

**ZIMBABWE REVENUE AUTHORITY
COMMISSIONER GENERAL**



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CALL AT:
RECEPTION
1ST FLOOR KURIMA HOUSE
NELSON MANDELA AVE
HARARE

IN REPLY PLEASE
QUOTE:

REF: NO.
ZIMRA RFP 04/2021

June 10, 2021

To All Participating Bidders

ADDENDUM NO. 2 TO ZIMRA DOMESTIC TENDER NO. RFP 04/2021 FOR THE PROVISION OF LEGAL SERVICES TO ZIMRA CLOSING JUNE 11, 2021 AT 1000HRS.

Reference is made to the ZIMRA Domestic Tender No. RFP 04/2021, with a closing date of June 11, 2021 as advertised in the Sunday Mail and Sunday News of May 16, 2021 and ZIMRA website.

Please take note of the following changes and additional information on:

Questions 1: We note, on **page 4** of the RFP, that one of the documents bidders are required to submit for eligibility is a Completed Statement of Requirements in Part 2. May you kindly confirm that the Statement of Requirements, and the criteria set out thereunder, is, in fact, part and parcel of the Technical Proposal as opposed to a standalone document for submission?

Answer: The Statement of requirement is not a standalone document and it is part of the Technical proposal.

Question 2: We note, on **page 7** of the RFP that the Financial Proposal is required to consist of the Financial Proposal Submission Sheet. Only a table of hourly rates has been provided, but No Standard Financial Proposal Submission Sheet has been supplied. May you kindly provide us with the same, or alternatively, confirm whether all that is required for submission is the table as opposed to a standard 'submission sheet'?

Answer: You are kindly advised to use the table provided in the bidding document for your financial proposals and indicate hourly rates on each lawyer depending on the experience as indicated. Also take note that the table must be completed in **full** and financial proposals must be submitted in a separate envelope from the Technical Bid.

Question 3: We note, on **page 11** of the RFP, that one of the Appendices required to be attached is Appendix A (Methodology and Work Plan). Only Appendix B (Experience and Qualifications) has been supplied in the RFP document, but no Appendix A has been supplied. May you kindly confirm that the Methodology and Work Plan should be included as part of the Bid?

Answer: Methodology and work plan may be included however it is not part of the evaluation criteria.

Question 4: May you kindly advise which Act is being referred to in the document?

Answer: We refer to the Public Procurement and Disposal of Public Assets Act PPDPA [Chapter 22.23].

Question 5: May you kindly furnish us with the lot number for Gweru?

Answer: The issue of lots has been rectified as per the table below:

Lot No.	City/Town	Number Of Law Firms Required
1	Harare	5
2	Bulawayo	2
3	Masvingo	2
4	Mutare	2
5	Beitbridge	1
6	Hwange/Victoria falls	1
7	Kariba/Chirundu/Karoi	1
8	Gweru	1

KEY NOTES:


1. Award will be made on a lot by lot basis.
2. There is no restriction to the number of lots to be awarded.
3. Award of one lot should not be conditional to the award of another one.
4. Bidders must indicate the lots being tendered for and failure to indicate will lead to automatic disqualification.

Change of closing date

The closing date has been extended from **11 June 2021** and the new closing date shall be **15 June 2021 at 1000Hours (CAT)** to allow bidders to adjust their bids.

NB: All the other requirements in the bidding document remains unchanged.

Thank you


T. SHONHIWA
DIRECTOR, PROCUREMENT MANAGEMENT UNIT

(Circular stamp: ZIMBABWE REVENUE AND CUSTOMS HEAD OFFICE, 001 HQ, 15 JUNE 2021, PROCUREMENT UNIT, HARARE)