

**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR  
PROVISION FOR PSYCHOMETRIC TESTING SERVICES**

**REFERENCE NO: ZIMRA RFP 08/2022 RETENDER PROVISION FOR PSYCHOMETRIC TESTING  
SERVICES**

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**Government of Zimbabwe**

**STANDARD**

**REQUEST FOR PROPOSALS**

**For the**

**Selection of Consultancy  
Services**

**ZIMRA RFP 08/2022 (RETENDER)  
PROVISION FOR PSYCHOMETRIC TESTING SERVICES**

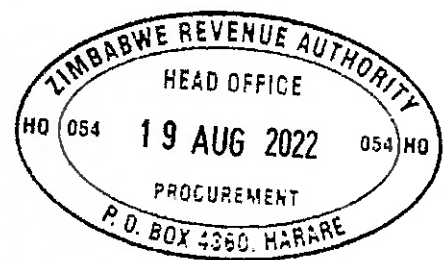
**August 2022**



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR)**

**PROCUREMENT REFERENCE NO: ZIMRA 08/2022 PROVISION FOR PSYCHOMETRIC SERVICES (1 YEAR) RETENDER**

<b>Standard Request for Proposals</b>	<b>PROVISION OF PSYCHOMETRIC SERVICES</b>
<b>Procurement Reference No:</b>	<b>ZIMRA RFP 08/2022 RETENDER</b>
<b>Procuring Entity:</b>	<b>ZIMBABWE REVENUE AUTHORITY</b>
<b>Date of Issue:</b>	<b>19 AUGUST 2022</b>
<b>Date of submission:</b>	<b>31 AUGUST 2022</b>
<b>Site meetings:</b>	<b>NO SITE MEETING REQUIRED FOR THIS TENDER</b>



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR  
PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR)**

**PROCUREMENT REFERENCE NO: ZIMRA 08/2022 PROVISION FOR PSYCHOMETRIC SERVICES (1  
YEAR) RETENDER**

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# REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION OF PSYCHOMETRIC TESTING SERVICES (1 YEAR)

PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)

## PART 1: PROPOSAL PROCEDURES

### PART 1: REQUEST FOR PROPOSALS PROCEDURES

#### References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Proposals and should be read by all Consultants.

#### Preparation of Proposals:

Only consultants registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Regulations are eligible to participate.

You are requested to submit a Proposal to provide the consulting services detailed in the Statement of Requirements by submitting separate technical and financial proposals, as detailed below. The standard forms contained within this Request for Proposals may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to read carefully the complete Request for Proposals document, including the Special Conditions of Contract in Part 3, as well as the Contract Agreement and the General Conditions of Contract for Consultancy Services (available on the Authority's website or on request), before preparing your proposal. Part 3: Contract Agreement is provided not for completion at this stage but to enable Consultants to note the Contract terms they will enter into if their bid is successful.

#### Number of bids allowed

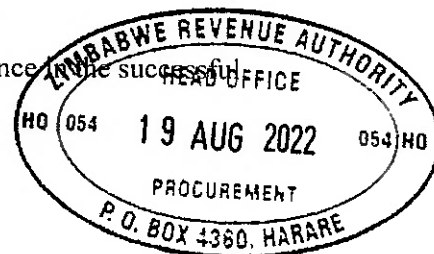
No Consultant or Firm may submit more than one bid, either individually or as a joint venture partner in another bid, except as a subcontractor. A conflict of interest will be deemed to arise if bids are received from more than one Consultancy owned, directly or indirectly, by the same person.

**Procurement Reference Number: TENDER: ZIMRA RFP 08/2022 (Retender) - SELECTION OF A CONSULTANT FOR THE PROVISION OF PSYCHOMETRIC TESTING SERVICES (1 YEAR CONTRACT)**

#### Preparation of Bids

You are requested to bid for the above items specified in the Statement of Requirements below, by completing and returning the following documentation:

1. the Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
4. Signed bid declaration form.
5. A copy of CR 6, CR14 and a Certificate of Incorporation or equivalent documents
6. A valid tax clearance certificate (ITF 263)
7. A copy of your company profile
8. At least three (3) reference letters showing bidders' direct experience in the successful provision of similar quality of the required services



# REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION OF PSYCHOMETRIC TESTING SERVICES (1 YEAR)

PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)

## PART 1: PROPOSAL PROCEDURES

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.

