

Request for Quotation:

ZIMRA RFQ160/2024



DATE OF ISSUE: 19 AUGUST 2024

CLOSING DATE: 23 AUGUST 2024 AT 1700 HOURS

NOTE

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

PRAZ CATEGORY SM001 – MANAGEMENT & GENERAL CONSULTANCY

To: Suppliers

Dear Sir/Madam,

Please provide your Price Quotation for the **IRBM (Integrated Results-Based Management) TRAINING** 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 23 August 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:.....

J. TARUME (PROCUREMENT MANAGEMENT UNIT)

NOTE

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

PRAZ CATEGORY SM001 – MANAGEMENT & GENERAL CONSULTANCY

GOODS/SERVICE SHEET

No. of People	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
70	TRAINING IRBM (Integrated Results-Based Management)	Ea.	5 days		
Grand Total, DAP, ZIMRA Warehouse					
Currency					
Delivery Period: _____ weeks from receipt of order					

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

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

Deliver to Zimbabwe Revenue Authority, Corporate Affairs; 9th Fl. ZB Centre; 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.

NOTE

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

PRAZ CATEGORY SM001 – MANAGEMENT & GENERAL CONSULTANCY

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:

Signature and seal of the Supplier:

For and on behalf _____

For and on behalf of _____

Name of Authorized Representative _____

NOTE

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



TERMS OF REFERENCES

ENGAGEMENT OF A CONSULTANT FOR THE 2025 STRATEGIC PLANNING WORKSHOP.

Background

ZIMRA will be conducting its 2025 Strategic Planning Workshop from 23 – 27 September 2024. Accordingly, the Strategy Research and Innovation division intends to engage a Consultant to facilitate the workshop.

The following are the Terms of Reference for the Consultant:

Deliverables

In addition to facilitating the strategy workshop, the Consultant is expected to produce the following 2025 strategy documents:

- ✦ 2025 Agency Strategic Performance Plan.
- ✦ 2025 Programme Strategic Performance Plans [Revenue Mobilisation & Trade Facilitation; and Policy & Governance].
- ✦ Performance Contracts for Board Chair and Commissioner General.
- ✦ 2025 Strategy Evaluation Matrix.

The Consultant must be prepared to complete the assignment and submit the above documents within 14 days after the workshop. The Consultant may be required to make an abridged presentation to the ZIMRA Board.

Qualifications and Experience

The Consultant should demonstrate that they have Partners/employees with the following qualifications and experience;

- Masters` degree in Organisational Development, MBA, Public/Strategic Management or relevant qualification.
- Certified Facilitator.
- At least 10 years` experience in Strategy Facilitation.
- At least 5 traceable references of similar work. Experience working with MDAs on IRBM an added advantage.



- Well versed with Integrated Results Based Management.

Language:

- Fluent in spoken and written English.

Duration and Reporting

- It is envisaged that the workshop will run for five days. The venue for the workshop will be advised.
- The Consultant/Firm's will be reporting to the Director, Strategy, Research and Innovation.

Shortlisting of Consultants

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

- Relevant experience and exposure;
- Relevant Academic and Professional Qualifications.