



## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **Consulting Services**

**Publication Date: 19 MAY 2023**

### **RETENDER EO1 06/2022 PROVISION OF CIVIL AND STRUCTURAL ENGINEERING CONSULTANCY SERVICES FOR THE PROPOSED ZIMRA BULAWAYO REGIONAL OFFICE**

#### **Background**

The Zimbabwe Revenue Authority 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 Civil and Structural Consulting firms with proven record of accomplishment, qualification and experience to submit their proposals for the provision of Civil and Structural consultancy services.

#### **TERMS OF REFERENCE**

##### **CIVIL AND STRUCTURAL ENGINEERING**

- Preparation of soil investigations and topographical survey report
- Preparation of civil and structural designs (including working drawings).
- Preparation of civil engineering cost estimate
- 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 civil engineering Works

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 must 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 experience in construction of public infrastructure projects.
- iv. At least three references for public infrastructure development projects of similar or comparable nature

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

- i. Degree in Civil or Structural Engineering or equally approved
- ii. Registration with the Engineering Council of Zimbabwe, Zimbabwe Institution of Engineers and Zimbabwe Association of Consulting Engineers is a must
- iii. Experience in construction of public infrastructure projects.
- iv. Experience with Supervision of big projects is an added advantage.
- v. Experience with design and construction of basements 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 for companies, Partnership agreement for Partners and Joint Venture agreement for Joint Ventures
- Valid Praz Registration Certificate under the relevant category
- Experience in the supervision of multi-storey buildings
- At least a Degree in Civil or Structural Engineering or equally approved for Key personnel
- Curriculum Vitaes for Key Personnel
- Valid Tax Clearance Certificate
- At least 3 verifiable Reference letters showing direct experience in supervision of multi-story buildings or other big projects
- Consultants must state the address of registered offices
- Bidders must accompany their expressions of interest with CR14 certificates as proof of Zimbabwean nationality and equivalent company registration documents for Foreign Firms.
- Bidders must submit the list of key Personnel

**NB** In the Event that there are more than six consultants who would have participated in the procurement, ZIMRA shall use the scoring method as below;

### SCORING CRITERIA

1. Experience of the Firm /Partnership/Joint Venture =30 %
2. Experience of Individuals (Only 3 Individuals) =40%
3. Qualifications of Key Personnel with at a least a degree in Civil and Structural Engineering = 30 %

**Total Scores = 100%**

### SCORING BREAKDOWN

#### **1. Experience of the Firm/ Partnership /Joint Venture/Consortium**

0-3 years = 15%

Above 3 years -5 years =20 %

Above 5 years -10 years =25%

Above 10 years =30%

## **2. Experience of Individuals (Only 3 Individuals)**

0-3 years = 20%

Above 3 years -5 years =30 %

Above 5 years -10 years =35%

Above 10 years =40%

## **3. Qualifications of Key Personnel with at a least a degree in Civil and Structural Engineering**

Honors/General Degree or any relevant Undergraduate Degree = 25%

Masters Degree and above = 30%

### **Notes**

**Consultants must submit the list of key staff and only 3 members with highest qualifications shall be considered on qualifications and only 3 members with more experience shall be considered on experience for individuals. The list of key personnel must have a maximum of three (3) consultants.**

Consulting Firms shall be required to pay an administration fee of US\$400,00 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 **31 May 2023 by 10:00hrs** (local Harare time) (GMT + 2 hours) and clearly labelled ***“EOI Ref RETENDER ZIMRA EOI 06/22: Provision of Civil and Structural Engineering Consultancy Services.”***

Late expressions of interest will be rejected. Electronic submissions **SHALL NOT BE CONSIDERED**. For any communications, address to:

Director Procurement  
Procurement Management Unit  
Zimbabwe Revenue Authority  
ZB Centre, 10<sup>th</sup> Floor, Reception,  
Corner First/Kwame Nkrumah, Harare  
Telephone: +263 242 773 040/ 7908 11 Ext. 317

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