The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

### **Number of bids allowed**

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

### **Preparation of Technical Proposals:**

Technical proposals should contain the following documents and information:

1. A description of the methodology for performing the services, demonstrating understanding of the objectives of the assignment;
2. a work plan, showing the inputs of all key staff;
3. list of key staff;
4. qualifications of key staff together with detailed signed-off CVs by the key staff and Firm's representative;
5. a summary of experience of the Firm(s) in similar assignments in the past five (5) years, together with the names and contact details of persons connected with these assignments who will provide references;

### **Preparation of Financial Proposals:**

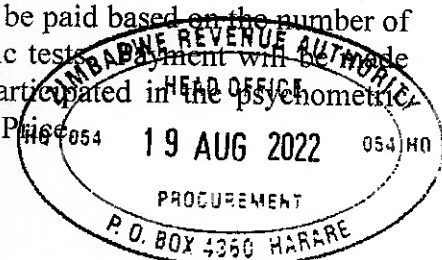
Financial proposals should contain the following documents and information:

1. the Financial Proposal Submission Sheet in this Part and clearly indicating the charge per post for shortlisting, interviewing, psychometric tests and reporting.
2. the Breakdown of Contract Price form in this Part, showing all costs for the assignment, broken down into fees and reimbursable costs;
3. **bidders must submit a separate sealed financial proposal of which failure would lead to automatic disqualification;**
4. **bidders should not disclose their financial proposal in their technical proposal. Disclosure will lead to automatic disqualification.**

### **Basis of Pricing and Payment:**

The contract shall **Not** be a Lump sum. The consultant shall be paid based on the number of candidates who would have participated in the psychometric tests. Payment will be made for the actually number of candidates who would have participated in the psychometric tests, using the rates specified in the Breakdown of Contract Price.

Payment shall therefore be made on a monthly basis.



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PROVISION OF PSYCHOMETRIC TESTING SERVICES (1 YEAR)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)**

**PART 1: PROPOSAL PROCEDURES**

Clarification of the request for proposals document may be requested in writing by any Consultant or Firm up to 23 August 2022 and should be sent to:

**Director Procurement Management Unit  
Zimbabwe Revenue Authority (ZIMRA)  
10<sup>th</sup> Floor, ZB Centre, Corner Kwame Nkrumah Ave/ First Street  
Harare, Zimbabwe.**

Or via Email to [procurement@zimra.co.zw](mailto:procurement@zimra.co.zw)

Responses to questions / queries will be made in writing to all prospective bidders by 25 August 2022.

**Validity of Proposals:**

The minimum period for which the Consultant's proposal must remain valid is **60 Days** from the deadline for submission of proposals.

**Sealing and marking of Proposals:**

The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the Procuring Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Consultant's name and the name of the Procuring Entity. All the two envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected. The single outer envelope make a single full bid.

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 below address. In the event of any discrepancy between the original and the copies, the original will prevail.

**Submission of Proposals:**

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 consultants invited to submit proposals of the amended proposal submission deadline

Date for Submission: **31 August 2022**

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

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



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION OF PSYCHOMETRIC TESTING SERVICES (1 YEAR)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)**

**PART 1: PROPOSAL PROCEDURES**

**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.

**Opening of Proposals:**

Due Covid Pandemic the technical proposals shall not be opened in public. Financial proposals will be kept unopened and the evaluation committee will have no access to financial information until the technical evaluation is concluded.

Financial proposals of rejected bids will be returned unopened. Financial proposals for accepted bids will be opened in public on the date specified in the notice of results for the technical evaluation.

**Withdrawal, amendment or modification of Proposals:**

A Consultant may withdraw, substitute, or modify its Proposals after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Consultant or any extension thereof.

