

TOBACCO BOARD OF ZAMBIA

EXPRESSION OF INTEREST FOR MANAGEMENT OF TOBACCO SALES FLOOR IN ZAMBIA

Tobacco Board of Zambia (TBZ) established by the Act of Parliament CAP 237 of 1968, with the mandate to promote, protect and facilitate production and to regulate the tobacco industry in Zambia, wishes to engage the services of independent private firm (s) to manage the tobacco sales floors in the country for the 2018/2019 marketing season going forward.

TBZ has been regulating the management of Tobacco Sale Floors situated in different parts of the country including those that are closed at the moment.

Objective and Scope of Work for the assignment

The primary objective is to engage an independent agro company with vast experience in the agriculture sector to manage the following Sales Floor;

- ✓ Lusaka main Sales Floor
- ✓ Chipata Main Sales Floor

Generally the Sales Floor Manager shall superintend over the marketing process of tobacco at the designated Tobacco Sales Floors highlighted above.

Specifically the Independent Sales Floor Manager will work in liaison with TBZ to:-

1. Manage and enforce the regulatory measures regarding the management of the floor as per the Tobacco Act
2. Manage the process of selling and buying of tobacco
3. Receipt and keep a consolidated record of the different types of tobacco received at all the tobacco Sales Floors in the country
4. Ensure that respective commissions from sale of tobacco to various stakeholders are discharged appropriately
5. Relate and work the merchants to ensure that the prescribed procedures and processes as well as information related to buying and selling of tobacco on the floor are adhered to and harmonized.

Qualification for the Applicants

Tobacco Board of Zambia, now invites qualified and experienced private firms for the expression of interest (EOI) to manage the tobacco Sales Floor

- ✓ The applicant Should have vast knowledge of tobacco industry in the Southern African region
- ✓ should have full understanding of tobacco marketing system and policy matters surrounding tobacco marketing in accordance with the Republic of Zambia Tobacco Act CAP 237, of 1968
- ✓ Must have the capacity to handle tobacco marketing system and manage IT unit for regular sales report Generation
- ✓ Should be legally registered with relevant authorities and have the right to operate in Zambia

Interested firms should submit the EOI indicating the sales Floor (s) of interest, clearly marked "Request for **Expression of interest for Management of the**

Tobacco Sales Floors". The closing date for the submission of documents will be 31st July, 2018.

EOI documents should be addressed to:

The Chief Executive Officer, Tobacco Board of Zambia, Plot Number 19288, Mungwi Road, P.O. Box 31963, Lusaka and should be deposited in in the Tender Box situated at the Tobacco Board of Zambia, Mungwi Road, P.O Box 31963, Lusaka, Zambia, on or before Tuesday, 31st July 2018 at 10:30hrs local time. Electronic bidding will not be permitted. Late bids will be rejected.

For any further clarification kindly contact;

The Procurement Officer
Tobacco Board of Zambia
Plot Number 19288
Mungwi Road,
P.O. Box 31963, **Lusaka**
Or visit our website **www.tbz.co.zm**