

*CATEGORY: NON-CONSULTANCY SERVICES*

**Request for Quotation:  
ZIMRA RFQ No: RFQ144/2023  
TRAINING ON RISK MANAGEMENT**



**ZIMRA**  
Zimbabwe Revenue Authority

**DATE OF ISSUE: 16 MAY 2023**

**CLOSING DATE: 18 MAY 2023 AT 1000 HOURS**

NOTE

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


**CATEGORY: NON-CONSULTANCY SERVICES**

To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **Risk Management Training** as shown in the Terms of references or Service/goods sheet.

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 18 May 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](mailto: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](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. **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 required	Unit Price	Total Price
See Terms of references below.					
<i>Grand Total, DAP, ZIMRA Warehouse</i>					
<i>Currency</i>					
<i>Delivery Period: _____ weeks from receipt of order</i>					

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

Delivery: Above items and Invoices 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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## **TERMS OF REFERENCES**



### **Corporate Risk Management & Compliance Division: Q2-2023**

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## 1. TERMS OF REFERENCE

**Procurement of a Facilitator(s) to train Zimbabwe Revenue Authority (ZIMRA) Corporate Risk & Compliance Management staff and Risk champions in Risk management processes (identification, assessment, classification, measurement, risk tracking and monitoring)**

## 2. Background

The Authority recently established a Risk Management and Compliance Division and the setting up process is at an advanced stage where embedding of risk management has become critical across the Authority. The staff working for ZIMRA in the **Corporate Risk & Compliance Management staff** are responsible for the Authority's risk management processes. It is an independent function that identifies, assesses, advises on, monitors and reports on the Authority's risk management.

Each division has risk champions. The risk champions are responsible for coordinating the enterprise risk and compliance management activities between their respective divisions and the **Corporate Risk & Compliance Management function**.

## 3. Objectives

ZIMRA is seeking the services of certified and experienced facilitators in Enterprise Risk Management and Compliance to provide training in **Corporate Risk & Compliance Management to the Authority's Risk Champions**.

It is expected that at the end of the training, participants therein should be able to:

- 3.1 Define and identify risks and compliance requirements;
- 3.2 Create a risk and compliance universe
- 3.3 Assess and measure the risks; and
- 3.4 Put in place measures to manage the risk in line with the risk appetite of the Authority.
- 3.5 Perform risk control self-assessments

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### 4. Tasks and Responsibilities

Having regard to the objectives above the facilitator(s) shall:-

- i. Prepare modules and other course material relating to course objectives for distribution to workshop participants.
- ii. Ensure that participants complete the Course Registration form.
- iii. Deliver the training physically.
- iv. Assign practical assessments to each participant in line with their responsible ZIMRA business environment.
- v. Ensure completion of Daily Attendance Register by all participants.

### 5. Deliverables

The Facilitator(s) will be expected to deliver the following outputs in their provision of the training:

- i. Comprehensive modules prior to the commencement of the training assignment.
- ii. Deliver physical training sessions for the stated assignment.
- iii. To ensure that each participants submits RCSA template for their designated areas of operation as an outcome of the program and to assess the same.
- iv. Ensure that participants evaluate the training using the ZIMRA approved Course Evaluation Form.
- v. Submit a detailed written report on the training assignment within two (2) weeks from the date of completion of the training assignment.

### 6. Organizational Setting

The Facilitator(s) will work under the direct supervision of the Head Talent & Organizational Development or a delegated proxy. The Facilitator(s) shall consult with the Training Coordinator during the training assignments.

### 7. Inputs

The Training Coordinator will provide the Facilitator(s) with the necessary information and materials for fulfilment of the objectives of these trainings and will facilitate the necessary meetings with the

**Corporate Risk & Compliance Management division.**

### 8. Time-frame

The specific dates for the delivery of the trainings will be discussed with the chosen facilitator(s) who are successful in the bidding process.

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## 9. Qualifications and skills required

### Experience

- At least 10 years' experience and practical knowledge in risk management.
- Experience in delivering training programs relating to enterprise risk management (At least three such trainings at comparable organizations)
- Excellent communication and writing skills.

### Abilities

- Good ability to deliver effective training tools.
- Excellent analytical skills and strong commitment to sharing expertise and experience in order to develop capacity of others.
- A high standard of written and spoken English is essential.

## ANNEXURE A

### RISK & COMPLIANCE MANAGEMENT

This risk management-training course is designed to improve expertise in risk management and enhance risk identification, assessment, measuring, mitigation and monitoring skills. The course should deliver on the following aspects:

#### 1. Risk Identification

##### 1.1 Definition and types of risks:

- Definition of risk.
- Types of risks
- Risk identification process.
- Termination.

##### 1.2 Risk Measurement and mitigation

- Risk measurement techniques.
- Risk modelling.
- Mitigating risks.
- Monitoring techniques.

##### 1.3 Risk Control Self-Assessment and compliance issues

- What RCSA are?
- Carrying out RCSA, merits and demerits
- Define compliance.
- Compliance universe and methods to ensure compliance.

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**1.4 Overview of the latest developments in risk and compliance management.**

- 2. Contemporary risk and compliance management principles.**
- 3. Tools and techniques for embedding risk management and compliance in an organisation with particular reference to ZIMRA business environment.**
- 4. Risk management buy-in in the organisation.**

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

\_\_\_\_\_

**Name of Authorized Representative**

**Signature and seal of the Supplier:**

For and on behalf of

\_\_\_\_\_

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**INTERNAL REQUEST FOR THE SUPPLY OF GOODS/SERVICES**

To: Head Administration /Procurement Manager / HR & Administration Manager / Administration Officer / Administration Assistant /Procurement Assistant

**Requisitioner Information**

Date: 28/03/23

Requisitioner: J Chingorivo

Division/Department: Corporate Risk and Compliance Management

Tel/Cell: 0772 168 652

Delivery Location: Corporate Risk and Compliance

Cost Centre: Corporate Risk and Compliance .

QUANTITY	UNIT OF MEASURE	ITEM DESCRIPTION	ESTIMATED COST
3	Days	Corporate Risk Management training for thirty (30) Risk management staff and risk champions	USD\$5 850.00 At prevailing bank rate

- a) DECLARATIONS IF QUOTATIONS HAVE ALREADY BEEN SOURCED;
- b) QUOTATIONS SOURCED FROM THE FOLLOWING SUPPLIERS:
- c) CONFIRMATION OF AVAILABILITY OF FUNDS; Yes

APPROVED BY: COMMISSIONER / DIRECTOR/ HEAD OF SECTION/ STATION MANAGER

Ernest Masvavike .....

 .....

30-03-2023 .....

NAME

SIGNATURE

DATE