

Request for Quotation:

ZIMRA RFQ No: 174 /2022 (Re-tender)

CONSULTANCY SERVICES TO CONDUCT BOARD EVALUATION FOR YEAR 2021



ZIMRA
Zimbabwe Revenue Authority

DATE OF ISSUE: 11.04.2022

CLOSING DATE: 19.04.2022

CATEGORY: MANAGEMENT AND GENERAL CONSULTANCY SERVICES



To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the Provision of Consultancy Services for Conduct Board Evaluation for year 2021.

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 **19.04.2022 @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 Consultancy Services For ZIMRA Board Evaluation for Year 2021	1			
Grand Total, Inclusive of VAT					
Currency:					
Delivery Period: _____ weeks from receipt of order					

Date of Delivery: To be Advised

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
Lead Consultant Capability (at least 3 References, Experience in Board evaluation, training to public entities, at least 3 Companies/Institutions Board membership.	30
Methodology Proposed	30
Work Plan	20
Qualifications of Project Team	20
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

BOARD EVALUATION FOR ZIMRA

1. Background

- 1.1. The Zimbabwe Revenue Authority Board (ZIMRA) intends to evaluate its performance for the 2021 financial year.
- 1.2. To effectively do the evaluation, Board members should first receive comprehensive board evaluation briefing, followed by a board evaluation exercise carried out by Board members.
- 1.3. The board evaluation is targeted to be conducted in the first quarter of 2022.

2. Objectives

- 2.1. The following are the objectives for the board evaluation exercise:
 - i) For Board Members to evaluate and determine their performance for year 2021; and
 - ii) To inform the Board Members of performance areas that need to be focused on for the Board to effectively discharge its responsibilities.

3. Scope of work

- 3.1. The Consultant is expected to provide a briefing covering the following scope:
 - i) Board evaluation in general;
 - ii) Focus areas on individual Board Members' performance evaluation;
 - iii) Focus areas on Board Chairperson's performance evaluation;
 - iv) Focus areas on Board Committees' performance evaluation;
 - v) Focus areas on evaluation of the Board as a whole;
 - vi) Use of evaluation questionnaires and confidentiality of evaluation results; and
 - vii) Developing performance improvement plans informed by evaluation results.
- 3.2. The Consultant is expected to facilitate the ZIMRA Board evaluation focusing on the following scope:
 - i) Developing customised evaluation tools listed below:
 - Board Chairperson evaluation questionnaire;
 - Individual Board Members' evaluation questionnaire;
 - Board evaluation questionnaire; and
 - Board Committees' evaluation questionnaire.

Customization of the tools will also be informed by input from Board Members given at the briefing.

- ii) Assisting Board Members in the evaluation process as may be requested.
- iii) Collecting completed evaluation questionnaires and collating the results.
- iv) Producing and submitting a report with the evaluation results.
- v) Making recommendations on observations or gaps identified from the evaluation results.

4. Number of participants

The briefing will be offered to a total of 12 participants, comprising of ZIMRA Board Members and Board Secretariat.

All ZIMRA Board Members will participate in the evaluation.



5. Strategy and Methodology

- 5.1. The Consultant should utilize a variety of techniques to ensure maximum understanding, comprehension and retention of the information delivered.
- 5.2. The briefing should be mainly for members to practically understand the data gathering process.
- 5.3. The Consultant should facilitate the evaluation process through sending out customized evaluation questionnaires to Board Members focusing on:
 - The performance of individual board members;
 - The performance of the Board Chairperson;
 - The performance of the Board as a whole; and
 - The performance of Board Committees.
- 5.4. The Consultant should be available to clarify and explain questions in the questionnaire when requested by Board Members as they complete the evaluation questionnaires.
- 5.5. The Consultant will use the evaluation questionnaires to collate results and produce a report for the Board.

6. Output, deliverables and timeframes

- 6.1. The board evaluation exercise will be spread over a period of 15 days, which covers the briefing, distribution of evaluation questionnaires and collection of same after completion, collating of results, analysis of results and production and presentation of the report.

7. Qualifications of the Consultant

- 7.1. The Lead Consultant should be a reputable corporate governance trainer with at least 5 years training experience.
- 7.2. At least three traceable references for board evaluation training offered to boards of public entities.
- 7.3. Traceable references of providing training to public entities Boards with particular focus on Public Entities Corporate Governance legislation promulgated in 2018,
- 7.4. The Lead Consultant should have the practical experience of sitting on boards of at least three companies or institutions in the recent past.

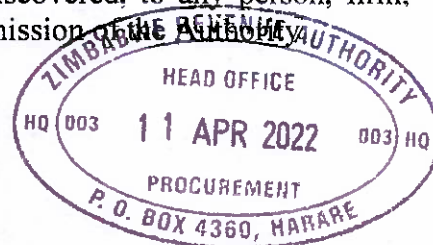
8. Qualification of the consulting firm

- 8.1. The consulting firm should;
 - i) Be registered with the Procurement Regulatory Authority of Zimbabwe;
 - ii) Submit a valid tax clearance certificate;
 - iii) Submit a company profile, and
 - iv) Submit a CR14, CR6 and certificate of incorporate.

9. Confidentiality

It is acknowledged that in the ordinary course of the briefing and in collecting and analysing the evaluation forms completed by the Board Members, 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 briefing and the evaluation.

The Consultant will not either during or after the briefing and board evaluation process, 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.



B: Key Personnel

Qualifications of the Consultant

The Lead Consultant should possess the following:

- i) The Lead Consultant should be a reputable corporate governance trainer with at least 5 years training experience.
- ii) At least three traceable references for board evaluation training offered to boards of public entities.
- iii) Traceable references of providing training to public entities Boards with particular focus on Public Entities Corporate Governance legislation promulgated in 2018,
- iv) The Lead Consultant should have the practical experience of sitting on boards of at least three companies or institutions in the recent past.



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



