

**ZIMBABWE REVENUE AUTHORITY  
COMMISSIONER GENERAL**



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CALL AT:  
RECEPTION  
6<sup>th</sup> FLOOR, ZB CENTRE  
59 KWAME NKRUMAH AVE  
HARARE

IN REPLY PLEASE QUOTE:  
REF: RFP 04/2021

24 February 2021

To All Participating Bidders

**ADDENDUM NO. 1 TO ZIMRA RFP 04/2021 FOR THE PROVISION OF LEGAL SERVICES  
TO ZIMRA FOR 5 YEARS**

Reference is made to the above-mentioned ZIMRA RFP 04/2021, with a closing date of 25 February 2021 as advertised in the Sunday Mail and Sunday News of 07 February 2021 and ZIMRA website.

Please take note of the following changes and additional:

**PART 2: STATEMENT OF REQUIREMENTS**

A: Terms of Reference

**Background**

The Zimbabwe Revenue Authority (ZIMRA) wishes to engage consulting services relating to the Provision of Legal Services for a period of (5) five years. The performance of the law firm shall be reviewed annually.

ZIMRA now invites eligible consulting firms ("Consultants") to indicate their interest in providing the services. Interested Law Firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The selection criteria are:

1. Prospective service providers for the provision of Legal Services shall be required to have the requisite experience in the following specialized areas of expertise;
  - a) Taxation law
  - b) Corporate law
  - c) Labour law
  - d) Civil law
  - e) Criminal law
2. Minimum qualification of LLB Degree for lawyers in the law firm tasked to manage the portfolio and the law firm should meet the following requirements:-
  - Minimum of 10 years' experience for the Senior Partner
  - Minimum of 5 years' experience for at least 2 other Partners
  - Minimum of 3 years' experience for the Associates
  - Should have a complement of at least 4 registered lawyers



- Firm should have been incorporated for at least 10 years
- 3. Bidders must show experience in providing progressive similar legal services to Government or State Owned Enterprises or Large Corporates in the last (5) five years

**NB-** Bidders must disclose if they have done any legal work on behalf of Zimbabwe Revenue Authority

The following documents should be submitted in support of the information provided:

1. Letter of Good Standing from the Law Society of Zimbabwe
2. Current Practising Certificate In addition to the above;

In addition to the above

- i. ZIMRA may contact referees for profiled projects and/or visit the cited works and bidders' premises as part of evaluation and due diligence.
- ii. ZIMRA may invite firms for presentations/interview or demonstrations of their profiles, capacity and understanding of the project requirements.

#### 4. Lots and City/Towns

LOT NUMBER	CITY/TOWN	NUMBER OF LAW FIRMS
1	Harare	5
2	Bulawayo	2
3	Masvingo	2
4	Mutare	2
5	Beitbridge	1
6	Hwange/Victoria falls	1
7	Kariba/Chirundu	1

- NB ;a) Bidders shall be allocated not more than 1 lot  
 b) Bidders must indicate in the bid document, lot number and the City/Town.

#### 5. Financials

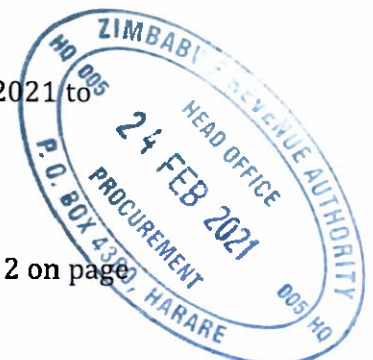
- a) Bidders' financial proposals shall be in line with the current prevailing **Law Society Tariff** at the time as such all bidders shall be awarded 100% on the financial score.
- b) Quotations should be priced in United States Dollars and the currency of payment will be the Zimbabwean Dollars, using the exchange rates published by the Reserve Bank of Zimbabwe on the date of payment.

#### 6. Change of ZIMRA RFP Reference Number

Kindly note that the RFP reference number has changed from ZIMRA RFP 04/2021 to ZIMRA RFP 04a/2021. Kindly quote the new reference number on all your correspondences

#### 7. Statement of requirement

The statement of requirement is the same as the terms of reference in Part 2 on page 13 of 25



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8. Methodology and Work Plan should be included in terms and references in part 2

**9. Closing date and time of submission**

The closing date has been extended from 25 February 2021 and the new closing date shall be 04 March 2021 at 10 00 Hours (CAT)

***ALL the other requirements in the bidding document remains unchanged.***

Thank you



**J. TARUME  
A/PRINCIPAL PROCUREMENT MANAGER**