**Evaluation of Proposals:**

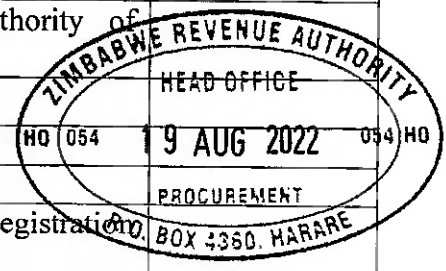
The evaluation of proposals will use the **Quality and Cost Based Selection (QCBS)** evaluation methodology as detailed below:

**Quality and Cost Based Selection (QCBS):**

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the Consultant has accepted all terms and conditions without material deviation or reservation;
2. Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below; and
3. Financial evaluation to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal. Proposals failing any stage will be eliminated and not considered in subsequent stages.

**Preliminary examination**

<b>Prequalification Requirement</b>	<b>Compliant/ Not Compliant</b>
Completed Bid submission sheet	
Proof of registration with the Procurement regulatory Authority of Zimbabwe	
A copy of your current and valid tax clearance certificate	
Company Profile	
Signed Bid Submission sheet with Bid validity period of 60 days	
Certificate of Incorporation, CR6 and CR14 or other company registration documents.	



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**PART 1: PROPOSAL PROCEDURES**

Complete and signed bid security declaration form	Compliant
Bidders must provide a minimum of three (3) references (or reference letters) showing bidders' direct experience in the successful provision of similar services.	
Seal financial Proposal	
Consultant must have within his/her firm a Registered Psychologist(s) with valid practicing certificates as per the Health Professions Act (Chapter 37:09).	
<b>Overall Comment</b>	<b>Responsive /Non Responsive</b>

**Technical Evaluation Criteria:**

Submitted proposals shall be evaluated and awarded by using the technically qualified with lowest price approach. Technical proposal shall be evaluated out of 80% whereas Financial shall be evaluated out of 20%.

Below is the breakdown of the scores on technical proposal out of 100 points which shall be deduced to 80%:

1. Education (Attach Qualifications of key personnel)	[30] Points
2. Methodology Proposed	[50] Points
3. Specific working experience as evidenced by verifiable references	[20] Points
<b>Total Marks</b>	<b>[100]</b>

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

**Financial Criteria:**

Financial scores will be determined by awarding 100 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

Total scores will be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.”

**Currency:**

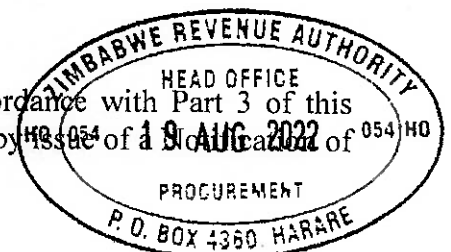
**Bids should be priced in United States Dollars (US\$). The payment will be made in Zimbabwean Dollars, using the prevailing RBZ interbank rate on the date of payment.**

**Recommendation for Award:**

The proposal with the highest total score will be recommended for award of contract, subject to any negotiations required.

**Award of contract:**

Award of contract will be by placement of a contract in accordance with Part 3 of this Request for Proposals. The proposed award of contract will be by issue of a Notice of Award of





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**PART 1: PROPOSAL PROCEDURES**

Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Consultants will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

The contract will only be valid subject to payment of annual contract administration fees in line with Part V of the Fifth Schedule to the Regulations.

**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.

**Corrupt Practices:**

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

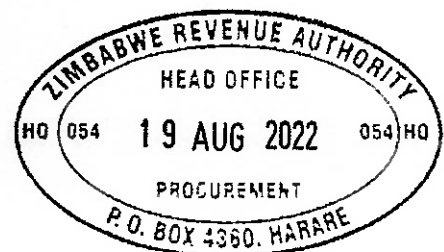
1. the Procuring Entity will reject a recommendation for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act; a definition of these terms is found in clause 1.9 of the GCC;
2. the Authority may under Section 72 (6) of the Act impose the debarment sanctions under section 74(1) of the Regulations;
3. In accordance with section 42 of the Regulations, submission of a bid will be deemed to be an undertaking on behalf of the Consultant to accept the responsibilities described in clause 1.1 of the GCC; and
4. Any conflict of interest on the part of the Consultant must be declared.

