

Request for Quotation:

RFQ004/2024

LEGISLATIVE DRAFTING



DATE OF ISSUE: 19 JANUARY 2024

CLOSING DATE: 24 JANUARY 2024 AT 1700 HOURS

NOTE

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

To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the **LEGISLATIVE DRAFTING** as shown on the Specification of goods sheet (Terms of Reference).

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 24 January 2024 @1700hrs.
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 706565 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: 
(ZIMRA PROCUREMENT MANAGEMENT UNIT)

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No of People	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
17	Training in Legislative Drafting	Ea.	Number of Days to Train 17 people to be determined by Service Provider		
<i>Grand Total, DAP, ZIMRA Warehouse</i>					
<i>Currency</i>					
<i>Delivery Period: _____ weeks from receipt of order</i>					

GOODS/SERVICE SHEET

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

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

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TERMS OF REFERENCE

Procurement of the services of a Facilitator(s) to train the Zimbabwe Revenue Authority (ZIMRA) Legal Services Division staff in Legislative Drafting.

1. Background

ZIMRA's Legal Services Division ("the Division") has the following responsibilities amongst others: drafting subsidiary legislation, assisting in the drafting of primary legislation and drafting contracts and other legal documents that bind or govern the Authority in various engagements and relationships with third parties. Legal drafting is therefore one of the key components of the functions of the Division and it is against this background that a need to enhance the drafting skills of the Division's personnel was identified.

2. Objectives

ZIMRA is seeking the services of adequately skilled and appropriately experienced facilitators (legal practitioners or other knowledgeable persons) to provide legislative drafting training to all 17 of its legal practitioners in the Division.

It is expected that at the end of the legislative drafting training, the Division's legal practitioners should be able to:

- i) Appreciate Zimbabwe's legislative drafting process and framework in comparison to regional and international benchmarks;
- ii) apply best practice drafting techniques and principles to produce draft primary and subsidiary legislation of a high technical standard; and
- iii) appreciate developments in the area of legislative drafting in both primary and subsidiary legislation.

3. Tasks and Responsibilities

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

- i) Submit for ZIMRA's approval, the training course outline at least ten days before the commencement of the proposed training dates. The Division will review and approve the course outline before the training commences;
- ii) Prepare modules and other course material relating to course objectives, in accordance with the approved training course outline for distribution to the participants;
- iii) Ensure that participants complete the Course Registration form and Attendance Register which will be furnished by the Division.
- iv) Deliver the legislative training within a reasonable period agreed between the facilitator and Division. The proposed duration of the training will be considered as part of the review of the course content referred to in (i) above.

4. Deliverables

The Facilitator(s) will be expected to deliver the following outputs in their provision of the legislative drafting training under this assignment:

- i) The legislative training material for retention by the participants.
- ii) The legislative training sessions in accordance with the course outline approved by the Division.
- iii) A detailed written report on the legislative training assignment within two (2) weeks from the date of completion of the training.

5. Time-frame

It is expected that the facilitator will provide for the amount of time that they believe will be sufficient to deliver on the stated mandate. The specific dates for the delivery of the trainings will be discussed with the facilitator(s). The training is expected to be done on or before 29 February 2024.