



**MINERALS MARKETING
CORPORATION
OF ZIMBABWE**

**REQUEST FOR EXPRESSION OF INTEREST FOR THE
PROVISION CONSULTING SERVICES (firms
selection)**

1. **Marketing and Communications Consultancy Services.**
2. The purpose of this Request for Expression of Interest (EOI) is for the procurement of services which include rebranding and repositioning of MMCZ, Design and layout of a 360 degrees marketing campaign and coming up with the BIG idea to cover the following;
 - Press, spot ads, opening and closing billboard for a sponsored programme, digital, television, corporate video, front-end design for the website,
 - Concept for a launch event
 - Internal launch concept development
3. Proposal Reference Number MMCZ EO1 01/2019
4. MMCZ wishes to engage consulting services relating to marketing and communication for the next one year.
5. MMCZ now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants should provide information demonstration that they have the required qualifications and relevant experience to perform the services.
6. The Short-listing criteria
 - a) To be eligible, the consultant must be a qualified consulting firm or registered company.
 - b) Profile of previous work of a similar nature done and completed. This will include contacting of any references.
 - c) Minimum 2 years experience in consulting work of a similar nature.
 - d) Should be registered with the Procurement Regulatory Authority of Zimbabwe (for domestic bidders only)
 - e) List and resumes of key personnel and relevant company certifications.
7. The following documents should be submitted in support of the information provided
 - a) Company profile clearly showing both physical and postal addresses

- b) Certificate of Incorporation
 - c) CR14
 - d) Current tax clearance certificate
 - e) Letter of expression of Interest
8. Shortlisted firms Consultants will be invited to submit detailed technical and financial proposals, as described in Part 1 of the Request for Proposals procedures in the Standard Request for Proposals for the Selection of Consultancy Services.
- Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.
9. Participation in this bidding procedure is restricted to Zimbabwean bidders only.
10. Further information can be obtained at the address below during office hours.
11. A Consultant may submit only one expression of interest. The Expression of Interest must be enclosed in three sealed envelopes clearly marked and deposited in the tender box at Minerals Marketing Corporation of Zimbabwe, 90 Mutare Road, Msasa, Harare, Zimbabwe by 1600 hours on 5 April 2019. Late expressions of interest will be rejected.

The Procurement Committee Chairman – procurementcommittee@mmcz.co.zw
Minerals Marketing Corporation of Zimbabwe
90 Mutare Road
Msasa
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