**Declaration by the Accounting Officer**

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

  
.....  
**Signature**

**15.08.2022**  
.....  
**Date**



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION OF PSYCHOMETRIC TESTING SERVICES (1 YEAR)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)**

**PART 1: PROPOSAL PROCEDURES**

**Technical Proposal Submission Sheet**

*{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested in Part 1 attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.*

*In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.}*

Procurement Reference Number:

Subject of Procurement:

Name of Consultant:

Consultant's Reference Number:

Date of Technical Proposal:

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

**The validity period of our proposal is: ..... days from the date of the submission.**

We submit on the attached Appendices the evidence to demonstrate our suitability to perform the required services:

Appendix A: Methodology and Work Plan;

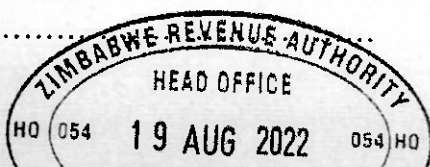
Appendix B: Experience and Qualifications.

We understand that the proposals in these Appendices, if approved or as amended, will be included in the Contract Appendices and shall form a contractual commitment.

We enclose a separately sealed financial proposal.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

**Technical Proposal Authorised By:**

<b>Signed</b> .....	<b>Name</b> .....
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Duly authorised for and on behalf of:</b>	
<b>Firm</b> .....	
<b>Address:</b> .....	
<b>Corporate Seal (where appropriate)</b>	

**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION OF PSYCHOMETRIC TESTING SERVICES (1 YEAR)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)**

**PART 1: PROPOSAL PROCEDURES**

**Bid-Securing Declaration**

*{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.*

Procurement Reference number:

Date: .....[date (in day, month and year format)]

Bidder's Reference Number:

To: *{full name of Procuring Entity}*

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

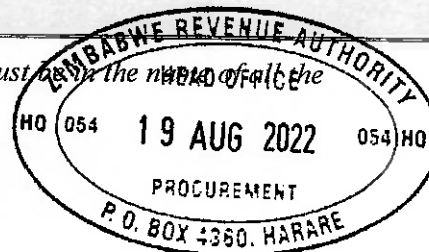
We accept that we may be debarred from bidding for any contract with a Procuring Entity in Zimbabwe for a period of time to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, either when we receive your notification to us of the name of the successful Bidder, or twenty-eight days after the expiration of our Bid, whichever is the earlier.

<b>Signed</b> .....	<b>Name:</b> .....
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Duly authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	
<b>Corporate Seal (where appropriate)</b>	

*{Note: In case of a Joint Venture, the Bid Securing Declaration must be signed by the name of all the partners to the Joint Venture that submits the Bid.}*



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION OF PSYCHOMETRIC TESTING SERVICES (1 YEAR)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)**

**PART 1: PROPOSAL PROCEDURES**

**Financial Proposal Submission Sheet**

*{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in a currency permitted in the SCC}.*

*In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.*

Procurement Reference Number:

Subject of Procurement:

Name of Consultant:

Consultant's Reference Number:

Date of Financial Proposal:

The total price of our proposal is: \_\_\_\_\_ and \_\_\_\_\_. {insert currencies and amounts}

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation or adjustment.

