



## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **Consulting Services**

**Publication Date: 26 JANUARY 2024**

### **TENDER EOI 02/2024 FOR THE PROVISION OF MECHANICAL AND ELECTRICAL ENGINEERING CONSULTANCY SERVICES ON THE REFURBISHMENT OF VICTORIA FALLS BORDER POST.**

#### **Background**

The Zimbabwe Revenue Authority is desirous of refurbishing the Victoria Falls Border Post located in the Matabeleland North Province. The border post serves human and vehicular traffic between the town of Victoria Falls, Zimbabwe, and Livingstone, Zambia. Being located at Victoria Falls – one of the seven wonders of the world, the border post is due for a major facelift to match the world-class status of the Mighty Victoria Falls. The Authority appointed an architect for the project and architectural drawings for the Double-Storey office block are available. Now, the Authority invites registered engineering firms with a proven record of accomplishment, qualification, and experience to submit their proposals for the provision of the engineering services listed below:

#### **TERMS OF REFERENCE**

##### **MECHANICAL AND ELECTRICAL 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
- Final inspection of contractor's installations and commissioning
- 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 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 the construction of big projects of similar or comparable nature
- iv. At least three references for big projects of similar or comparable nature

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

- i. Degree in Mechanical and or Electrical 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 the construction of big projects of similar or comparable nature
- iv. Experience in the Provision of Electrical and Mechanical Engineering Consultancy Services for Border Posts projects 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
- Bid Securing Declaration
- Certificate of Incorporation for companies, Partnership agreement for Partners and Joint Venture agreement for Joint Ventures or equivalent
- Valid Praz Registration Certificate under the relevant category (SE 001)
- Experience in the supervision of Public Infrastructure projects
- At least a Degree in Mechanical and or Electrical Engineering or equally approved for Key personnel
- Curriculum Vitae for Key Personnel
- Valid Tax Clearance Certificate
- At least 3 verifiable Reference letters showing direct experience in supervision of 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
- Bidders must submit a detailed methodology

**NB In the Event that there are more than six consultants who would have participated in the procurement, ZIMRA shall use the scoring method and first six consultants with high scores shall be considered;**



### SCORING CRITERIA

1. Experience of the Firm /Partnership/Joint Venture =20 %
2. Experience of Individuals (Only 3 Individuals) =30%
3. Qualifications of Key Personnel with at a least a degree in Mechanical and/or Electrical Engineering = 20 %
4. Methodology = 30%

**Total Scores = 100%**

## **SCORING BREAKDOWN**

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

0-3 years = 5%

Above 3 years -5 years =10 %

Above 5 years -10 years =15%

Above 10 years =20%



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

0-3 years = 15%

Above 3 years -5 years =20 %

Above 5 years -10 years =25%

Above 10 years =30%

### **3. Qualifications of Key Personnel with at a least a degree in Mechanical and or Electrical Engineering**

Honors/General Degree or any relevant Undergraduate Degree = 15%

Masters Degree and above = 20%

### **4. Methodology = 30 %**

## **Notes**

**Consultants must submit a list of key staff and only first 3 members shall be considered for the purpose of evaluation. An average system shall be applied for qualifications and experience of key personnel.**

Consulting Firms shall be required to pay an administration fee of US\$300.00 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 1630hours. 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 **29 February 2024 by 10:00hrs** (local Harare time) (GMT + 2 hours) and clearly labelled ***“EOI Ref TENDER ZIMRA EOI 02/24: Provision of Mechanical and Electrical Engineering Consultancy Services- Victoria Falls Border Post.”***

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



**Tender Notice 2 Of 2024**