

ZIMRA RFQ No: 515 of 2021

**PROVISION OF PROJECT MANAGEMENT CONSULTANCY
SERVICES TO ZIMRA MONITORING AND EVALUATION DIVISION.**



CATEGORY: MANAGEMENT AND GENERAL CONSULTANCY SERVICES

DATE OF ISSUE: 15 November 2021

CLOSING DATE: 18 November 2021 AT 1000 HOURS



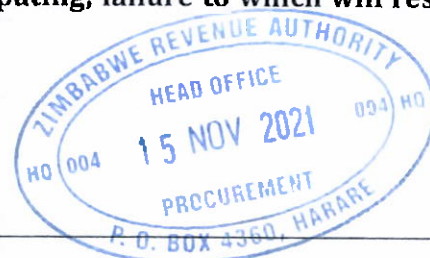
To: Suppliers:

Please provide your Price Quotation for the **provision of project management consultancy to ZIMRA monitoring and evaluation division.**

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 **18 November 2021 at 1000hrs.**
4. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late and rejected.
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 Physical/Hard copy submissions will not be acceptable except for the samples only.
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. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
 - Certificate of Incorporation, CR5 and CR6
 - Company Profile
 - Proof of registration with PRAZ
 - A Valid NSSA Certificate
12. Bidders to quote their PRAZ Registration Number on their proposals and submit proof of Valid Certificate for the category they are participating, failure to which will result in automatic disqualification.

Signed: 
J. TARUME

PROCUREMENT MANAGER



Item	Description of services	U.O.M	Quantity required	Unit Price	Total Price
1	provision of project management consultancy to ZIMRA monitoring and evaluation division.	8 people			
Value Added Tax					
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

Delivery:

- The above services to be delivered in **Nyanga, Montclair Hotel** on **24 November 2021**
- The awarded supplier is expected to avail 2 consultants and ZIMRA will cater for their accommodation and food.
- The consultants will check-in on 23 November 2021 and check-out on 25 November 2021.
- Bidders to include fuel and mileage charges on their quotations.

NB: Bidders to take note of the Terms of reference attached hereto.



TERMS OF REFERENCE

PROVISION OF PROJECT MANAGEMENT CONSULTANCY TO ZIMBABWE REVENUE AUTHORITY (ZIMRA) MONITORING & EVALUATION SECTION.

1. Background

The Zimbabwe Revenue Authority has established a Monitoring and Evaluation Section to safeguard successful implementation of ZIMRA Projects, improvement of processes, systems & procedures in alignment with achievement of Organisational Strategy.

The newly established Monitoring and Evaluation Office is intending to run an induction workshop for the recruited Analysts from 22 to 25 November 2021.

2. Objectives

- Ensure equipping of the team for effective monitoring and evaluation of projects.
- Raise esteem and confidence among the Officers to train, mentor and coach Project Teams for effective projects implementation to drive the transformation of ZIMRA, its people and processes from the current state to a desired state.

3. Scope of Work

The consultant is expected to provide training covering the following scope:

Project Management Tools and Techniques:

- Work Break Down Structure
- Critical Path Analysis
- Project Analysis (Quantitative and Qualitative Key Performance Indicators)
- Project Evaluation Tools
- Project Evaluation Systems
- Project Budget Management tools
- Earned Value Management
- Log-frame Approach
- Gap Analysis
- Gantt Chart: MS Projects & other project time tracking tools

4. Duration

- One Day

5. Delivery Date

- 24 November 2021



- 24 November 2021

6. Number Of Participants

- 8 People

7. QUALIFICATIONS OF THE CONSULTANT

- Holder of a Master's Degree in Project Management, MBA, Business or Commercial Studies, Engineering or related field. ☐ PRINCE2 Certification.
- More than 5 years' experience in PRINCE2 Consultancy after certification.
- Minimum of 10 years' experience in Project Management. ☐ At least 5 references of similar work.

NB: Bidders to submit qualifications of their respective trainers.

8. METHODOLOGY

Consultants to provide proposed methodology and work plan for the training.

9. SHORTLISTING OF CONSULTANTS

Shortlisting will be done in line with the scope and qualification requirements, taking into consideration: -

- Relevant experience and exposure.
- Relevant Academic and Professional Qualifications.

10. CONFIDENTIALITY

It is acknowledged that in the ordinary course of the consultant process you will have access to information about the business of the Authority and associated documents. You will therefore be required to **sign oath of secrecy**.

The consultant will not either during or on completion for own purposes or for any purpose other than those of the Authority (for any reason and in any manner), use or divulge or communicate to any person, firm, company, or organization except to officials of the Authority who are entitled to know any confidential information acquired or discovered.



(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:

Signature and seal of the Supplier:

For and on behalf of

For and on behalf of

Name of Authorized Representative

