



Call for Expressions of Interest: 2026 SADC Sustainable Energy Week Supplier Database for the Provision of Event-Related Services (Zimbabwe)

1. Introduction and Background

The Ministry of Energy and Power Development (MoEPD) of Zimbabwe, in collaboration with the SADC Centre for Renewable Energy and Energy Efficiency (SACREEE) and SADC Secretariat, will jointly host the **2026 SADC Sustainable Energy Week from 23–27 February 2026 at the Elephant Hills Hotel in Victoria Falls, Zimbabwe**. The event will be held under the theme: *“Driving Regional Economic Growth through Clean Energy and Energy Efficiency.”*

In preparation for this flagship event, the organizers invite **reputable Zimbabwean-based service providers** to submit **Expressions of Interest (EOI)** for inclusion in the official event supplier database.

2. Service Categories

Submissions are sought **exclusively from providers operating within Zimbabwe** in the following service categories:

1. Airport Shuttle Services
2. Event Production Services (sound, stage, lighting)
3. Exhibition Stall Providers
4. Guest Ticketing and Management
5. Printing Services (Banners, Agenda, etc.)
6. Rapporteur Services
7. Simultaneous Interpretation Services & Booths (English, French, and Portuguese)
8. Supply of Promotional Materials (shirts, t-shirts, hats, lanyards, bags, notepads, etc.)
9. Videography and Photography Media Services

Applicants may express interest in multiple categories but should clearly specify all categories they wish to be considered for in their submission.

3. Submission Requirements

Please attach the following information along with the Expressions of Interest:

1. Company Brief Profile.
2. Certificate of Incorporation issued by the Zimbabwe Registrar of Companies.
3. Valid registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ), if applicable.
4. Valid Tax Clearance Certificate or official proof of exemption.



5. A minimum of four (4) verifiable references of recent relevant work (e.g., Purchase Orders or reference letters pertinent to the service category).
6. Vendor number, if applicable.

4. Submission Criteria/Guidelines

1. The Expression of Interest should be submitted via email to sadcsew@sacreee.org with the subject line **"2026 SADC SEW SUPPLIER DATABASE - [COMPANY NAME]"**.
2. Clearly list in the email body the service category(ies) being applied for.
3. The call for EOI opens on **04 November 2025** and closes on **04 December 2025 at 23:59 Harare time**.
4. All clarifications must be requested in writing via the same email address sadcsew@sacreee.org no later than **30 November 2025**.
5. Only applicants with the above-stated requirements will be considered for inclusion in the 2026 SADC Sustainable Energy Week Database.
6. Only submissions made via the stipulated email address will be accepted. No hard copy submissions will be accepted by SACREEE and MoEPD.
7. Procurement will be conducted in strict adherence to SACREEE and MoEPD procurement policies and Zimbabwean Public Procurement and Disposal of Public Assets Act (PPDPA).

Please Note

The organizers reserve the right to reject any applications that do not meet the requirements or are deemed unsuitable for inclusion. Inclusion in the supplier database does not guarantee contract awards, and no obligations exist to award contracts based solely on database inclusion.