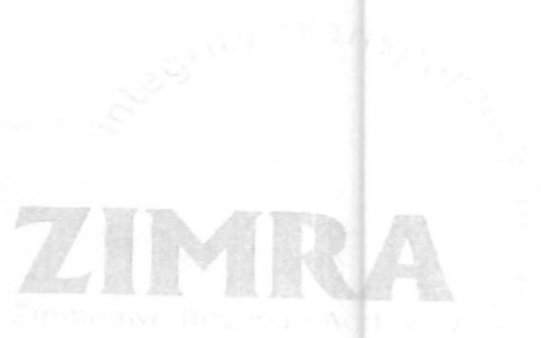


Request for Quotation:

ZIMRA RFQ No: 191 /2022

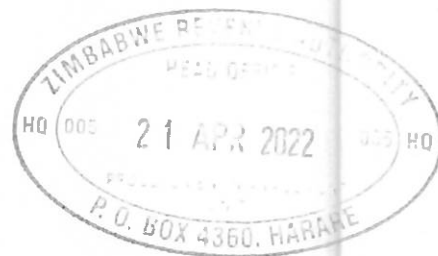
PROVISION OF STRATEGIC PROJECTS TURNAROUND WORKSHOP CONSULTANCY AND FACILITATION SERVICES & TO ZIMBABWE REVENUE AUTHORITY (ZIMRA) EXECUTIVE MANAGEMENT AND PROJECT MANAGERS.



DATE OF ISSUE: 21.04.2022

CLOSING DATE: 26.04.2022

CATEGORY: MANAGEMENT AND GENERAL CONSULTANCY SERVICES



To: Suppliers

Dear Sir/Madam,

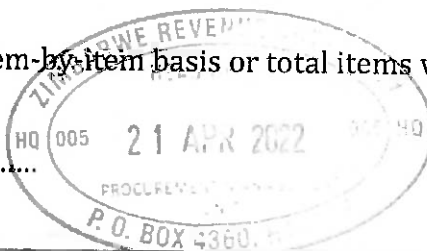
Please provide your Price Quotation for the **Provision Of Strategic Projects Turnaround Workshop Consultancy And Facilitation Services & To Zimbabwe Revenue Authority (ZIMRA) Executive Management And Project Managers.**

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 **26.04.2022 @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 Strategic Projects Turnaround Workshop Consultancy And Facilitation Services & To Zimbabwe Revenue Authority (ZIMRA) Executive Management And Project Managers.	1			
Grand Total, Inclusive of VAT					
Currency:					
Delivery Period: _____ <i>weeks from receipt of order</i>					

Date of Delivery and Venue : 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
Relevant Academic and Professional Qualifications. (Attach CV)	30
Proposed Methodology	30
Relevant experience and exposure. (At least 3 Reference letters of Similar Assignments must be attached)	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

PROVISION OF STRATEGIC PROJECTS TURNAROUND WORKSHOP CONSULTANCY AND FACILITATION SERVICES & TO ZIMBABWE REVENUE AUTHORITY (ZIMRA) EXECUTIVE MANAGEMENT AND PROJECT MANAGERS.

Background

The Zimbabwe Revenue Authority (ZIMRA) is mandated to collect revenue, facilitate trade and travel, advise government on fiscal and economic matters and protect civil society. ZIMRA has adopted a project management approach for strategy implementation to deliver its mandate, hence it is imperative for Executive Management and Project Managers to acquire project management skills.

The Monitoring and Evaluation Office plays a fundamental role in the successful coordination of ZIMRA Projects and its importance to successful implementation of the Corporate Strategy cannot be understated.

The Monitoring and Evaluation Office 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, (internal or outsourced) coaching and mentoring of project team members on the PRINCE2 Methodology and other required skills and competencies. It also monitors and evaluates all ZIMRA Strategic Projects.

ZIMRA seeks to hire the services of a Consultant to provide consultancy and facilitation of a Strategic Projects Turnaround Workshop. The main activities will be the provision of PRINCE2 Technical Training to Executive Management and Project Managers and facilitation of the workshop.

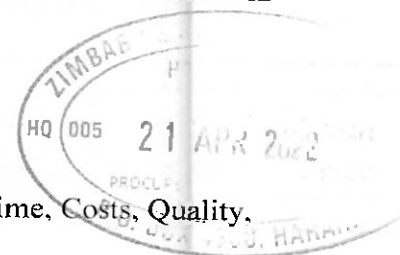
1.1.Scope Of Work

The consultant is expected to cover the following aspects: -

Day 1

1.2.PRINCE2 Projects Training and Practical Alignment to ZIMRA Strategic Projects.

- Governance Structure – roles and responsibilities of each party.
- Key PRINCE2 Documentation - Project Mandate, Brief, Business Case and PID
- PRINCE2 Processes, Themes, Principles;
- PRINCE2 Stages;
- Reporting Framework;
- Project Deliverables according to PRINCE2 Methodology;
- Effective Management of Project performance variables (Time, Costs, Quality, Project Product, Scope, Benefits, Risks).



- Project Management Tools (Change Management, Stakeholder Management and Team Building).
- Project monitoring & evaluation.

Day 2

1.3.Solutions to ZIMRA Strategic Projects

- Facilitation and moderation of Project Managers Presentations at the Workshop.
- Proffering effective solutions to strategic project challenges.
- Recommending best practice mitigation strategies.
- Lead all discussions and deliberations.

1.4.Expected Outputs

- Appreciation of PRINCE2
- Revised Project Gantt chart
- Prioritised ICT Project Plan

1.5.Duration

- Training and Facilitation Days :2 days i.e. 3 and 4 May 2022.
- Check in 2 May 2022.
- Check Out 5 May 2022.

1.6. Participants

- 40 delegates are expected to attend the workshop.

1.7.Venue

- TBA.

1.8.Consultant Itinerary

- Consultants are expected to charge for mileage.
- ZIMRA to provide accommodation and meals for the Consultant.

1.9.Qualifications for the Consultant

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

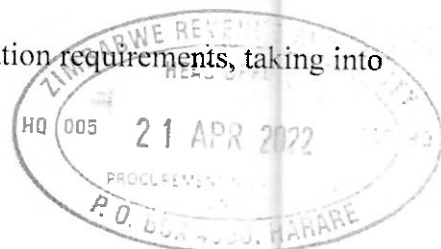
1.10. Methodology

- ZIMRA will seek quotations from prospective consultants.

1.11. Shortlisting of Consultants

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

- Relevant experience and exposure.



- ii. Relevant Academic and Professional Qualifications.

1.12. 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.

Contact Person

Contact person for ZIMRA, will be Mrs. T. Mutungwazi Head Monitoring and Evaluation.

NB. ZIMRA has adopted and adapted the PRINCE2 Project Management Methodology hence the Consultant would be expected to align with the ZIMRA PRINCE2 Methodology. For better understanding, refer to the table below:

Generic PRINCE2 Project Management Methodology	ZIMRA Customized PRINCE2 Project Management Methodology
Starting Up a Project	Start Up
Directing a Project	Project Initiation
Initiating a Project	Managing Product Delivery
Controlling a Stage	Project Closure
Managing Product Delivery	
Managing a Stage Boundary	
Closing a Project	



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

