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MMCZ-RFQ  
#2025-606

### To All Suppliers

**Publication Date:**  
08 Sep 2025

### Closing Information

**Date:** 11 Sep 2025  
**Time:** 10:00:00

### Return Quotation to:

[proc@mmcz.co.zw](mailto:proc@mmcz.co.zw)

### Requested Items

#	Description	Specification	Quantity	Unit
1	<b>Main Stage and Set-Up</b>	Attached in spec brief.	1.00	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

**Revealing Zimbabwe's Mineral Wealth & Heritage**

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# MINERALS MARKETING

CORPORATION OF ZIMBABWE

## Main Stage & Décor Set-Up: MMCZ & Partners Annual Wellness Day

### General Brief

**Event:** MMCZ & Partners Annual Wellness Day

**Date:** 20 September 2025

**Venue:** ZB Sports Club, Vainona

**Participants:** ±240

#### 1. General Sitting & Set-Up

- **Total Seating Capacity:** 240 guests.
- **Layout Objective:** Promote camaraderie, interaction and a relaxed wellness-friendly atmosphere.
- **Seating Arrangement**
- **Round Tables:**
- 24 round tables seating 10 pax each. Encourages face-to-face interaction and team bonding.
- **Chairs:** Banquet chairs with chair covers in Mineral Blue, tied with Fodge Yellow sashes.

#### 2. Seating Arrangement

- **Table Dressing & Centrepieces**
- **Table Linen:** White tablecloths with Mineral Blue runners.
- **Centrepieces:** Wellness-themed, simple but inspiring. Options include:
- Mini succulent plants in pots with co-branded wallpaper (ref: backdrop artwork)– can double as giveaways for the first 24 people who arrive before 05:30AM.
- Bowls of fresh fruit (apples, oranges, bananas) decorated with yellow ribbons.
- Infused water jars (lemons, cucumber, mint) in clear glass containers with blue/yellow accents.
- **Additional Wellness Touches:** Inspirational wellness quotes on small tent cards. Cards to carry co-branding. Artwork will be supplied.

#### 3. Visual & Screens

- **LED Screens (2 units, 70-inch):** Placed strategically for visibility.
- **Content:** Looping highlights of 2024 Wellness Day + sponsor recognition slides (using co-branded colour palette).

#### **4. Main Stage**

- Raised stage with skirting draped in Mineral Blue & Fodge Yellow.
- Backdrop: Life-size co-branded backdrop banner (separate RFQ).
- Podium: For speeches and award ceremonies, branded with MMCZ logo in Mineral Blue & Fodge Yellow.

#### **5. Delivery**

- Supplier to complete full set-up (tents, chairs, tables, décor, AV) by the 19<sup>th</sup> of September 2025 (day before event).
- On-site support team to remain available throughout the event for adjustments.