



Request for Quotation

ZIMRA RFQ No: 276/2021

PROVISION OF QUICKBOOKS FACILITATING SERVICES

DATE OF ISSUE: 19.07.2021

CLOSING DATE: 22.07.2021 @1000hrs.

CATEGORY: PROMOTIONAL MATERIAL AND CONSULTANCY



14. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: *J Tarume*

J TARUME
PROCUREMENT MANAGER

Signed:

TERMS OF REFERENCE

Procurement of a Facilitator to offer training services to Zimbabwe Revenue Authority (ZIMRA) staff in QuickBooks Accounting Package.

1. Background

The majority of the ZIMRA technical staff have been exposed to manual environments in terms of recorded business transactions. With technological advancements accounting packages like PASTEL and Quick Books have been developed and are currently being used to record business transactions and generate periodic financial statements. Hard copies of ledger books, cash books etc. are now a thing of the past. Tax auditors need to understand these accounting packages which will enable them to interrogate the clients' accounts hence the need for Quickbooks training.

QuickBooks software is widely used in the SMEs and according to recent studies the value of that sector runs into billions of dollars. It is therefore imperative that the ZIMRA empowers itself to interrogate these systems. QuickBooks Software can easily be manipulated and therefore the training emphasis should be around QuickBooks System Audit.

2. Objectives

At the end of the course participants should be able to verify, analyze and interrogate the integrity of transactions so as to plug all loopholes associated with tax evasion.

3. Tasks and Responsibilities

Having regard to the objectives above the Facilitator shall:-

- i) Prepare a module and other course material relating to course objectives for distribution to course participants.
- ii) Ensure that participants complete the Course Registration form.
- iii) Avail Quickbooks software for use during training.
- iv) Deliver the training Online over 5 days covering the following aspects/areas:
 - a) QuickBooks software appreciation and identification
 - b) System Requirements for QuickBooks Software installation

- c) Audit Trail
- d) Generation of reports
- e) Data retrieval and analysis
- f) Practical demonstration on retrieval of data

4. Deliverables

The Facilitator will deliver the following outputs of the assignment:

- i) Comprehensive module in MsWord prior to the commencement of the course.
- ii) Deliver a five-day training session Online.
- iii) Prepare and administer a knowledge impact assessment on the last day of the course.
- iv) Ensure that participants evaluate the course using the ZIMRA approved Course Evaluation form.
- v) Mark answer scripts and submit schedule of results to ZIMRA.
- vi) Submit final course report at the end of 2 weeks after the course covering the following.
 - Individual performance on the knowledge impact assessment
 - Suggested recommendations

5. Organizational Setting

The Facilitator will provide training under the direct supervision of the Head Talent & Organisational Development. The Facilitator shall consult with the Training Coordinator during the assignment.

6. Inputs

The Training Coordinator will provide the Facilitator with the necessary information and materials for fulfilment of tasks and will facilitate the necessary meetings.

7. Time-frame

The timelines allotted to specific deliverables will be discussed with the successful bidder.

8. Qualifications and skills required

a) Experience

- At least 3 years' experience and practical knowledge in Quickbooks accounting package.

- Experience in developing and delivering training programmes relating to Quickbooks.
- Excellent communication and writing skills.

b) Abilities

- Strong communication skills.
- Excellent analytical skills and strong commitment to sharing expertise and experience in order to develop capacity of others.
- A high standard of written and spoken English is essential.



sum of _____ [in words]
(_____) [in figures] hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
 - a) Copy of Quotation including Technical and Price Schedule
 - b) Schedule of Requirement
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the Laws of Zimbabwe on the date indicated above.

Signature and seal of the Purchaser:

Signature and seal of the Supplier:

For and on behalf of

For and on behalf of

Name of Authorized Representative