

# EDUCATION COALITION OF ZIMBABWE

## INVITATION FOR 2023 SUPPLIER REGISTRATION



*The Civil Society Voice in Education*

### WHO WE ARE?

Education Coalition of Zimbabwe (ECOZI), established in June 2009, is a network of Non Government (NGO) International Non Governmental Organizations (INGOs), Teacher Unions, Faith Based Organizations, Community Based Organizations and Civil Society Organizations' (CSO) in Zimbabwe with an interest and working within the education sector. ECOZI is an apolitical and non-partisan coalition that unites civil society in the common pursuit of the right to quality, compulsory and free basic education for all, with emphasis on public funded education.

### WHAT WE ARE LOOKING FOR?

ECOZI is in the process of updating its Suppliers Register. Prospective suppliers for the following goods and services are invited for vetting and if successful will be registered on our 2023 approved suppliers list:

- Office furniture and accessories supply and repair
- Vehicle repair and maintenance
- Taxi services (Harare only)
- Accommodation and conferencing
- Pest control and fumigation
- Office and facilities maintenance (windows & blinds etc repair and maintenance)
- Provision of ICT equipment, accessories ICT hardware service, repair and maintenance
- Consultancy and Facilitation Services
- Printing and binding services
- Stationery and office supplies
- Travel Agencies and Accommodation
- Vehicle hire
- Provision of insurance-Vehicles,Cash & IT Insurance
- Provision of Audit Services
- Provision of Accounting Softwares
- Advertising/corporate branding and promotional materials
- Catering Services

### INTERESTED SUPPLIERS ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTS:

- Company Certificate of Incorporation/Individual Business Registration Details
- VAT registration certificate (If applicable)
- Company/Individual Business Profile indicating physical, postal address and contact person (Max 2 pages)
- Current Tax Clearance Certificate
- Physical Address and contact details; Telephone numbers and email addresses of at least three (3) traceable trade references indicating organization name, address, contact person name, email address.

### TO APPLY :

All documents shall be submitted to ECOZI PROCUREMENT COMMITTEE through email ONLY clearly indicating on the subject the category being applied for not later than Friday the 20th of January 2023. Email to [vendorlist@ecozi.co.zw](mailto:vendorlist@ecozi.co.zw). No hard copies will be accepted.