

Request for Quotation:

ZIMRA RFQ No: 105 /2022

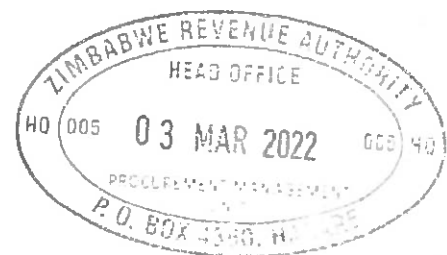
**CONSULTANCY TO DESIGN AND DELIVER REAL ESTATE MANAGEMNT WORKSHOP TO
ZIMRA STAFF**



DATE OF ISSUE: 03.03.2022

CLOSING DATE: 10.03.2022

CATEGORY: MANAGEMENT AND GENERAL CONSULTANCY SERVICES



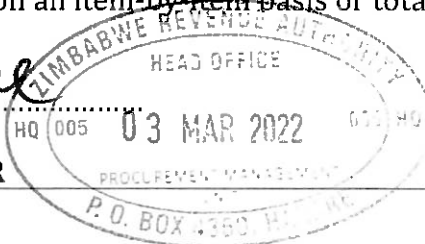
To: **Suppliers**

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 **10.03.2022 @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 a Facilitator for Real Estate Management Course <ul style="list-style-type: none"> • Date: 27 June to 01 July 2022 • The Course will be done Virtually unless Covid 19 regulations are relaxed or the course delivery requires face to face • Number of Participants : 20 	1			
Grand Total, Inclusive of VAT					
Currency:					
Delivery Period: _____ <i>weeks from receipt of order</i>					

Delivery: The Course will be done Virtually unless Covid 19 regulations are relaxed or the course delivery requires face to face

Date of Delivery: Date: 27 June to 01 July 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.**



TERMS OF REFERENCE

TERMS OF REFERENCE FOR A CONSULTANCY TO DESIGN AND DELIVER REAL ESTATE MANAGEMENT WORKSHOP TO ZIMRA STAFF

BACKGROUND

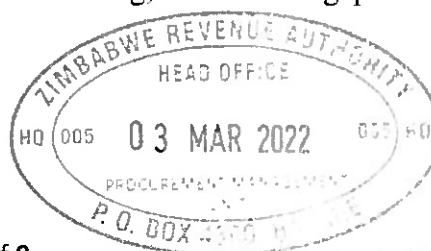
The Zimbabwe Revenue Authority (ZIMRA) is a quasi-government organisation with a staff complement of about 3180. The organisation has a number of properties it has procured and is managing. These assets include residential properties and offices that the organisation is leasing. Proper real estate management is vital to the success of any organisation. Real estate property management involves an understanding of operating expenses and budgeting. It also includes the physical management of the structures and outdoor areas that is landscaping, electrical, plumbing, roof, walls, appliances, and much more. Those specializing in real estate property management need to understand the requirements and have a good feeling about being able to accomplish them all with efficiency and enjoyment. ZIMRA assets are being managed by its Administration section with very few staff members having been properly trained on real estate management. It is in light of this that the Training Centre intends to provide training on Real Estate Management to staff members who manage various ZIMRA properties.

The Training Needs Assessment (TNA) held by the ZIMRA Training Centre in November 2021 revealed the need for a Real Estate Management course to cater for staff in Administration. The workshop is scheduled to take place in the second quarter of 2022, specifically from 27 June – 01 July 2022.

We therefore request for the services of an external consultancy to design and deliver a workshop on Real Estate Management to assist staff in managing ZIMRA properties professionally and successfully, with intent to protect the image of the organisation.

OVERALL OBJECTIVE OF THE CONSULTANCY

- To equip ZIMRA employees in planning, coordinating, and ensuring professional and efficient management of ZIMRA properties.



