



27 Boscobel Drive West  
Highlands  
P.O. Box CY 496  
Causeway  
Harare  
Tel: 263-4-443465-7  
Email: info@baz.co.zw

## **REQUEST FOR QUOTATIONS**

**OUR REF: RFQ02/2706/2018**

27 June 2018

To All Potential Bidders

**SUBJECT: REQUEST FOR QUOTATIONS – RFQ02/2706/2018**

Broadcasting Authority of Zimbabwe is inviting a Consultant to assist the Authority in the Acquisition Committee.

### **1. DUTIES OF THE CONSULTANT**

The Authority requires the expert services of a person with the experience and specialization knowledge in film production and assessment to be part of the Acquisition Committee. The Consultant shall be expected to work with the Committee in identifying TV programs suitable for purchasing and make appropriate recommendations. He/ She is expected to view all programs submitted to the Acquisition Committee write reports analysing Technical and Creative aspects of the viewed programs in line with broadcasting standards .

### **2. QUALIFICATIONS OF THE CONSULTANT**

2.1. At least a diploma in Film or television of related field.

2.2. At least five years' experience in film and television production as a Director or Producer.

**RFQ PUBLICATION DATE: 27 JUNE 2018**

**RFQ CLOSING DATE: 2 JULY 2018 AT 1000 HRS**

**DELIVERY PLACE: 27 BOSCOBEL DRIVE WEST, HIGHLANDS, HARARE, ZIMBABWE**

Broadcasting Authority of Zimbabwe's employees, Committee Members, Board Members and their relatives (spouses and children) are not eligible to participate in the tender.

Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

The quotation must provide the following information.

- Bid Price
- Payment terms **must be clearly STATED** (BAZ terms: **After delivery**)
- Bid validity (**must be stated in days**) (**at least 30 Days**)
- Delivery period from date of official order (**must be clearly STATED in days**)
- **Clearly state VAT registered or Not VAT registered. NB** – All VAT registered suppliers to indicate their VAT number on the quotation.

### **SUBMISSION OF QUOTATIONS**

All quotations must be submitted in sealed envelopes and endorsed on the outside with the Request for Quotation number, description and closing date. Quotation must be deposited during business hours into the Tender Box, situated at Broadcasting Authority of Zimbabwe, Reception area, number 27 Boscobel Drive West, Highlands in Harare, Zimbabwe addressed to: The Procurement Manager

Broadcasting Authority of Zimbabwe  
27 Boscobel West drive  
Highlands  
Harare

Also send via email to **procurement@baz.co.zw**

**On or before 1000hours on the closing date.**

Tenderers are free to witness the opening of the tenders on the closing date and time.

**Late submissions will not be accepted. Broadcasting Authority of Zimbabwe does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or part of any tender.**