**Financial Proposal Authorised By:**

<b>Signed</b> .....	<b>Name:</b> .....
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Duly authorised for and on behalf of:</b>	
<b>Firm</b> .....	
<b>Address:</b> .....	
<b>Corporate Seal (where appropriate)</b>	



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR  
PROVISION OF PSYCHOMETRIC TESTING SERVICES (1 YEAR)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)**

**PART 1: PROPOSAL PROCEDURES**

**Summary of Costs**

*{Complete this form to summarise all the costs together from the breakdown of costs and submit it as part of your financial proposal.*

**Currency of Costs: US\$**

<b>Name and Position of Personnel</b>	<b>Input Quantity</b>	<b>Total Price US \$ (VAT Inc)</b>
Executive Management	1	
Managers	1	
Supervisors	1	
Graduate Trainees	1	
<b>Total Cost</b>		



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**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)**

**PART 1: PROPOSAL PROCEDURES**

**BREAKDOWN OF CONTRACT PRICE (FEES)**

*{Complete this form with details of all your costs and submit it as part of your financial proposal. Authorise the rates quoted in the signature block below. Where this is a lump sum contract, the total price will be the contract price and the breakdown will be used only to determine the price of any additional services. Where this is a time-based contract, the breakdown will be used as the cost estimates and payment will be made for the services actually performed and costs actually incurred.}*

**Currency of Costs: US\$**

<b>Name and Position of Personnel</b>	<b>Input Quantity</b>	<b>Total Price US \$ (VAT Inc)</b>
Executive Management	1	
Managers	1	
Supervisors	1	
Graduate Trainees	1	
Total Cost		

**Breakdown of Contract Price Authorised By:**

<b>Signed</b> .....	<b>Name:</b> .....
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Duly authorised for and on behalf of:</b>	
<b>Firm</b> .....	.....
<b>Address:</b> .....	.....
.....	
<b>Corporate Seal (where appropriate)</b>	



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**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)**

**PART 1: PROPOSAL PROCEDURES**

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**Appendix A: Methodology and Work Plan**

*{Describe the methodology and work plan you would propose to use in meeting the requirements in the statement of requirements in Part 2.}*



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR  
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**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022 (RETENDER)**

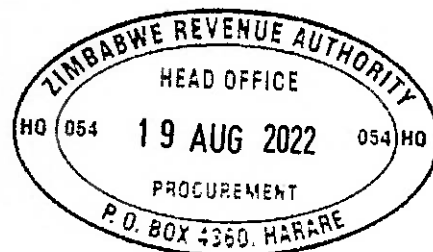
**PART 1: PROPOSAL PROCEDURES**

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**Appendix B: Experience and qualifications**

*{Provide background information about the consultancy firm that is bidding for the Contract and of any other firm that is associated with this bid. State whether any of the required services will be sub-contracted. Describe the experience of the firm in performing similar consultancy Contracts, if so required by the instructions in Part 1.*

*Name the key personnel who will perform the requirements under the Contract, their proposed period of engagement, including working hours and holidays, and describe their qualifications and experience in working on similar Contracts, distinguishing between foreign consultants and national (Zimbabwean) consultants. Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved.}*





**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR CONTRACT)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022**

**Part 3: Contract**

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**PART 2: STATEMENT OF REQUIREMENTS**

**TERMS OF REFERENCE**

The Zimbabwe Revenue Authority would like to hire the services of a Consultant for the provision of **Online Psychometric services** and assessment centres.

**The Consultant shall:**

- a) Liaise with the ZIMRA's Director, Human Capital to gain in-depth knowledge of the positions requiring psychometric services.
- b) Administer psychometric tests to all short listed candidates.
- c) Prepare and submit a comprehensive report for every candidate assessed to the ZIMRA's Director, Human Capital.
- d) Conduct all activities in consultation with ZIMRA's Human Capital Division and shall provide regular updates of progress, challenges and key observations.

**ZIMRA's OBLIGATIONS**

**ZIMRA shall:**

- a) Advertise the positions and all application letters shall be sent to ZIMRA.
- b) Be responsible for Curriculum Vitae (CV) ranking and shortlisting of candidates. Be responsible for contacting all shortlisted candidates for the psychometric assessments.
- c) Provide logistical support for the psychometric services
- d) Provide the Consultant with access to all key employees involved in each recruitment process as well as their contact numbers.
- e) Provide the Consultant with all the necessary information to enable it to have an in-depth understanding for the positions requiring psychometric tests

**Core Competencies for success**

- f) Provide the Consultant with the responses received from all prospective candidates.
- g) Provide the venue for the psychometric tests.
- h) Be responsible for the selection process and placement of successful candidates.
- j) Pay the Consultant in accordance with the timeframes stated in this contract.
- k) Respond to any inquiries and requests from the consultant within ~~two~~ <sup>four (24) hours</sup> hours.



