



REQUEST FOR PROPOSAL (RFP)

Design and Fabrication of the Ministry of Industry and Commerce Pavilion – ZITF 2026

1. Introduction

The Ministry of Industry and Commerce invites qualified and experienced exhibition stand designers and fabricators to submit proposals for the design, construction, and fit-out of its pavilion at the **Zimbabwe International Trade Fair (ZITF) 2026**, scheduled for **20–25 April 2026** at the ZITF Grounds, Bulawayo.

2. Objectives

The pavilion must:

- Reflect the ZITF 2026 theme: *“Connected Economies, Competitive Industries.”*
 - Provide a modern, spacious, technology-enabled, and visitor-friendly environment.
 - Showcase the Ministry and its affiliated institutions in a cohesive yet distinct manner.
 - Facilitate stakeholder engagement, consumer interaction, and investor meetings.
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3. Scope of Work

The successful bidder will be required to:

- Develop a **3D mock-up** and scaled floor plan of the pavilion.
- Fabricate and install exhibition counters, branded panels, LED screens, lighting, flooring, and furniture.
- Integrate modern exhibition technologies (digital screens, tablets, QR codes, LED branding).
- Provide a semi-private VIP lounge within the stand footprint.
- Ensure high-quality finishes, durability, and compliance with local power/connectivity conditions.

4. Pavilion Specifications

- **Stand Type:** Open Space
- **Total Area:** 171 sqm
- **Design Approach:** Modular, open-plan, zoned layout with clear sightlines and free visitor flow.

Zoning Requirements:

- **Main Ministry Reception & Information Hub** (1) – centrally positioned, LED video wall, digital registration.
- **Dedicated Exhibition Areas** – , (2) Trade Measures Department, (3) Economic Empowerment Department, (4) Consumer Protection Commission, (5) Consumer Council of Zimbabwe, (6) Competition and Tariff Commission, (7) National Competitiveness Commission & (8) Standards Development Fund
- **VIP Lounge** – semi-private, furnished with dining couch set and coffee table.

5. Deliverables

Bidders must submit:

- Detailed **3D mock-up** of the proposed stand.
- **Scaled floor plan** showing zoning and circulation.
- **Material and finishes specification.**
- **Lighting and electrical layout.**
- Cost breakdown (design, fabrication, installation, dismantling).
- Maintenance and support plan during ZITF 2026.

6. Pre-Bid Site Visit

All bidders are required to attend a **mandatory pre-bid site visit** at Ministry Head office Mukwati Building Harare on **Friday 6 March 2026, 1000hrs.**

This visit will provide bidders with insights into the exhibition space and technical requirements and expectations.

7. Eligibility Criteria

Bidders must demonstrate:

- Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ).

- Proven experience in exhibition stand design and fabrication (minimum 2 similar projects in the past 5 years).
 - Technical and financial capacity to deliver within timelines.
 - Compliance with the PPDP Act and relevant statutory obligations.
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8. Submission Requirements

Proposals must include:

- Company profile.
 - At least two (2) trade references signed and stamped
 - Tax clearance certificate.
 - Detailed technical proposal (design concept, materials, technologies).
 - Financial proposal (itemized cost breakdown).
 - Work plan and delivery schedule.
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9. Evaluation Criteria

Proposals will be evaluated based on:

- **Technical merit** (design innovation, functionality, compliance with specifications).
 - **Experience and capacity** (track record, resources, personnel).
 - **Cost competitiveness** (value for money).
 - **Compliance** with statutory and regulatory requirements.
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10. Submission Deadline

All proposals must be submitted in sealed envelopes clearly marked:

“RFP – Pavilion Design and Fabrication: Ministry of Industry and Commerce – ZITF 2026”

Delivered on eGP:

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11. Contact Information

For clarifications on bidding conditions, contact:

Procurement Management Unit (PMU)
Deputy Director PMU

Mrs N. Muguse

Tel: 0242 -757 666 / 0719 356 426

Email: procurementmic2025@gmail.com

For Clarifications on technical conditions, contact

Deputy Director Communications

Mr. C. Dzavakwa

Tel

Email:

12. Conclusion

The Ministry seeks a bold, functional, and visually compelling pavilion that positions it as a key driver of connected economies and competitive industries. Qualified bidders are encouraged to submit proposals that meet the outlined requirements and deliver an engaging experience for visitors, stakeholders, and investors.

Evaluation Scoring Matrix

Design and Fabrication of the Ministry of Industry and Commerce Pavilion – ZITF 2026

Criteria	Weight (%)	Evaluation Parameters	Scoring Guide
Technical Proposal	40%	<ul style="list-style-type: none">- Compliance with pavilion specifications (layout, zoning, finishes)- Innovation and creativity of design- Integration of modern exhibition technologies- Functionality and visitor flow- Quality of materials proposed	0–10: Poor 11–20: Fair 21–30: Good 31–40: Excellent
Experience & Capacity	20%	<ul style="list-style-type: none">- Proven track record (minimum 3 similar projects in past 5 years)- Availability of skilled personnel- Adequacy of equipment and resources- References from past clients	0–5: Poor 6–10: Fair 11–15: Good 16–20: Excellent
Financial Proposal	30%	<ul style="list-style-type: none">- Cost competitiveness- Value for money	0–10: Poor 11–20: Fair

Criteria	Weight (%)	Evaluation Parameters	Scoring Guide
Compliance with Statutory & Regulatory Requirements	10%	- Clarity of itemized cost breakdown	21–25: Good
		- Reasonableness of pricing	26–30: Excellent
		- PRAZ registration	0–2: Poor
		- Valid tax clearance certificate	3–5: Fair
		- Company registration documents	6–8: Good 9–10: Excellent

Total Score: 100%

- **Minimum qualifying score:** 70%
- Only bidders who achieve the minimum score will be considered for award.
- The **highest ranked bidder** (based on combined technical, financial, and compliance scores) will be recommended for contract award.

Notes for Bidders

- The evaluation will be supervised by the **Procurement Management Unit (PMU)** of the Ministry of Industry and Commerce.
- The process will strictly adhere to the **PPDPA Act [Chapter 22:23]** principles of transparency, fairness, competition, and value for money.
- Attendance at the **mandatory pre-bid site visit** is a prerequisite for evaluation.