

Request for Quotation:

ZIMRA RFQ No: 517/2021

Selection of a Consultant for ZIMRA Board Training.



ZIMRA
Zimbabwe Revenue Authority

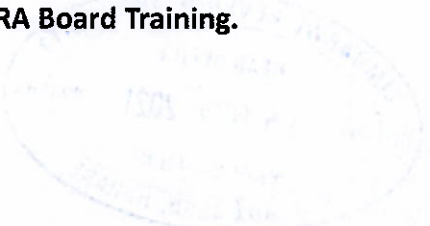
Integrity, Transparency, Fairness

DATE OF ISSUE: 16.11.2021

CLOSING DATE: 23.11.2021



CATEGORY: Management and General Consultancy Services - Selection of a Consultant for ZIMRA Board Training.



To: **Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the Supply and Delivery of Electric Jugs

1. Shown on the attached Specification of Goods sheet.
2. Please provide the Price Quotation on **your official signed and dated letterhead**.
3. The Procurement Management Unit (PMU) must receive your Price Quotation by 23.11.2021 @1000hrs.
4. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
5. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
6. 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.
7. Bidders shall submit their bids electronically to rfqs@zimra.co.zw **ONLY**. Physical/Hard copy submissions 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. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
 - Certificate of Incorporation, CR6 (CR5 under new Act) and CR14 (CR6 under new Act)
 - Company Profile
 - Proof of registration with PRAZ
 - A Valid NSSA Certificate
13. Expected delivery period is 3 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).
14. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: 
J TARUME
PROCUREMENT MANAGER

15/11/2021



Item	Description of Goods	Unit of Measure	Quantity required	Unit Price	Total Price
1	Provision for Consultancy services for ZIMRA Board Training.	11	1 full day		
Grand Total, DAP, ZIMRA KURIMA HOUSE					
Currency					
Delivery Period: _____ weeks from receipt of order					

Delivery:

Above services are to be delivered in Harare

ZIMRA will provide the venue

Date of delivery around last week of November 2021

NB: Bidders to take note of the Terms of Reference attached hereto:

TERMS OF REFERENCE

ZIMRA BOARD TRAINING

1. Background

- 1.1. Following the 2020 Board Evaluation exercise and training areas identified from that exercise, the Zimbabwe Revenue Authority (*hereinafter referred to as the Authority*) would like to procure the services of a Trainer to conduct training for the ZIMRA Board.
- 1.2. The board evaluation addressed issues of effectiveness of the whole Board, effectiveness of the Chairman, Committees, peer and individual Board Members assessment.
- 1.3. The evaluation report recommended several training areas to improve the effectiveness of the Board.

2. Objectives

- 2.1. The following are the objectives for the training:
 - i) To equip the Board members to be effective on the Board; and
 - ii) To enhance the Board members' skills following the gaps identified from the Board evaluation exercise.

3. Scope of work

- 3.1. The Trainer is expected to train the Board members covering the following focus area:
 - i) Role of the Board;
 - ii) Strategy and budget formulation;
 - iii) Ethical leadership;
 - iv) Board documents and legislation;
 - v) Board committee reporting procedures;
 - vi) Corporate governance principles and practice;
 - vii) Legislation applicable to the functioning of the ZIMRA Board;
 - viii) Internal Organisational processes and procedures; and
 - ix) Modern agenda setting.

4. Number of participants

- 4.1. The training will be offered to a total of 11 participants comprising of ZIMRA Board members and Board Secretariat.

5. Strategy and Methodology

- 5.1. The Trainer should utilize a variety of techniques to ensure maximum understanding, comprehension and retention of the information delivered.
- 5.2. The Trainer should conduct the training through a participative approach and usage of clear examples.
- 5.3. The Trainer should be able to answer questions and clarify issues raised during the training.
- 5.4. The Trainer should provide a training certificate to the participants after the training.

6. Output, Deliverables and Timeframe

- 6.1. The training should be conducted physically in one full day.

7. Qualifications of the Trainer

- 7.1. The Lead Trainer should be from a reputable Training Organization.
- 7.2. The Lead Trainer should have at least 3 traceable references in provision of similar and/or related training offered to Boards.

8. Qualifications for the Training Organization

- 8.1. The Training Organization should:
 - i) Should have at least 3 traceable references in provision of similar training offered to Boards;
 - ii) Be registered with the Procurement Regulatory Authority of Zimbabwe;
 - iii) Submit a valid tax clearance certificate;
 - iv) Submit a company profile; and
 - v) Submit a CR14, CR6 and certificate of incorporation.

9. Submission of Bids

- 9.1. Persons / Training Organizations interested in this assignment should furnish evidence of the required qualifications.
- 9.2. Additionally, the following documents should form part of the bids to the submitted:
 - a) Curriculum Vitae for the Lead Trainer with supporting documents;
 - b) List of references for the Training Organization and also for the Lead Trainer with details on the previous similar or related trainings carried out.
 - c) Financial proposal.

10. Confidentiality

It is acknowledged that in the ordinary course of providing the training, the Trainer will access information about the business of the Zimbabwe Revenue

Authority (*the Authority*). The Trainer will be required to sign an oath of secrecy before commencement of this assignment.

The Trainer will not, either during or after this assignment, 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 Authority.

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.

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 of

Name of Authorized Representative

Signature and seal of the Supplier:

For and on behalf of
