



ZIMBABWE REVENUE AUTHORITY

INVITATION TO PRE-QUALIFICATION FOR 2021-2022 SUPPLIERS STANDING LIST

ZIMRA SL 01/2021

PUBLICATION DATE: 2 JULY 2021

CLOSING DATE: 16 JULY 2021 @ 1000HRS



TABLE OF CONTENTS

<u>CHAPTER</u>	<u>PAGE</u>
INTRODUCTION	3
FORMAT OF RESPONSE	6
SPECIFICATION OF REQUIREMENTS	8
METHOD OF EVALUATION	10



CHAPTER 1 INTRODUCTION

1.1 The Zimbabwe Revenue Authority requires prospective and reputable suppliers and service providers registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) under the below categories to submit the following requirements for pre-qualification for 2020 Standing List.

1.2 Bidders should be prepared to provide services on Purchase order (payment to be made after delivery of services).

1.3 All queries relating to the tender shall be made not later than 5 days before closing date of the tender. Any queries in relation to this RFP must be made in writing and addressed to the Director Procurement on procurement@zimra.co.zw.

1.4 Should you wish to respond to the tender, three copies of your proposal must be delivered to Zimbabwe Revenue Authority by the closing date and time advertised. Clearly mark the original document 'Original'.

1.5 Once approved, a company shall remain on the Standing List for the services approved, subject to renewal annually.

1.6 Additional guidelines with respect to the procedure for renewal shall be communicated in writing by ZIMRA.

1.7 Mandatory Requirements

Category 1

PROVISION OF MEALS

1. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
2. Bidders may be requested to provide samples of their products through site visits.
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
4. A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents
5. A current and valid tax clearance certificate (ITF 263).
6. Proof of VAT registration
7. A copy of your company profile including a pamphlet of the products.
8. At least three (3) reference letters or a list of referees and their contact details showing bidders' direct experience in the successful provision of similar quality of the required services.
9. Health certificate.
10. Clearly state years of experience in the provision of similar services.



Category 2

PROVISION OF MOTOR VEHICLE SERVICE: REPAIR & MAINTENANCE OF MOTOR VEHICLES FOR ZIMRA THROUGHOUT ZIMBABWE

1. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
2. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
3. A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents
4. A current and valid tax clearance certificate (ITF 263).
5. Proof of VAT registration.
6. A copy of your company profile
7. At least three (3) reference letters or a list of referees and their contact details showing bidders' direct experience in the successful provision of similar quality of the required services.
8. Curriculum Vitae of key staff.
9. Proof of dealership for the models you specialise in.
10. Clearly state years of experience in the provision of similar services.

Category 3

MOTOR VEHICLE TOWING SERVICES: ZIMRA VEHICLES THROUGHOUT ZIMBABWE

1. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
2. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
3. A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents
4. A current and valid tax clearance certificate (ITF 263).
5. Proof of VAT registration (if applicable).
6. A copy of your company profile
7. At least three (3) reference letters or a list of referees and their contact details showing bidders' direct experience in the successful provision of similar quality of the required services.
8. Clearly state your years of experience in the provision of similar services.
9. Attach inventory of your fleet and registration details.



Category 4

SUPPLY AND FITTING OF TYRES

1. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
2. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
3. A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents
4. A current and valid tax clearance certificate (ITF 263).
5. Proof of VAT registration.
6. A copy of your company profile
7. At least three (3) reference letters or a list of referees and their contact details showing bidders' direct experience in the successful provision of similar quality of the required services.
8. Clearly state years of experience in the provision of similar services.

CHAPTER 2 FORMAT OF RESPONSES

2.1 Bidders must submit all the required information and documents.

2.2 Clearly index your bid document.

Submission of Proposals

2.3 Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected. The Procuring Entity reserves the right to extend the proposal submission deadline but will notify all bidders invited to submit proposals of the amended proposal submission deadline (Bidders are advised to check the website for any addenda on the Standing list invitation)

Date for Submission: **16 July 2021**

Time of Submission **10 00 Hours (*local time*).**

Address for submission: **Zimbabwe Revenue Authority
Reception Area, 6th Floor, ZB Centre
Corner Kwame Nkrumah Ave/ First
Street
Harare, Zimbabwe.**

2.4 Means of acceptance:

Bids in the sealed envelopes shall be deposited in a tender box situated at the above address. All the bidders should record their bids in the tender submission register situated thereto, in the format prescribed in the register.