SPECIFIC OBJECTIVES OF THE TRAINING

- By the end of the course, participants should be able to:
 - Explain the role/functions of ZIMRA property
 - Align property management with the Authority's mission and vision
 - Balance property management and the corporate image
 - Effectively manage the Authority's estates in today's economy
 - Comprehend the estates management policy
 - Draw an effective estates maintenance plan
 - Perform basic accounting in estates management
 - Address problems faced in estates management
 - Explain why estates loose value
 - Enhance the value of ZIMRA properties

SCOPE OF WORK

PHASE 1

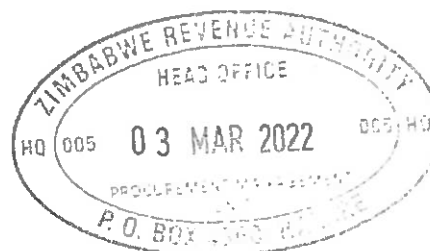
The consultant (s) will:

- Liaise with the ZIMRA staff specifically Head Talent and Organisational Development to understand the background to the training need and be guided as to the expected content that will meet the desired goals.
- Study appropriate background documents to understand the scope of ZIMRA activities (e.g. the Corporate Plan).
- Design a five-day workshop and all relevant/associated materials, exercises and approach for consideration by the ZIMRA Training staff.

PHASE 2

- On the basis of a successful workshop design, deliver one workshop virtually or at ZIMRA Kurima House in accordance with COVID 19 regulations.
- Use the ZIMRA evaluation instrument at the completion of the workshop for submission to ZIMRA.

PHASE 3

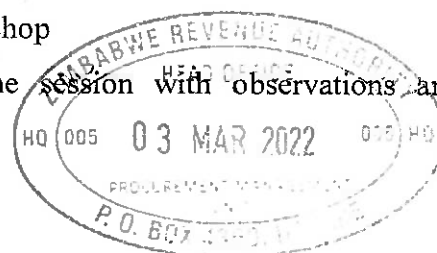


- Prepare and submit a report after the workshop. Report should be submitted within two weeks after completion of the workshop being reported on.
- Engage the Head Talent and Organisational Development, on any matters arising from the training.

OUTPUTS

It is expected that the consultant will:

1. Prepare a training module and all materials associated with the Real Estate Management workshop and submit these as soft copies to the ZIMRA Training Centre. These will comprise at least (but not confined to):
 - 1.1 Clear workshop Aims and Objectives
 - 1.2 Module content material covering, but not limited to, the following topics:
 - Definition of terms
 - The Concept of Real Estate Management
 - Principles of Real Estate Management
 - The role of property within the authority
 - How to align property management with the organization's mission and vision
 - Effective implementation of estates management in today's economy
 - How to balance property management and corporate image
 - How to come up with an effective maintenance plan
 - Basic accounting in estates management
 - Managing Real Estate in a changing economy
 - The estates management policy
 - Skills and Characteristics required for Real Estate Management
 - Creative Practice in Real Estate Management
 - Reporting and budgeting
 - 1.3 A workshop timetable for the duration of five days.
 - 1.4 Clearly outlined practical exercises with objectives
 - 1.5 Handouts and materials for distribution to participants
 - 1.6 Any Power Point presentation used
2. Deliver one session of Real Estate Management workshop
3. Prepare a final report after the completion of the session with observations and recommendations clearly outlined.



DURATION

The duration for the consultancy is expected to extend over five days. The consultant should meet data expenses for a virtual workshop or travelling expenses to Kurima House if the course is to be delivered face to face paying regards to COVID19 regulations.

QUALIFICATIONS/EXPERIENCE

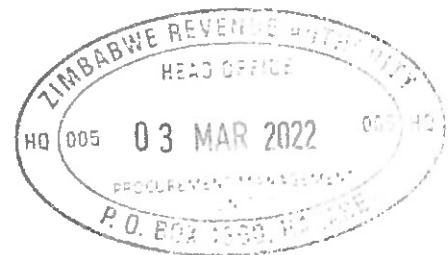
The consultant will be experienced in the design and delivery of Training material in the relevant field and other capacity building competencies in a range of organisations, particularly public sector agencies. Lead consultants should be holders of at least a Degree in Real Estate Management or business related degree with a minimum of 10 years' experience in a private or public organization.

A proven track record of having organized at least three (3) high profile events. (References and contact persons will be required) Proficiency in English and at least one other native language of Zimbabwe is essential.

The successful Real Estate Manager will be selected on the basis of their past relevant experience and qualifications of key staff.

REPORTING

The consultant(s) will provide the final report to the ZIMRA Head Talent and Organisational Development (HTOD), in the time period specified and as detailed under point number 2 of "Outputs/Deliverables" above. The consultant will submit all workshop evaluation forms to the Head Talent and Organisational Development.



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

