

27 September 2021

PRAZ/B/1/1

To: Our valued current and or prospective bidder/supplier/contractor

### **INAUGURAL PUBLIC PROCUREMENT ANNUAL CONFERENCE 2021: VICTORIA FALLS**

The Authority seeks to ensure that public procurement is effected in a manner that is transparent, fair, honest, cost effective, competitive and in compliance with the Public Procurement and Disposal of Public Assets (PPDPA) Act.

PRAZ cordially invites your entity to its Inaugural Public Procurement Annual conference to be held in Victoria Falls on 21-22 October 2021 under the theme: ***“Balancing Emergencies with Efficiency and Integrity”***. The bidding community may participate as conference delegates, by advertising your services/products through placement of audio-visuals or as a conference partner.

The Sub themes are;

- 1. Established frameworks for emergency contracting and additional guidance and support to PEs.***
- 2. Centralised and coordinated procurement approaches on national and regional levels.***
- 3. Improved transparency and accountability related to emergency contracting***
- 4. Localising health supply chains: Opportunities and Challenges***
- 5. Infrastructure Development and Fiscal Decentralization (IDFD)***
- 6. Electronic Government Procurement - The Game Changer.***

The target attendance group is Accounting Officers, Procurement Practitioners and the bidding community. The conference is a “blended conference” offering the bidding community an excellent platform to market your services/products to +/- 200 public procurement practitioners in attendance both virtually and physically.

9th Floor, Pearl House, 61 Samora Machel Avenue  
P.O. Box CY 408 Causeway, Harare, Zimbabwe  
reception@praz.org.zw/ inquiries@praz.org.zw  
+263 (242) 752 539-42, 753 132, 790 080  
+263 716 800 036  
VOIP: +263 8688 003 491/2  
www.praz.org.zw

The following fees are applicable:

**a) Advertising Fees :Placement of audio-visuals**

\*Required Format for submitted audio-visuals/adverts :MP4 and HD to 4K Resolution

Running audio-visual adverts duration	Platform	Placement ZWL/Slot	Frequency per day	Total No. Placements
Up to 1 minute	Overlay on virtual platform	ZWL 4,000	2	4
Above 1 min & up to 2 min	Overlay on virtual platform	ZWL 8,000	2	4
Interlude Adverts (Up to 3 min)	Interlude on program to physical audience	ZWL 10,000	2	4

**b) Sponsorship opportunity package: ZWL 250,000**

Sponsor Benefits:

- i. Inclusion of 1 delegate conferencing attendance only in the sponsorship package fee
- ii. Up to three (3) minute opportunity to pitch during the welcome dinner (oral presentation/audio visual)
- iii. Branding during the whole of conference duration i.e. A maximum of 4 Upright (stand-alone) banners in the conference room/close proximity to conference room and maximum 2 eye drop banners in the grounds
- iv. Up to three (3) minute audio visual time overlays virtual platform-2 placements per day
- v. Up to three(3) minute audio-visual interlude on program -2 placements per day
- vi. Facilitation of 2-minute interview with media
- vii. Photo opportunity with Conferences VIPS
- viii. Director of ceremony mentions welcome dinner, day 1 and day 2 entailing brief outline of organizations profile, products, services and contact details

**c) Conference Delegate Participation:**

**a) Individual Package**

Option	Fee per Delegate (ZWL)
With Accommodation	\$110,000.00
Without Accommodation	\$75,000.00
Virtual	\$14,000.00

**b) Group Package (Three delegates and more)**

Option	Fee per Delegate (ZWL)
With Accommodation	\$99,000.00
Without Accommodation	\$69,000.00

The respective amounts are payable in full and in advance into the following banking details.

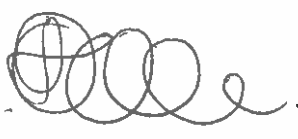
**Bank Name** : Commercial Bank of Zimbabwe  
**Account Name** : Procurement Regulatory Authority of Zimbabwe  
**Account Number** : 10721064850020  
**Branch** : Kwame Nkrumah

Advertisers and conference partners are required to register their interest by contacting [mutemachimwea@praz.org.zw](mailto:mutemachimwea@praz.org.zw)/ 071 289 9425 on or before 12 October 2021.

Conference delegates are required to register interest by completing the attached registration form on or before 30 September 2021 for those who opt for “with accommodation” and 12 October for “virtual” and “without accommodation”. Kindly return the filled registration form to [mutemachimwea@praz.org.zw](mailto:mutemachimwea@praz.org.zw) c/c [capacitybuilding@praz.org.zw](mailto:capacitybuilding@praz.org.zw). Please make sure you receive confirmation of registration.

In light of covid-19 risk, this conference is adopting a blended format between virtual and physical. Delegates who choose to attend in-person are expected to be fully vaccinated or present a valid negative Covid-19 PCR test. **The conference has limited places and is on a first come first served basis.**

We remain committed to support the training and professional development of persons engaged in public procurement processes.

P. P. 

C. Ruswa  
Chief Executive Officer



**PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE**

# Conference Delegate Registration Form

**AUTHORIZATION & ORGANISATION DETAILS.** The signatory must be authorized to sign on behalf of the stated entity

Entity : \_\_\_\_\_ Tel: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**DELEGATE(S) DETAILS** Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Accommodation Yes/ No ☐

Virtual ☐

**T/Shirt size** S M L XL XXL X XXL (Please tick)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Accommodation Yes/ No ☐

Virtual ☐

**T/Shirt size** S M L XL XXL X XXL (Please tick)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Accommodation Yes/ No ☐

Virtual ☐

**T/Shirt size** S M L XL XXL X XXL (Please tick)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Accommodation Yes/ No ☐

**T/Shirt size** S M L XL XXL X XXL (Please Tick)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Accommodation Yes/ No ☐

**T/Shirt size** S M L XL XXL X XXL (Please Tick)

#### **BANKING DETAILS**

**Bank Name : Commercial Bank of Zimbabwe**

**Account Name : Procurement Regulatory  
Authority of Zimbabwe**

**Account Number : 10721064850020**

**Branch : Kwame Nkrumah**

**TERMS, CONDITIONS:** By Signing and Returning the Registration form, the authorizing signatory on behalf of the stated entity is subject to the following terms & conditions.

**\* A charge of 50% of registration fee, administration charge will be made for cancellations made in writing at least 14 working days prior to the event.**

**\* For any cancellations received less than 7 working days before the event, the full fee will be payable and no refunds will be given.**

**\* If a registered delegate do not cancel and fails to attend the workshop, this will be treated as a cancellation and no refund will be issued.**

#### **FOR CONFERENCE DELEGATE REGISTRATION CONTACT**

**[mutemachimwea@praz.org.zw](mailto:mutemachimwea@praz.org.zw) - Ano 0712 899 425**

**[capacitybuilding@praz.org.zw](mailto:capacitybuilding@praz.org.zw) -Sibongile 0712 907 328, Enia 0712 899 420**