably in the for the category applied for.

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.

**Guidelines for application**

1. Suppliers with multiple services that cover various categories should submit separate documentation for each category.
2. Suppliers on Current ZOC suppliers list should re-apply.
3. This advertisement is an invitation to do business and not an offer to provide goods and services.
4. Each application should be accompanied by USD\$100.00 non-refundable application fee.

All applications must be labelled 'Registration of Supplier and Service Providers 2024 and must be sent by email to [info@zoc.co.zw](mailto:info@zoc.co.zw) or deposited in the tender box stationed at ZOC Head Office reception area.

**Deadline: 26 January 2024 (4pm)**

