

**REQUEST FOR PROPOSALS FOR THE PROCUREMENT OF DESIGN, LAYOUT
AND PRINT OF ANNUAL REPORT**
PROCUREMENT REFERENCE NO: RFP 04/2023

MINERALS  MARKETING
CORPORATION OF ZIMBABWE

**STANDARD
REQUEST FOR PROPOSALS
for the
PROCUREMENT OF DESIGN, PRINT LAYOUT AND PRINT
ANNUAL REPORT 500 COPIES**

**MINERALS MARKETING
CORPORATION OF ZIMBABWE
29 SEP 2023
PROCUREMENT MANAGEMENT
UNIT
90 MUTARE ROAD, MSASA**

**REQUEST FOR PROPOSALS FOR THE PROCUREMENT OF DESIGN, LAYOUT
AND PRINT OF ANNUAL REPORT**
PROCUREMENT REFERENCE NO: RFP 04/2023

**Standard Request for
Proposals:**

**DESIGN PRINT,
LAYOUT AND
PRINT 500
COPIES OF
ANNUAL
REPORT**

**Procurement Reference No:
MMCZ RFP 04/2023**

Procuring Entity:

**MINERALS
MARKETING
CORPORATION
OF ZIMBABWE**

**Date of Issue:
29 SEPTEMBER 2023**



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REQUEST FOR PROPOSALS PROCEDURES

Terms of Reference

(a) Background:

Minerals Marketing Corporation of Zimbabwe (MMCZ) is government owned entity established under the MMCZ Act of June 1982 with a sole mandate of selling and marketing of all minerals produced in Zimbabwe, except gold and silver.

The Corporation will like to engage a firm that will design, layout and print its annual report for 2022.

(b) Scope of the Services:

The scope of works will include designing, layout and printing the annual report.

Preparation of Proposals:

The bidder should be registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Regulations.

Documentation to be submitted

	Mandatory Requirements	Compliance Status Compliant - C Non-Compliant - NC
1.	Current and valid Tax Clearance Certificate	
2.	Copy of CR14/CR6 showing Company Directors	
3.	Detailed Company profile showing the vision and mission of the organization, Management Philosophy	
4.	Certificate of Incorporation with the Registrar of Companies	
5.	Proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the relevant category	
6.	Valid NSSA Clearance Certificate	
7.	CVs of Designers indicating their qualifications and experience in design works.	
8. N	NSSA clearance certificate	
9.	Three Reference letters for works done in the previous 5years	
10.	Submit samples of previous annual reports designed and printed in the last 5years	



**REQUEST FOR PROPOSALS FOR THE PROCUREMENT OF DESIGN, LAYOUT
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Technical Requirements

Design, layout and Print of MMCZ annual report, A4, Gloss cover, with Laminating, 300gsm, Inner pages 170gsm or less, perfect binding 60 pages x 500 copies.

Submission of Proposals:

Documents should be submitted to the email address below, no later than the date and time of the deadline below. Late proposals will be rejected.

Date for Submission: Wednesday 04 October 2023

Time of Submission 1000 Hours (*local time*).

Address for submission:
proc@mmcz.co.zw
/zaranyika.z@mmcz.co.zw

Currency:

Proposals must be priced in United States Dollars and payment shall be in USD. The Corporation does not make any offshore payments.

Recommendation for Award:

The proposal meeting all the requirements and with the least cost to MMCZ shall be recommended for award the contract.