Bids should be submitted in **triplicate** with one (1) original copy marked "**ORIGINAL**" and two (2) copies each marked "**COPY**" All 3 copies should be in sealed envelopes clearly marked with the details of the tender, and should be deposited in a tender box situated at the above address. In the event of any discrepancy between the original and the copies, the original will prevail.

2.5 Right to Reject:

The Procuring Entity reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract award.



CHAPTER 3 SPECIFICATION OF REQUIREMENTS

Category 1

PROVISION OF MEALS

LOT	SPECIFICATION
LOT 1	Breakfast (attach menu)
LOT 2	Lunch/Dinner <ul style="list-style-type: none">• Quarter chicken, chips, salad and 500ml drink.
LOT 3	Lunch/Dinner <ul style="list-style-type: none">• Traditional meals
LOT 4	Buffet

- Clearly indicate the LOT and ZIMRA station (see list attached) you are bidding for.

Category 2

PROVISION OF MOTOR VEHICLE SERVICE AND REPAIRS FOR ZIMRA VEHICLES THROUGHOUT ZIMBABWE

LOT	SPECIFICATION
LOT 1	Provision of planned motor vehicle service
LOT 2	Provision of motor vehicle repairs

- Clearly indicate the LOT and ZIMRA station (see list attached) you are bidding for.

Category 3

MOTOR VEHICLE TOWING SERVICE ZIMRA VEHICLES THROUGHOUT ZIMBABWE

- Clearly indicate the ZIMRA station (see list attached) you are bidding for.

Category 4

SUPPLY AND FITTING OF TYRES

- Clearly indicate the ZIMRA station (see list attached) you are bidding for.



PROVISION OF THE ABOVE SERVICES WILL BE FOR ALL ZIMRA STATIONS, CLEARLY INDICATE WHICH STATION YOU ARE QUOTING FOR.

ZIMRA REGIONS

- a) Region 1 – Harare and its substations
- b) Region 2 – Bulawayo and its substations
- c) Region 3 – Masvingo and its substations
- d) Region 4 – Beit bridge

MAJOR ZIMRA STATIONS

- 1. Harare
- 2. Bulawayo
- 3. Mutare
- 4. Masvingo
- 5. Beitbridge
- 6. Victoria Falls
- 7. Chiredzi
- 8. Gweru
- 9. Kwekwe
- 10. Chipinge
- 11. Chirundu
- 12. Kariba
- 13. Chinhoyi
- 14. Bindura
- 15. Gwanda
- 16. Sango Border Post
- 17. Forbes Border Post
- 18. Rusape
- 19. Maitengwe
- 20. Mpoengs
- 21. Marondera
- 22. Kadoma
- 23. Plumtree
- 24. Pandamatenga
- 25. Nyamapanda
- 26. Hwange
- 27. Mkumbura
- 28. Mt Selinda
- 29. Kariba
- 30. Kanyemba
- 31. Kazungula
- 32. Zvishavane



CHAPTER 4 METHOD OF EVALUATION

4.1 Applications shall be assessed for their compliance with Mandatory registration requirements including registration with PRAZ under the relevant category and compliance to technical specifications.

4.2 There is no bid bond or tender security required as the application does not involve costs and prices.

4.3 Inspection of the premises and samples will be part of the evaluation process.

4.4 Technical Evaluation Criteria (for provision of motor vehicle service, repair and maintenance of motor vehicles):

Proposals will be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Specific Experience	[50] points
Key Personnel	[50] points
Total:	100 points

The minimum technical qualifying score required to pass the technical evaluation is 80 points.

Notification of registration results

All participants that meet the criteria for registration as a bidder set out in this RFP shall, after consideration and approval by ZIMRA in consultation with PRAZ be gazetted in terms of Section 15 (8a) of the PPDPA General Regulations.

Applications that do not meet the criteria set out in this document shall not be published and shall be informed.

NB: THIS TENDER IS OPEN TO DOMESTIC BIDDERS ONLY.

Corrupt Practices:

The Government of Zimbabwe requires that Procuring Entities observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

the Procuring Entity will reject a recommendation for award if it determines that the bidders recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act; a definition of these terms is found in clause 1.9 of the GCC;

- the Authority may under Section 72 (6) of the Act impose the debarment sanctions under section 74(1) of the Regulations;



- in accordance with section 42 of the Regulations, submission of a bid will be deemed to be an undertaking on behalf of the bidder to accept the responsibilities described in clause 1.1 of the GCC; and
- Any conflict of interest on the part of the bidder must be declared.

Declaration by the Accounting Officer

I declare that the procurement is based on neutral and fair technical requirements and the bidder's qualifications.

PP
Signature

02/07/2021
Date