



To All Suppliers

Publication Date:  
30 Jul 2025

Closing Information

Date: 01 Aug 2025  
Time: 10:00:00

Return Quotation to:

proc@mmcz.co.zw

Requested Items

#	Description	Specification	Quantity	Unit
1	ANNUAL REPORT 2024 PRINTING	Design and printing of annual report 300gsm gloss cover, 150gsm inner pages, full colour, 65 pages, perfect binding.	500.00	Each



IMPORTANT NOTE

Your Quotation Must Be In USD



Instructions & Conditions

- VALID TAX CLEARANCE CERTIFICATE
- PRICE VALIDITY OF 30 DAYS
- PAYMENT AFTER DELIVERY



Required Documents

- VALID TAX CLEARANCE
- PRAZ REGISTRATION CERTIFICATE
- NSSA CLEARANCE CERTIFICATE



**STANDARD  
BIDDING  
DOCUMENT**

**FOR THE PROCUREMENT OF GOODS:**

**DESIGN AND PRINTING OF ANNUAL  
REPORTS**

**CLOSING DATE: 01 August 2025**

**CLOSING TIME: 1000 HOURS**

**BIDDING DOCUMENT FOR THE PROCUREMENT OF DESIGN AND PRINTING OF  
ANNUAL REPORT PRINTING  
PROCUREMENT REFERENCE NO: MMCZ DT 40B 2025**

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**Standard Bidding Document for design and printing of annual reports  
Procurement of:**

**Procurement Reference No: MMCZ DT40B2025**

**Procuring Entity: Minerals Marketing Corporation of Zimbabwe**

**BIDDING DOCUMENT FOR THE PROCUREMENT OF DESIGN AND PRINTING OF  
ANNUAL REPORT PRINTING  
PROCUREMENT REFERENCE NO: MMCZ DT 40B 2025**

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**PART 1: BIDDING PROCEDURES**

**References:**

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

**Procurement Reference Number: MMCZ DT 40B/2025**

**Preparation of Bids**

You are requested to bid for the supply of the goods specified in the Statement of Requirements below, by completing and returning the following documentation:

1. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe in relevant categories
2. The following documentation must be submitted:
  - Valid Tax Clearance Certificate from Zimbabwe Revenue Authority
  - Valid NSSA Clearance Certificate

**Bid validity period**

The minimum period for which the Bidder's bid must remain valid is 30 days from the deadline of the submission of bids.

**Submission of Bids**

Bids must be submitted through the email

Date of deadline: **01 August 2025**      **Deadline Time: 1000 HOURS**

Submission address: **proc@mmcز.co.zw**

Means of acceptance: [proc@mmcز.co.zw](mailto:proc@mmcز.co.zw)

**Delivery Requirements**

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2.

**Evaluation of Bids**

Bids will be evaluated using the following methodology:

**BIDDING DOCUMENT FOR THE PROCUREMENT OF DESIGN AND PRINTING OF  
ANNUAL REPORT PRINTING**

**PROCUREMENT REFERENCE NO: MMCZ DT 40B 2025**

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.

	Attributes	Compliance Status Compliant - C Non-Compliant - NC
1.	Current Tax Clearance Certificate	
2.	Proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the relevant category	
3.	Valid NSSA Clearance Certificate	

2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;

a	B	c
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder and compliance of items to detail in column d}
1	Minimum specifications	
2	Designing	
3	Printing	
4	300gsm gloss cover	
5	150gsm inner pages	
6	Full colour	
7	65 pages	
8	Perfect binding	

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PROCUREMENT REFERENCE NO: MMCZ DT 40B 2025**

9	Bidders are required to submit samples in line with the specifications above Bidders who had submitted samples in the previous procurement on e-GP need not to resend.	
10	MMCZ reserves the right to visit the bidder's premises to ascertain printing capacity.	
11	The delivery period shall not be more than 1 month	
12	Bidders are required to disclose any sub-contraction and MMCZ reserves the right to visit the premises	

3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid. The procurement shall be awarded to the lowest bidder to specifications.

**Bids failing any stage will be eliminated and not considered in subsequent stages.**