

**Request for Quotation:**

**ZIMRA RFQ No: 226/2022**

**CONSULTANCY SERVICES TO FACILITATE EVENTS MANAGEMENT AND DÉCOR SET-UP  
COURSE FOR 15 PARTICIPANTS**



**DATE OF ISSUE: 24.05.2022**

**CLOSING DATE: 30.05.2022**

**CATEGORY: MANAGEMENT AND GENERAL CONSULTANCY SERVICES**



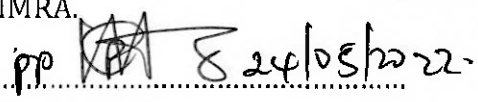
	Unit Price	Total Price

**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 **30.05.2022 @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](mailto: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](mailto: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 Facilitation for the Events Management and Décor Set up course for 15 participants (22-24 June 2022)	1			
<b>Grand Total, Inclusive of VAT</b>					
<b>Currency:</b>					
<b>Delivery Period:</b> _____ weeks from receipt of order					

Date of Delivery: 22-24 June 2022

**NB: Bidders to take note of the Terms of Reference attached hereto:**

**Evaluation of the Quotations will be based on the following criteria:**

#### Technical Evaluation

Criteria	Score
Consultant Capability (A proven track record of having decorated three (3) high profile events. Reference letters and contact persons are be required. Please attach Reference letters).	40
Methodology Proposed ( to attain course objectives and outputs)	30
Qualifications of Project Team	30
<b>Total points</b>	<b>100</b>

Minimum Qualifying Score 80 points.

#### 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.



**To be signed by the firm**

**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



# TERMS OF REFERENCE

## PROCUREMENT DÉCOR SERVICE PROVIDER TO CORPORATE COMMUNICATIONS OFFICERS.

### 1 BACKGROUND

Event Coordination is one of the key functions of the Corporate Communications Section. It involves planning and facilitating of events both internally and external which aids in enhancing the Image of the Authority. These events come in different forms such as Breakfast Meetings, Business Awards Ceremonies, Fundraising Dinners, Cocktails, and Luncheons and the décor set up these events are dictated by the various themes and nature of events. It becomes important for Corporate Communications Officers to acquire decorating skills in order to be able to decorate venues for various events which will help in projecting a strong ZIMRA brand. ZIMRA does not have the expertise in this regard and will therefore need to outsource such training from qualified practitioners.

### 2 OVERALL OBJECTIVE OF THE CONSULTANCY

- To capacitate Corporate Communications in acquiring decorating skills so that they effectively and efficiently discharge their duties when coordinating and facilitating events.

#### 2.1 SPECIFIC OBJECTIVES

By the end of the course, participants should be able to do practical and aesthetic aspects of event decor in order to be fully equipped to do own decorations for small to medium organisational events.

Course content may include, but not limited to:

- Decorating and styling venues
- Colour coordination, theme, including flowers
- Draping, backdrops and ceiling decor
- Lighting and ambience
- Tablescaping
- Basic floor plan;

### 3 SCOPE OF WORK

#### 3.1 PHASE 1

The consultant (s) will:

- Liaise with the ZIMRA staff specifically Head Talent & Organisational Development and Corporate Communications staff 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 three-day workshop and all relevant/associated materials, exercises and approach for consideration by the ZIMRA Training staff.



### **3.2 PHASE 2**

- On the basis of a successful workshop design, deliver one workshop virtually.
- 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 & Organisation Development, on any matters arising from the training.

## **4 OUTPUTS**

It is expected that the consultant will:

4.1 Prepare a training module and all materials associated with Décor and submit these as soft copies to the ZIMRA Training Centre. These will comprise at least (but not confined to):

4.1.1 Clear workshop Aims and Objectives

4.1.2 Module content material covering, but not limited to, the following topics:

- Definition of terms
- Decorating and styling venues
- Colour coordination, theme, including flowers
- Draping, backdrops and ceiling décor
- Lighting and ambience
- Tablescaping
- Basic floor plan

4.1.3 Workshop timetable for the duration of three days.

4.1.4 Ensure that participants complete the Course Registration form.

4.1.5 Deliver the training over three (3) days.

4.1.6 Clearly outlined practical exercises with objectives

4.1.7 Handouts and materials for distribution to participants

4.1.8 Any Power Point presentation used

4.2 Ensure that participants evaluate the course using the ZIMRA approved Course Evaluation form.

4.3 Submit final course report at the end of 2 weeks after the course with observations and recommendations clearly outlined.

## **5 DURATION**

The duration for the consultancy is expected to extend over three 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.

## **6 QUALIFICATIONS/EXPERIENCE**





An expert trainer who will effectively deliver the aforementioned should have the following credentials and qualifications;

- A qualification in Décor/Interior Design or related field
- Vast experience in doing décor for corporate events, weddings and private functions.
- Registered with Procurement Regulatory Services(PRAZ)

A proven track record of having decorated 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.

## **7 REPORTING**

The consultant(s) will provide the final report to the Head -TOD, in the time period specified under “Outputs/Deliverables” above. The consultant will submit all workshop evaluation forms to the Head -TOD.

