



REQUEST FOR EXPRESSIONS OF INTEREST Consulting Services

ZIMRA EOI 04/2020 - PROPOSED DESIGN OF ZIMRA MASVINGO REGIONAL OFFICE – PROVISION OF ARCHITECTURAL CONSULTANCY SERVICES

Background

In a bid to address office accommodation challenges within the Authority, ZIMRA is proposing to construct a Regional Office Block in Masvingo to provide office accommodation. ZIMRA has a piece of land in the city of Masvingo for the proposed development. The Authority now invites Registered Architectural Firms with proven record of accomplishment, qualification and experience to submit their expressions of interest in designing and supervision of Construction Works.

SCOPE OF WORK

- Review the available end user requirements and prepare preliminary designs
- Preparation of Master Plan
- Preparation of final designs in line with user requirements.
- Preparation of working drawings
- Preparation of tender documents for the engagement of quantity surveyors and engineers
- Submission of designs to the local authorities for verification and approval
- Supervision of construction work
- Attending site meetings
- Certification of measured Works
- Preparation of project progress reports

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 Institute of Architects of Zimbabwe and the Architects 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. Master's Degree in Architecture or equivalent
- ii. Registered with the Institute of Architects of Zimbabwe and the Architects Council of Zimbabwe
- iii. More than 5 years' experience in construction of public infrastructure projects.
- iv. Experience with designing and construction of multi-storey building is an added advantage.

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.

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 an equivalent of ZW\$1750.00 for Zimbabwean Firms or equivalent of ZW\$3500,00 in US\$ 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 49 of 2020).

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 **22 September 2020 by 10:00hrs** (local Harare time) (GMT + 2 hours) and clearly labelled ***"EOI Ref ZIMRA EOI 04/2020: Architectural Consulting Services for Masvingo Regional Offices."*** 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: Principal Procurement Manager
Procurement Management Unit
Zimbabwe Revenue Authority
ZB Centre, 6th Floor, Reception,
Corner First/Kwame Nkrumah, Harare
Telephone: +263 242 773 040/ 7908 11 Ext. 317
E-mail: procurement@zimra.co.zw

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