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR CONTRACT)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022**

**Part 3: Contract**

l) Immediately inform the Consultant of any development concerning psychometric assessments.

**CONSULTANT'S OBLIGATIONS**

**The Consultant shall:**

- a) Be responsible for carrying out all the activities stated above.
- b) Declare any conflict or potential conflict of interest.
- c) Respond to any questions or requests from ZIMRA within two (2) hours.
- d) Provide the best candidates for the jobs.
- e) Meet all deadlines agreed on and immediately report any threats to its progress
- f) Immediately inform ZIMRA of any developments that might materially affect the psychometric assessments,

**Qualifications and Experience of the Psychometrician**

- First degree in Psychology.
- Masters in Industrial and Organizational/ Occupational Psychology.
- 5 or more years' experience as a Psychometrician.
- Experience in Psychometrics assessment centres, Employee profiling etc.
- Consultant must have within his/her firm a **Registered Psychologist(s) with valid practicing certificates as per the Health Professions Act (Chapter 37:09).**

**The price quotation must be as follows:**

<b>Position</b>	<b>Quantity</b>	<b>Total price</b>
Executive Management	1	
Managers	1	
Supervisors	1	
Graduate Trainees	1	
<b>Total Cost</b>		

**NB: Bidder must not disclose their fees schedule in their technical proposal. Disclosure of fees/prices in the technical proposal will lead to automatic disqualification.**



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR  
PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR CONTRACT)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022**

**Part 3: Contract**

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**Confidentiality**

It is acknowledged that in the ordinary course of collecting and analyzing the assessment feedback from the participants the consultant will access information about the business of the Zimbabwe Revenue Authority (*the Authority*) and individual employees. The consultant will be required to sign an oath of secrecy before commencement of this assignment.

The Consultant will not either during or after this assignment for own purposes or for any other purpose and for any reason and in any manner, use or divulge or communicate any confidential information acquired or discovered, to any person, firm, company or organisation, except with the express written permission of the Authority and only to authorized persons for the purposes that the Board will specify.



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR CONTRACT)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022**

**Part 3: Contract**

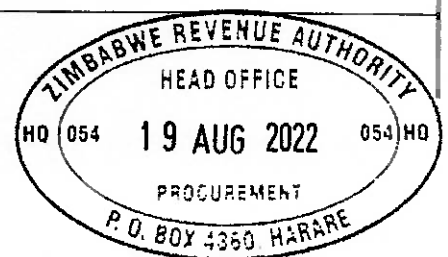
**GENERAL CONDITIONS OF CONTRACT**

Any resulting contract placed shall be subject to the General Conditions of Contract (GCC) for the Procurement of Consultancy Services (copy available on the Authority's website or on request) except where modified by the Special Conditions below.

**Special Conditions of Contract**

The clause numbers given in the first column correspond with the relevant clause numbers of the General Conditions of Contract.

<b>GCC reference</b>	<b>AMENDMENT OR SUPPLEMENT TO THE GENERAL CONDITIONS OF CONTRACT FOR SERVICES</b>
1.4	The address for the Procuring Entity is:  <i>[Address]</i>  <i>[Address]</i>  Email:    The address for the Consultant is:  <i>{Consultant to provide contact details}</i>    Email:
1.5	The location for the performance of services are <i>[provide details]</i>
1.6	The Member in Charge is <i>{Consultant to provide details}</i>
1.7	The Authorized Representatives are:

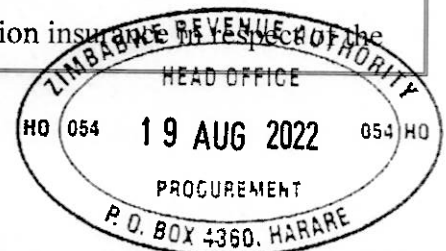


**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR CONTRACT)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022**

