

**RETENDER
Request for Quotation:**

RFQ 438/2021

PROVISION OF REPORT WRITING TRAINING SERVICES



ZIMRA
Zimbabwe Revenue Authority



DATE OF ISSUE: 06.10.21

CLOSING DATE: 12.10.21

CATEGORY: MANAGEMENT AND GENERAL CONSULTANCY

To: Suppliers

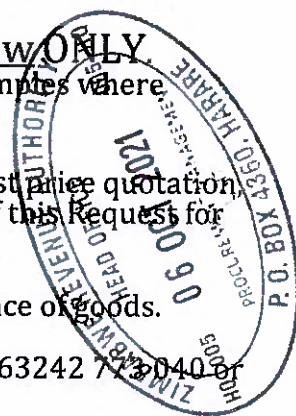
Dear Sir/Madam,

Please provide your Price Quotation for the Provision of Report writing training services.


1. Shown on the attached Specification of Goods sheet.
2. Please provide the Price Quotation on **your official signed and dated letterhead**.
3. The Procurement Management Unit (PMU) must receive your Price Quotation by 12.10.2021 @1000hrs.
4. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
5. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
6. Prices should be quoted in both USD and local currency as per SI 185 of 2020. Bidders should indicate whether they charge/ do not charge VAT on their prices.
7. Bidders shall submit their bids electronically to rfqs@zimra.co.zw **ONLY**. Physical/Hard copy submissions will not be acceptable except for Samples where necessary.
8. An order/contract will be placed with the bidder who offers the lowest price quotation, which complies with the attached specifications and the conditions of this Request for Quotations.
9. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
10. For further information, contact the undersigned on telephone no. +263242 773 040 or procurement@zimra.co.zw
11. Additional information Required from Bidders:
 - Proof of registration with PRAZ indicating category which the company is registered for.
 - A current and valid tax clearance certificate
12. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
 - Certificate of Incorporation, CR6 (CR5 under new Act) and CR14 (CR6 under new Act)
 - Company Profile
 - Proof of registration with PRAZ
 - A Valid NSSA Certificate
13. Expected delivery period is 3 days from Purchase Order issue date. Bidders must state their delivery period and failure to deliver within the stated delivery timeline will result in cancellation of the Purchase Order and records will be kept and sent to the regulator (PRAZ).
14. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed:
J TARUME

08/10/2021



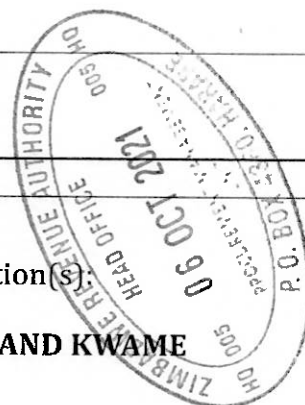
Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	REPORT WRITING TRAINING FOR EXECUTIVE MANAGEMENT (Terms of Reference are attached)	Each	18		
Grand Total, DAP, ZIMRA KURIMA HOUSE					
Currency					
Delivery Period: _____ weeks from receipt of order					



PROCUREMENT MANAGER

Delivery: Above items to be delivered to the following final destination(s):

Deliver to: ZIMRA HEADQUARTERS, ZB CENTRE, FIRST STREET AND KWAME NKURUMAH AVENUE, HARARE.



To be signed by the firm

Annex III

FORM OF CONTRACT AGREEMENT

THIS AGREEMENT number _____ made on _____, between
_____ (hereinafter called "the Purchaser") on the one part and
_____ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for **the supply and delivery of ---**
----- to be supplied by Supplier, viz. Contract _____ (hereinafter called "Contract") and
has accepted the Quotation by the Supplier for the supply of goods under Contract at the
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:

For and on behalf of

Name of Authorized Representative

Signature and seal of the Supplier:

For and on behalf of



TERMS OF REFERENCE

ZIMRA STRATEGIC REPORT WRITING TRAINING FOR EXECUTIVE MANAGEMENT

1. Background

- 1.1. The Zimbabwe Revenue Authority would like to hire the services of a Trainer to conduct a training for the ZIMRA Executive Management on strategic report writing.
- 1.2. The training should equip the Executive Managers with knowledge on how to write effectively and produce high quality briefing papers and reports.

2. Objectives

- 2.1. The following are the objectives for the training:
 - i) To equip the Executive Managers with knowledge on how to write reports effectively for the different audiences e.g. reports to the Board and other Stakeholders; and
 - ii) To assist the Executive Managers to understand the key elements of strategic reporting with emphasis on content, format and length of reports.

3. Scope of work

- 3.1. The Trainer is expected to train the Executive Managers by covering the following scope;
 - i) Equip the Executive Managers with knowledge on how to write effectively for the board,
 - ii) Unpack the key elements of strategic reporting with emphasis on content, format and length of reports.
 - iii) Clarify and equip the Executive Managers on the recommended reporting process with emphasis on the role of the executive summary. Practical examples to be provided to participants as they prepare for upcoming reports (or examples if not applicable) so that they can apply it in their area of operation.
 - iv) Outline the recommended framework for structuring reports.



- v) Outline the recommended framework for a clear, concise writing style and give clear examples.
- vi) Assist on how to solve common mistakes made when preparing board papers and reports.
- vii) Develop a customized template to be used in report writing for the board.

4. Number of participants

The training will be offered to a total of 18 participants comprising of ZIMRA Executive managers and Board Secretariat.

5. Strategy and Methodology

- 5.1. The Trainer should utilize a variety of techniques to ensure maximum understanding, comprehension and retention of the information delivered.
- 5.2. The training should focus on having the Executive managers practically understand report writing for the Board.
- 5.3. The Trainer should conduct the training through a participative approach and usage of clear examples.
- 5.4. The Trainer should be able to answer questions and clarify issues raised during the training.
- 5.5. The Trainer should provide a training certificate to the participants after the training.

6. Output, Deliverables and Timeframe

- 6.1. The training should be conducted physically in one full day.
- 6.2. The expected customized template for report writing should also be submitted in that day.

7. Qualifications of the Trainer

- 7.1. The Lead Trainer should be from a reputable Training Organization.
- 7.2. The Lead Trainer should have at least 3 traceable references in provision of similar training.

8. Qualifications for the Training Organization

- 8.1. The Training Organization should;



- i) Should have at least 3 traceable references in provision of similar training.
- ii) Be registered with the Procurement Regulatory Authority of Zimbabwe.
- iii) Submit a valid tax clearance certificate.
- iv) Submit a company profile.
- v) Submit a CR14, CR6 and certificate of incorporation.

9. Submission of Bids

9.1. Persons / Training Organizations interested in this assignment should furnish evidence of the required qualifications.

9.2. Additionally, the following documents should form part of the bids to the submitted:

- a) Curriculum Vitae for the Lead Trainer with supporting documents;
- b) List of references for the Training Organization and also for the Lead Trainer with details on the previous trainings carried out in the same domain;
- c) Financial proposal.

10. Confidentiality

It is acknowledged that in the ordinary course of providing the training, the consultant will access information about the business of the Zimbabwe Revenue Authority (*the Authority*). The consultant will be required to sign an oath of secrecy before commencement of this assignment.

The consultant will not, either during or after this assignment, for own purposes or for any other purpose and for any reason and in any manner, use or divulge or communicate any confidential information acquired or discovered, to any person, firm, company or organisation, except with the express written permission of the Authority.