

TOBACCO BOARD OF ZAMBIA

EXPRESSION OF INTEREST FOR MANAGEMENT OF TOBACCO SALES FLOORS IN ZAMBIA

Tobacco Board of Zambia (TBZ) established by an Act of Parliament CAP 237 of 1968, to promote, control and regulate the production, marketing and packing of tobacco in the Republic as well as to promote and control the export of tobacco from and import of tobacco to the Republic, in addition to directing and promoting tobacco research, wishes to engage the services of independent private firm (s) to manage the Tobacco Sales Floors in Zambia for the 2017/2018 marketing season going forward. The 2017/2018 marketing season commences 1st week of April, 2018.

TBZ has been regulating the management of Tobacco Sales Floors situated in different parts of the country.

Objective and Scope of Work for the assignment

The primary objective is to engage independent agro company/(ies) with vast experience in the agriculture sector to manage the following Sales Floors;

- ✓ Lusaka Main Sales Floor in Lusaka
- ✓ Chipata Main Sales Floor in Chipata

Generally, the Independent Sales Floor Manager shall superintend over the marketing process of tobacco at the designated Tobacco Sales Floors highlighted above, under the regulation of Tobacco Board of Zambia.

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 Sales Floor(s) as provided for in the Tobacco Act;
2. Manage the process of receiving, selling and buying of tobacco;
3. Receipt and keep a consolidated record of the different types of tobacco received at the Tobacco Sales Floor(s);
4. Ensure that respective deductions from sale of tobacco to various stakeholders are discharged appropriately;
5. Relate and work with the merchants to ensure that the prescribed procedures and processes as well as information related to buying and selling of tobacco on the Sales Floor(s) are adhered to and harmonised;
6. Collecting, collating and distributing industry sales statistics to various stakeholders.

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(s):

- ✓ 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 Tobacco Act CAP 237 and Tobacco Levy Act Cap 238 of the Laws of Zambia;
- ✓ 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 as a body corporate;

- ✓ Should show traceable proof of having managed Tobacco Sales Floor(s) for a period not less than five (5) years.

Interested firms should submit the EOI indicating the Sales Floor(s) of interest to them, clearly marked “**Request for Expression of Interest for Management of the Tobacco Sales Floor(s)**”. The closing date for the submission of documents will be 16th March, 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 the Procurement Unit Office of Tobacco Board of Zambia.

For detailed Terms of Reference contact the Tobacco Board of Zambia website: www.tbz.co.zm **OR**

Can be physically collected from the Procurement Officer at TBZ offices on Plot Number 19288

For further details and clarifications contact the Procurement Officer on phone number

+260 211 847714 or email: tbz@tbz.co.zm