

**Request for Quotation:**

**ZIMRA RFQ No: 240/2022**

**PROVISION OF CONSULTANCY SERVICES FOR STRATEGY REVIEW AND TEAM BUILDING WORKSHOP FOR THE ZIMRA BOARD WITH EXECUTIVE MANAGEMENT.**



**DATE OF ISSUE: 19.05.2022**

**CLOSING DATE: 24.05.2022**

**CATEGORY: MANAGEMENT AND GENERAL CONSULTANCY SERVICES**



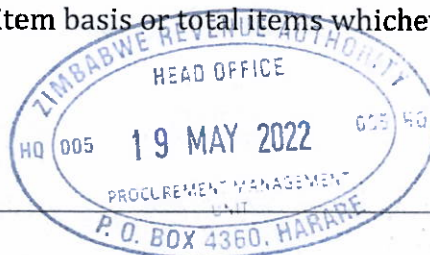
**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **PROVISION OF CONSULTANCY SERVICES FOR STRATEGY REVIEW AND TEAM BUILDING WORKSHOP FOR THE ZIMRA BOARD WITH EXECUTIVE MANAGEMENT.**

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 **24.05.2022 @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 FOR STRATEGY REVIEW AND TEAM BUILDING WORKSHOP FOR THE ZIMRA BOARD WITH EXECUTIVE MANAGEMENT.	1			
<b>Grand Total, Inclusive of VAT</b>					
<b>Currency:</b>					
<b>Delivery Period:</b> _____ weeks from receipt of order					

**Date :** 7-8 June 2022

**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:**

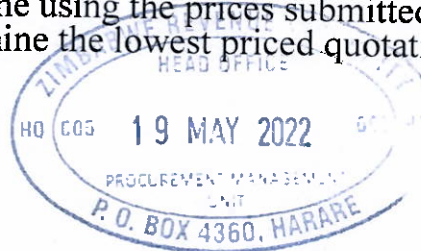
### 1. Technical Evaluation

Criteria	Score
Relevant Academic and Professional Qualification (Attach CVs)	20
Proposed Methodology as per attached Terms of Reference and workshop deliverables	50
Experience and exposure (Attach at least 3 traceable reference letters of similar assignments done and list 2 other references of similar work with contact details to make them 5 references)	30
<b>Total points</b>	<b>100</b>

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.



## Annex I

### Terms of Reference

#### Background

With effect from 30 March 2022, The Minister of Finance and Economic Development announced additional members of the ZIMRA Board including a new Chairman. The Board's mandate includes establishing and overseeing the Authority's business strategy and priorities. The new board was appointed at a time when the 2021-2025 ZIMRA Strategy was approved in 2021 and the 2022 Agency Integrated Performance Agreement (AIPA) had been finalised. In sync with the Board's oversight role of setting the strategic direction of ZIMRA, it has become imperative that they input into the current strategy by bringing in new perspective and thinking.

It is against this background that ZIMRA sought to engage a Consultant to facilitate the proposed strategy review and team building workshop for the ZIMRA Board with Executive Management.

#### The Workshop Seeks to Achieve the Following:

- Appraise the board on the ZIMRA five-year Strategy;
- Allow the board to review and approve the 2022 Agency Integrated Performance Agreement (AIPA) to get the necessary buy-in.
- To get Board assurance on the budget requirements necessary to effectively implement the strategy.
- To promote synergies and collaborative relationships between Executive Management and the Board.
- Facilitate candid discussions through courageous conversations (Powerful Painful Conversations).

#### DURATION OF CONSULTANCY

The consultancy will be for two days from 7<sup>th</sup> to 8<sup>th</sup> of June 2022, on a venue to be advised under the supervision of the Director Strategy, Research and Innovation.

#### QUALIFICATIONS OF THE LEAD CONSULTANT

- Holder of an MBA, or a Master's Degree in Strategic Management, Public Administration, Business /Commercial Studies, Human Resources or related field.
- More than 10 years' experience in a Senior Management Position.
- Experience in a Strategic Management position.
- Thorough knowledge of Integrated Results Based Management (IRBM) as a Strategy Formulation and Implementation Tool.
- At least 5 references of similar work.

#### 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.

#### **BUDGET**

- ZIMRA will meet accommodation and transport expenses for the Consultants; at most two Facilitators.

#### **Confidentiality**

It is acknowledged that in the ordinary course of the consultancy, the Consultant will have access to information about the business of the Authority and associated documents. The Consultant 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.



**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**