**Part 3: Contract**

GCC reference	AMENDMENT OR SUPPLEMENT TO THE GENERAL CONDITIONS OF CONTRACT FOR SERVICES
	For the Procuring Entity: <i>[Insert name and telephone number]</i>
	For the Consultant: <i>{insert name and telephone number}</i> <i>[If the Consultant consists of a joint venture/consortium/ association of more than one entity, specify the entity that is authorised to act on behalf of the other entities in exercising all the Consultant's rights and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.]</i>
1.8	<b>Taxes and duties:</b> The Consultant, Sub-Consultants and Personnel shall pay all such indirect taxes, duties, fees and other impositions as are levied under the laws of Zimbabwe. <i>[Amend if any tax exemptions apply.]</i>
1.10	Nationals of the following countries are ineligible for performance of this Contract <i>[Insert ineligible countries or state none]</i>
2.1	The effectiveness conditions are the following: <i>[insert conditions]</i> <i>[Note: List here any conditions of effectiveness of the Contract, e.g., Procuring Entity's approval of Consultant's proposals for appointment of specified key staff members, etc. If there are no effectiveness conditions, delete this and Clause SC 2.1 from the SC].</i>
2.3	Latest time for commencement of services <i>[insert time period, e.g.: 30 days] days after the Effective Date.</i>
2.4	The Contract shall expire after <i>[insert time period, e.g.: twelve months]</i> from the Effective Date.
3.5	<b>Insurance to be taken out by the Consultant.</b> The risks and the coverage shall be as follows: (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage of <i>[insert amount and currency]</i> ; (b) Third Party liability insurance, with a minimum coverage of <i>[insert amount and currency]</i> ; (c) professional liability insurance, with a minimum coverage of <i>[insert amount and currency]</i> ; (d) employer's liability and workers' compensation insurance in respect of the

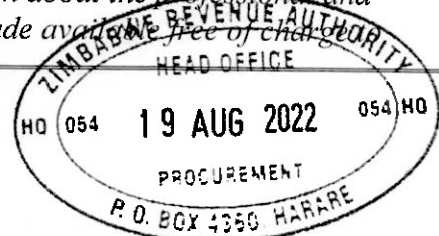


**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR CONTRACT)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022**

**Part 3: Contract**

GCC reference	AMENDMENT OR SUPPLEMENT TO THE GENERAL CONDITIONS OF CONTRACT FOR SERVICES
	<p>Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</p> <p>(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.</p> <p><i>[Note: Delete what is not applicable].</i></p>
3.7	<p><b>Consultant's actions requiring the Procuring Entity's prior approval:</b> <i>[State any other actions for which the Procuring Entity's prior approval is required or state none.]</i></p>
3.9	<p><b>Restrictions on the future use of documents and software prepared by the Consultant:</b> <i>[All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract shall become and remain the property of the Procuring Entity. State any additional restrictions that shall apply to the future use of these documents and software.]</i></p>
3.12	<p><b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule to the Regulations is due upon the signing of the Contract and the applicable Fee is \$ <i>[State applicable fee or delete].</i></p>
4.6	<p><b>Resident Project Manager:</b> <i>[State whether a Resident Project Manager is required and, if so, the period of residence and the terms and conditions of his residence in Zimbabwe.]</i></p>
5.1	<p><b>Assistance and exemptions:</b> <i>[State whether any exceptions are to be made to the provisions of GCC 5.1. and any additional assistance that will be provided by the Procuring Entity]</i></p>
5.4	<p><b>Services, Facilities and Property of the Procuring Entity:</b> <i>[State the services facilities and property that will be made available free of charge to the Consultant and Personnel during the period of performance of the Contract and how/when they will be made available.]</i></p>
5.6	<p><b>Counterpart Personnel:</b> <i>[Provide information about the professional and support counterpart personnel that will be made available free of charge]</i></p>



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR CONTRACT)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022**

