

Request for Quotation:

ZIMRA RFQ No: 328/2022

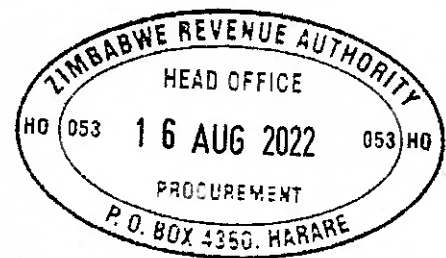
Provision of Consultancy Services Prince 2 Training and Certification for Monitoring and Evaluation Analysts.



DATE OF ISSUE: 16.08.2022

CLOSING DATE: 19.08.2022

CATEGORY: MANAGEMENT AND GENERAL CONSULTANCY SERVICES



To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the **Provision of Consultancy Services Prince 2 Training and Certification for Monitoring and Evaluation Analysts.**

1. Shown on the attached Specification of Goods sheet/ Terms of References.
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 **19.08.2022 @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

PROCUREMENT MANAGER



Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	Provision of Consultancy Services Prince 2 Training and Certification for Monitoring and Evaluation Analysts.	2			
Grand Total, Inclusive of VAT					
Currency:					
Delivery Period: _____ weeks from receipt of order					

Date of Delivery: TBA

NB: Bidders to take note of the Terms of Reference attached hereto:

Evaluation of the Quotations will be based on the following criteria:

1. Technical Evaluation

Criteria	Score
Relevant Academic and Professional Qualification (Attach CV)	30
Proposed Methodology	30
Relevant Experience and exposure (At least 2 reference letters of similar assignments done)	40
Total points	100

Minimum Qualifying Score 80 points.

2. Financial Evaluation

Financial evaluation shall be done using the prices submitted by bidders. Financial evaluation will determine the lowest priced quotation, which meets the minimum technical score.



TERMS OF REFERENCE

SUPPLY OF PRINCE2 TRAINING AND CERTIFICATION CONSULTANCY SERVICES TO ZIMRA MONITORING & EVALUATION ANALYSTS

BACKGROUND

The Zimbabwe Revenue Authority has established a Monitoring and Evaluation Section (M&E) to safeguard successful implementation of ZIMRA Projects, improvement of processes, systems & procedures in alignment with achievement of Organisational Strategy. ZIMRA has adopted and adapted PRINCE2 Projects Management Methodology as the sole framework for implementing projects within the Authority.

ZIMRA M&E Office plays a fundamental role in the successful coordination of ZIMRA Projects. Its importance to successful implementation of the Corporate Strategy cannot be understated.

ZIMRA M&E is designed to champion the adoption of project management tools and practices within ZIMRA through supporting, coaching and mentoring all involved in managing projects. Thus, it develops project competencies through training, coaching and mentoring of project team members on the PRINCE2 Methodology and other required skills and competencies.

Therefore, ZIMRA M&E seeks to hire the services of a Consultant to provide PRINCE2 professional training and Certification to its two Analysts.

TERMS OF REFERENCE

Scope of Work

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

1. **PRINCE2 Project Management Methodology package**
 - PRINCE2 Training
 - PRINCE2 Practitioner Certification
2. Facilitation of
 - Certification Registration with Axelos
 - Suitable venue for certification exams, online facilities and equipment
 - Reliable power supply at the venue

OBJECTIVES

- To equip Officers with necessary skills, tools and training for effective monitoring and evaluation of projects using PRINCE2 Projects Management Methodology.
- 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.

DURATION

- Consultant to provide



TRAINING AND CERTIFICATION STRATEGY

- Consultant to provide

QUALIFICATIONS OF THE CONSULTANT

- Holder of a Master's Degree in Project Management, MBA, Business or Commercial Studies, Engineering or related field.
- PRINCE2 Certification.
- Verifiable experience in PRINCE2 Consultancy after certification.
- Minimum of 7 years' experience in Project Management.
- Certifications in other project management methodologies is an added advantage.
- At least 5 references of similar work.

METHODOLOGY

ZIMRA will seek quotations from prospective consultants.

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.

CONTACT PERSON

Contact person for ZIMRA, will be Mrs. Theresah Mutungwazi – Head Monitoring and Evaluation Section



To be signed by the firm

Annex II

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

