

CATEGORY: Consultancy Services – Board Performance Evaluation

Request for Quotation:

ZIMRA RFQ No: RFQ04/2023

BOARD PERFORMANCE EVALUATION



ZIMRA
Zimbabwe Revenue Authority

DATE OF ISSUE: 10 JANUARY 2023

CLOSING DATE: 13 JANUARY 2023 AT 1000 HOURS

NOTE

PRAZ REGISTRATION FOR THE CATEGORY BEING TENDERED FOR IS A PRE - REQUISITE

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To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation and submit a work plan for the **ZIMRA Board Performance Evaluation** as shown on the Specification Terms of References.

1. Required is the Price Quotation on **your official signed and dated letterhead**.
2. The Procurement Management Unit (PMU) must receive your Price Quotation by 13.01.2023 @1000hrs.
3. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late and it is rejected
4. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
5. 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.
6. **Bidders shall submit their bids electronically to rfqs@zimra.co.zw**
7. **Physical or Hard copies submission 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. **Bidders to quote their PRAZ Registration Number on their proposals and submit proof of Valid Certificate for the category they are participating, failure to which will result in automatic disqualification.**
13. Bidders must attach the following documentation on the quotation on submission:
 - Certificate of Incorporation
 - CR14 (now CR6 under the new act) and CR6 (now CR5 under the new act)
 - Company Profile
 - Proof of registration with PRAZ and a Valid NSSA Certificate
14. Expected delivery period is 30 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).
15. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: 

J. Tarume **ZIMRA PROCUREMENT MANAGER**

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Goods/Service Sheet

Item	Description of Goods	Unit of Measure	Quantity	Unit Price	Total Price
1	ZIMRA BOARD PERFORMANCE EVALUATION				
	BOARD MEMBERS		12		
<i>Grand Total, DAP, ZIMRA Warehouse</i>					
<i>Currency</i>					
<i>Delivery Period: _____ weeks from receipt of order</i>					

Delivery: Above items to be delivered to the following final destination(s):

Deliver to: Zimbabwe Revenue Authority, 61-63 Plymouth Road, Enfield Complex, Southerton, Harare.

To be signed by the firm

Annex III

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:

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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 _____

For and on behalf of _____

Name of Authorized Representative _____

TERMS OF REFERENCE

BOARD EVALUATION FOR ZIMRA

1. Background

- 1.1. The Zimbabwe Revenue Authority Board (ZIMRA) intends to evaluate its performance for the 2022 financial year. The evaluation is targeted to be conducted in the first quarter of 2023.
- 1.2. The services of a consultant are required to facilitate the evaluation exercise.

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 2022; and
 - ii) To inform the Board Members of performance areas that need to be enhanced for the Board to effectively discharge its responsibilities.

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3. Scope of work

3.1. The Consultant is expected to facilitate the ZIMRA Board evaluation focusing on the following scope:

- i) Providing a briefing to the Board Chairman covering the following scope:
 - Board evaluation in general;
 - Focus areas on individual Board Members' performance evaluation;
 - Focus areas on Board Chairperson's performance evaluation;
 - Focus areas on Board Committees' performance evaluation;
 - Focus areas on evaluation of the Board as a whole;
 - Use of evaluation questionnaires and confidentiality of evaluation results; and
 - Developing performance improvement plans informed by evaluation results.
- ii) Developing customised evaluation questionnaires 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 Chairman given at the briefing.

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

4. Number of participants

A total of 12 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.

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- 5.2. 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.
- 5.3. The Consultant should be available to clarify and explain questions in the questionnaire when requested by Board Members as they complete the evaluation questionnaires.
- 5.4. 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 20 days, which covers the briefing, distribution of evaluation questionnaires and collection of completed questionnaire, collating of results, analysis of results and production and presentation of the Board Evaluation Report.
- 6.2. To ensure value for money, and before payment of service, the Authority will confirm in writing if the Consultant has satisfactorily completed the Board evaluation exercise as per specifications.

7. Qualifications of the Consultant

- 7.1. The Lead Consultant should be a reputable corporate governance consultant with at least 8 years' board evaluation facilitation 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 (i.e. 3 years or more).

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;

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- 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 questionnaires 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 Zimbabwe Revenue Authority.

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