**Part 3: Contract**

<b>GCC reference</b>	<b>AMENDMENT OR SUPPLEMENT TO THE GENERAL CONDITIONS OF CONTRACT FOR SERVICES</b>
	<i>support the work of the Consultant, including any restrictions on dates or hours of work.]</i>
6.1	<b>Contract Price:</b> The contract price is <i>[insert amount(s) and currency(ies)]</i>
6.2(b)	<b>Type of Contract:</b> Time Based contract <i>[Select the type of contract]</i>
6.5(a)	The following payment schedule shall apply: <i>[insert payment terms agreed]</i>
6.5(b)	<b>The Consultants Account(s):</b> <i>{Consultant to insert Bank Account details for payment}</i>
6.5(c)	<b>Advance Payment:</b> <i>[State whether any advance payment will be made and, if so, the amount of such advance payment and any conditions for its use. Any advance payment must be supported by an Advance Payment Guarantee, as at Appendix D.]</i>
6.6(a)	<b>Payment period:</b> Payments shall be made within 30 days from submission of a correct payment request. <i>[Amend as necessary]</i>
6.6(b)	<b>Payment Documentation:</b> The following documentation shall be required to support request for payment: <i>[List the full requirements for documentation to effect payment e.g.:</i> <b>Sample clause for Time Based Contracts</b> (a) timesheets for key Personnel signed by the Procuring Entity; (b) evidence of reimbursable expenditure, including tickets, boarding passes and other receipts
6.6(d)	<b>Interest for late payment:</b> <i>[State whether interest will be paid at the rate set by the Reserve bank of Zimbabwe for payments that are delayed by more than fifteen days beyond the due date.]</i>
6.7	<b>Price Adjustment:</b> <i>[State whether any price adjustment will be allowed and, if so, the basis for any such adjustment.]</i>



**REQUEST FOR PROPOSAL FOR THE SELECTION OF A CONSULTANT FOR PROVISION FOR PSYCHOMETRIC SERVICES FOR (1 YEAR CONTRACT)**

**PROCUREMENT REFERENCE NO: ZIMRA RFP 08/2022**

**Part 3: Contract**

**Appendices for Time-based Contracts**

**APPENDIX A – STATEMENT OF REQUIREMENTS**

*[Note: This Appendix will include the final Terms of Reference, including the methodology and work plan, worked out by the Procuring Entity and the Consultants during technical negotiations, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, Reporting requirements, List format, frequency, and contents of reports; persons to receive them; dates of submission, etc.]*

*DESCRIBE ANY INTENDED TRANSFER OF KNOWLEDGE TO CONSULTANTS AND OTHER PERSONNEL IN ZIMBABWE AND HOW THIS TRANSFER WILL BE ACHIEVED].*

**APPENDIX B - KEY PERSONNEL AND SUB-CONSULTANTS**

*[Note: List:*

*Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Personnel to be assigned to work on the provision of consultancy services, indicating whether foreign or Zimbabwean, number of days' allocation and, for foreign personnel, distinguish between home and field days allocated.*

**APPENDIX C - COST ESTIMATES**

*[Note: List hereunder cost estimates:*

1. (a) *Monthly rates for Foreign Personnel (Key Personnel and other Personnel)*  
(b) *Monthly rates for local Personnel (Key Personnel and other Personnel).*
2. *Reimbursable expenses (items that are not applicable should be deleted; others may be added):*
  - (a) *Per diem allowances for each of the Personnel for every day in which such Personnel shall be absent from his or her home office.*
  - (b) *Air transport for Foreign Personnel: the cost of international transportation of the foreign Personnel by the most appropriate means of transport and the most direct practicable route to and from the Consultants' home office. In the case of air travel, this shall be by less than first class;*
  - (d) *Miscellaneous travel expenses: the fixed unit price per round trip for miscellaneous travel expenses such as the cost of transportation to and from airports, airport taxes, passport, visas, travel permits, vaccinations, etc.*
  - (e) *Other expenses, such as communications, printing, workshop or conference expenses etc.]*

