

CATEGORY: CONSULTANCY SERVICES

**Request for Quotation:
ZIMRA RFQ No: RFQ154/2023**

TEAM BULIDING FOR ZIMRA BOARD MEMBERS



DATE OF ISSUE: 17 MAY 2023

CLOSING DATE: 19 MAY 2023 AT 1000 HOURS

NOTE

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

CATEGORY: CONSULTANCY SERVICES

To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **Team Building for ZIMRA Board Members** as shown on the Specification of 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 19 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**
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 required	Unit Price	Total Price

TERMS OF REFERENCE

TEAM BUILDING FOR ZIMRA BOARD MEMBERS

1. Background

1.1. The Zimbabwe Revenue Authority Board (ZIMRA) intends to do a team-building exercise for the ZIMRA Board in the week beginning 4 June 2023.

1.2. The services of a Consultant are required to facilitate the team-building exercise.

2. Objectives

2.1. The following are the objectives for the team-building exercise:

- i) To enhance communication and team rapport among Board Members;
- ii) To foster and develop strong relationships among Board Members;
- iii) To build trust and collegiality engagement among Board Members;
- iv) To enhance teamwork and engagement among Board Members;
- v) To build a unified high-performance team; and
- vi) To enhance the interface between the Board and Executives in order to foster a high-performance culture.

Scope of work

2.2. The Consultant is expected to facilitate the ZIMRA Board team-building exercise focusing on the above objectives and the following scope:

- i) Facilitating engaging fun activities and lessons that will foster communication, relationship building, trust, and problem-solving by Board Members.
- ii) Facilitate activities and lessons that will bring Board Members together by encouraging collaboration and teamwork.
- iii) Facilitating activities and lessons that will enhance members' collective focus on performance and attainment of results.

3. Number of participants

The total number of participants will be sixteen (18) comprising twelve (12) ZIMRA Board Members and six (6) Managers.

4. Strategy and Methodology

4.1. The Consultant should utilize a variety of techniques to ensure maximum understanding, comprehension and retention of the information and lessons delivered.

4.2. The Consultant should be able to answer questions that may arise from the members during the exercise.

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5. Timeframes

5.1. The team-building exercise will be done in one (1) day.

6. Qualifications of the consulting firm

6.1. The lead Consultant should possess the following qualifications and experience:

- i) Masters in Business Administration, or a Master's Degree in Strategic Management, Public Administration, Business /Commercial Studies, Human Resources or related field.
- ii) Must be a Certified Trainer.
- iii) Should have more than 5 years' experience in team building and training and Coaching for Boards or Directors of public or private entities.
- iv) Minimum of 5 years' experience in a Management Position.
- v) At least 3 references of similar work.

6.2. Further, the consulting firm should;

- i) Be registered with the Procurement Regulatory Authority of Zimbabwe;
- ii) Submit a valid tax clearance certificate;
- iii) Submit a company profile, and
- iv) Submit a CR14, CR6 and certificate of incorporate.

7. Shortlisting of Consultants

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

- i) Relevant experience and exposure;
- ii) Relevant Academic and Professional Qualifications.

8. Confidentiality

It is acknowledged that in the ordinary course of the exercise, the Consultant may 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 the exercise.

The Consultant will not either during or after the exercise, for their 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.

Grand Total, DAP, ZIMRA Warehouse		

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CATEGORY: CONSULTANCY SERVICES

Currency

Delivery Period: _____ weeks from receipt of order

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

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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:

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.

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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

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MEMORANDUM
Zimbabwe Revenue Authority

To: **Mr. T Shonhiwa**
Director PMU

From: **R. Majaja (Ms)**
Corporate Secretary

Ref: **Request for procurement of**
ZIMRA 2023 AGM Gifts

Date: **28 February 2023**

<input checked="" type="checkbox"/>	Urgent	<input type="checkbox"/>	For Review
<input type="checkbox"/>	Please Reply	<input type="checkbox"/>	Please Comment

The Zimbabwe Revenue Authority will host the Annual General Meeting in June 2023. We intend to give away gifts to 150 stakeholders expected to attend the meeting.

Against the above background, we kindly request your office to facilitate the procurement of gifts listed below ahead of the meeting:

- **150 ZIMRA Branded A5 Notebook**
- **150 ZIMRA Branded Vacuum Tumbler –580ml**
- **150 ZIMRA Branded ZIMRA gift bags**

These will be funded from the Corporate Secretary budget where a budget of USD\$3000 has been allocated for 2023 AGM gifts. Our estimations of the costs of the gifts are listed below:

- 150 ZIMRA Branded A5 Notebook - approximately USD8
- 150 ZIMRA Branded Vacuum Tumbler (580ml) - approximately USD8
- 150 ZIMRA Branded ZIMRA gift bags - - approximately USD1

Thank you