

Request for Quotation:

ZIMRA RFQ No: 56 /2022

**SELECTION OF A TEAM BUILDING CONSULTANT FOR THE STRATEGY, RESEARCH AND
INNOVATION DIVISION**



ZIMRA
Zimbabwe Revenue Authority

DATE OF ISSUE: 10.02.2022

CLOSING DATE: 15.02.2022

CATEGORY: MANAGEMENT AND GENERAL CONSULTANCY SERVICES



To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the Supply and Delivery of Electric Jugs

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 **15.02.2022 @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	Team Building Consultant for the Strategy, Research and Innovation Division	1			
Grand Total, Inclusive of VAT					
Currency					
Delivery Period: _____ weeks from receipt of order					

Delivery: Above services are to be delivered at Troutbeck, Nyanga

Date of Delivery: 24 to 25 February 2022

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
Academic and Professional Qualifications	20
Relevant experience and exposure;	20
Proposed Methodology	60
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.

NB:

- Financial package to be in RTGS. Travelling costs to be included in consultancy fee.
- ZIMRA will meet accommodation expenses for the Consultants; at most three Facilitators.

Annex 1



TERMS OF REFERENCE

TEAM BUILDING EXERCISE FOR STRATEGY, RESEARCH AND INNOVATION DIVISION FEBRUARY 2022

1. BACKGROUND

Strategy, Research and Innovation is a newly established Division comprising of three sections namely, Strategy & Innovation, Research & Development and Monitoring & Evaluation. Sound teamwork provide the division with diversity of thought, creativity, objectivity, opportunities and problem-solving skills. The team building exercise will help to develop synergies and collaborative relationships among staff. It will also create a conducive working environment and enhance staff confidence and motivation.

2. TERMS OF REFERENCE

Through the consultant, the division seeks to achieve the following from the subsequent team building exercise:

- Build high performance team;
- Achieve synergies and mutual collaboration – promote shared vision, collaboration and encouragement;
- Promote cross functionality and coherence;
- Empower employees to communicate openly and effectively;
- Motivate and inspire staff;
- Deal with uncertainty and ambiguity;
- Enhance Emotional Intelligence & Conflict Management;
- Enhance personal effectiveness including time management.

3. ACTIVITIES

- Conduct productive activities (both indoor and outdoor) that promote team spirit and encourage an understanding of the role of teams in the work environment.
- Facilitate candid discussions through courageous conversations.
- Prepare and submit a team building report with follow-up activities/recommendations.

4. DURATION

The consultancy will be for two days, that is, from 24th to 25th of February 2022, at Troutbeck Nyanga under the supervision of our internal Talent and Organisational Development Facilitator.

5. QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANT

- Holder of MBA, or a Master's Degree in Strategic Management, Public Administration, Business /Commercial Studies, Human Resources or related field.
- Certified Trainer.
- More than 10 years' experience in Training and Coaching or Change Management.



- Minimum of 5 years' experience in a Management Position.
- At least 5 references of similar work.

6. 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.

7. BUDGET

- **Financial package to be in RTGS. Travelling costs to be included in consultancy fee.**
- **ZIMRA will meet accommodation expenses for the Consultants; at most three Facilitators.**

8. CONFIDENTIALITY

It is acknowledged that in the ordinary course of the consultancy, you will have access to information about the business of the ZIMRA and associated documents. You may 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 ZIMRA who are entitled to know any confidential information acquired or discovered.

Contact Person

Contact person for ZIMRA, will be Mr. Xavier Matambo, Acting Head, Strategy and Innovation.



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:

For and on behalf of

Name of Authorized Representative

Signature and seal of the Supplier:

For and on behalf of

