

REQUEST FOR EXPRESSIONS OF INTEREST

Consulting Services

Publication Date: 04 November 2022

EO1 07/2022 PROVISION OF ELECTRICAL AND MECHANICAL ENGINEERING CONSULTANCY SERVICES FOR THE PROPOSED ZIMRA BULAWAYO REGIONAL OFFICE

Background

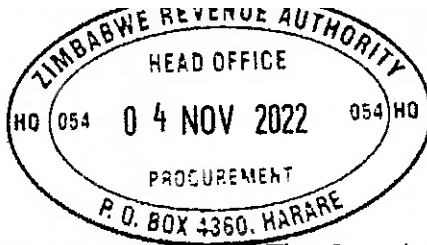
The Zimbabwe Revenue Authority (ZIMRA) owns a piece of land in Bulawayo where the Authority intends to construct its Regional Offices. The project is being implemented in phases with the first phase involving the construction of boundary and guardrooms having been completed. The Authority appointed an architect for the project and working drawings for the six-storey office block are available. It is against this background that the Zimbabwe Revenue Authority invites registered Electrical and Mechanical Engineering Consulting firms with proven record of accomplishment, qualification and experience to submit their proposals for the provision of Electrical and Mechanical Engineering consultancy services.

TERMS OF REFERENCE

ELECTRICAL AND MECHANICAL ENGINEERING

- Preparation of electrical and mechanical engineering designs (including working drawings)
- Preparation of Bills of Quantities and other necessary tender documentation
- Attending contractors' pretender site visit
- Attending site inspection and progress meetings from time to time
- Supervision and certification of electrical and mechanical engineering Works
- Evaluation of contractor's electrical and mechanical interim payment claims
- Inspection of electrical and mechanical installations, commissioning and preparation of final inspection report.
- Preparation of electrical and mechanical Works final certificate.

Interested Consulting Firms should provide information demonstrating that they have the required experience, competences, skills, and qualifications relevant for performance of the services whether as



individual firms, joint ventures or as consortia. The Consultants shall submit Company profiles, Company registration documents, Curriculum Vitae of key personnel and professional staff, brochures, description of similar assignments, experience under similar environment or conditions. The Consulting Firm should demonstrate that they have fully established business offices. Prospective Consulting Firms may constitute joint-ventures where necessary to enhance their capacity to undertake the assignment.

The minimum criteria for short-listing of the Firm shall entail:

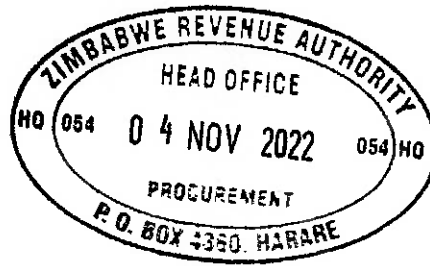
- i. Must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
- ii. Must be registered with the Engineering Council of Zimbabwe
- iii. Must have more than 5 years' experience in construction of public infrastructure projects.
- iv. At least three references for public infrastructure development projects of similar or comparable nature done in the past 10 years.

Key personnel of the consulting firm should have the following minimum qualifications and experience:

- i. Degree in Electrical and or Mechanical Engineering
- ii. Registered with the Engineering Council of Zimbabwe
- iii. More than 3 years' experience in construction of public infrastructure projects.
- iv. Experience with preparation of electrical and mechanical designs and supervision of works for multi-storey buildings with lifts is an added advantage.

The shortlist shall comprise of a minimum of three and a maximum of six firms. However, ZIMRA reserves the right to change this number. Short-listed Consultants will be invited to submit detailed technical and financial proposals, and/or do presentations or demonstrations, as described in Part 1 of the Request for Proposals Procedures in the Standard Request for Proposals for the Selection of Consultancy Services. The Consultant submitting the successful proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract for Consultancy Services. Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe URL <http://www.praz.gov.zw/index.php?lang=en>

This opportunity is open to all Consultants who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of Contract for Consultancy Services.



Shortlisting Criteria

- Company Profile
- Certificate of Incorporation, CR14 and CR6 (CR5 and CR6), Valid Tax Clearance Certificate for companies or Equivalent for Individual Consultants
- Valid Praz Registration Certificate under the relevant category
- At least 3 Years' Experience in the supervision of multi-storey buildings
- Registration with the Engineering Council of Zimbabwe, Zimbabwe Institution of Engineers and Zimbabwe Association of Consulting Engineers is a must
- At least a Degree in Electrical and or Mechanical Engineering for Key personnel
- Curriculum Vitae for Key Personnel
- At least 3 Reference letters (Not more than 10 years old) showing direct experience in supervision of multi-story buildings
- Consultants must state the address of registered offices

NB: In the event that there are more than six (6) consultants who would have participated in this procurement, ZIMRA shall use the combined number of experience for Engineers to shortlist the top six (6).

Bidders must accompany their expressions of interest with CR14 certificates as proof of Zimbabwean nationality and equivalent company registration documents for Foreign Firms.

Consulting Firms shall be required to pay an administration fee of ZW\$30,000.00 for Zimbabwean Firms and US\$400,00.00 for Foreign Firms to the Procurement Regulatory Authority of Zimbabwe's Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts for this tender in line with Section 54 of the Act as set out in Part IV of the Fifth Schedule to the Public Procurement and Disposal of Public Assets Regulations (S.I 299 of 2021).

ZIMRA will reject an expression of interest if it determines that the consultant firm 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 Public Procurement and Disposal of Public Assets Act (PPDPA). An expression of

interest shall be rejected in this procurement process if a Consulting Firm engages in anti-competitive practices including bidding in more than one expression of interest as a joint venture or consortium partner.

Further information can be obtained at the address below during office hours from 08:00 hours to 1430hours. A Consultant may submit only one expression of interest. The expression of interest must be submitted in a clearly marked envelope and deposited in the tender box to the address below on or before **02 December 2022 by 10:00hrs** (local Harare time) (GMT + 2 hours) and clearly labelled "**EOI Ref ZIMRA EOI 07/22: Provision of Electrical and Mechanical Engineering Consultancy Services.**" Late expressions of interest will be rejected. Electronic submissions to the procurement e-mail below shall also be accepted and shall clearly be referenced as indicated above.

Attn: Director of Procurement
Procurement Management Unit
Zimbabwe Revenue Authority
ZB Centre, 10th Floor, Reception,
Corner First/Kwame Nkrumah, Harare
Telephone: +263 242 773 040/ 7908 11 Ext. 317
E-mail: procurement@zimra.co.zw

Public Notice No ...36.... Of 2022

