



All communications should be addressed to
"THE DIRECTOR- GENERAL"
 P.O. Box CY342,
 Causeway,
 Harare
 Zimbabwe

23rd November 2022

ATT: Sales

REQUEST FOR QUOTATION – (RFQ 630/2022)

Zimbabwe National Statistics Agency would like to procure consultancy service for Board Evaluation;

Item No.	Goods Description	Quantity	Unit of Measure	Unit Price (USD)	Total Cost (USD)	Lead Time (Expected)
1	Provision of consultancy services for ZIMSTAT Board Evaluation for Year 2022					15 days
SPECIFICATIONS (See attached Terms of reference)						
DELIVERY LEAD TIME						
Grand Total						

NB: Kindly quote in the above shown format.

Failure to meet the minimum score for technical evaluation will lead to automatic disqualification;

An Order/Contract will be placed with the consultant who offers the lowest price quotation which complies with the attached terms of reference and conditions of this request for quotation.

If interested, you are requested to submit a comprehensive quotation for genuine services **only**.

Mandatory Requirements;

- a) PRAZ Registration Certificate
- b) Quote validity
- c) Certificate of Incorporation in the country of domicile
- d) Valid Tax registration Certificate
- e) Proof of Track record (Referral letters of similar project in question)

Failure to provide the above will result in automatic disqualification of your quotation

You are kindly requested to compile a financial proposal in accordance to the information captured in table above and indicate the following: -

- i. Payment terms
- ii. Currency used is USD payable at the prevailing rate on the date of payment
- iii. Your quote validity
- v. All costs that make up the total acquisition costs should be indicated separately as hidden costs will not be considered.
- v. Name of the contact person to address issues raised by ZIMSTAT.

Quotations should be on company letterheads.

Your proposal must be e-mailed to e-tenderbox@zimstat.co.zw ONLY on or before the closing date and time, Tuesday 29th of November 2022 @1000hrs

Technical Evaluation Criteria

The proposals shall be evaluated using the following criteria and score points with total of 90marks:

1.) Team Qualification and Experience - (30 marks)

The Consultant will present names of the Lead Consultant and Consultants who will be involved in the assignment. They should be holders of Bachelor's Degrees and must have been involved in providing Human Resource Consultancy Services for at least 10 years for different organizations.

Signed CVs, certified copies of Academic and Professional certificates of all the staff to be assigned must be attached. Marks will be awarded as below;

Team	Qualification	Marks
Lead Consultant	Post Graduate/Master Degree in Corporate Governance/HR Management or related field	2
	Relevant Undergraduate Degree	3
	Relevant experience >15 years - 15 marks 10 – 15 years - 10 marks Below 10 years - 0	15
Assistant Consultant(s)	Post graduate/Master Degree in Corporate Governance/HR Management or related field	2
	Relevant Undergraduate Degree	3
	Relevant experience >15 years - 5 marks 10 – 15 years - 3 marks 9 to 5 years - 2 marks Below 5 years - 0	15

Firm's Experience - (20 marks)

Demonstrated experience of the Firm in the provision of comparable Corporate Governance Consultancy assignments to other entities of similar characteristics in the last three (3) years; (Public Sector) providing details or contracts; recommendation letters (these must have amount of services undertaken in order to score marks)

Experience	Marks
More than 15 years	20
10 to 15 years	10
5 to 10 years	7

Below 5 years	0
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Methodology - (30 marks)

The Firm shall give details on the approach, strategies and methodology to ensure effectiveness of the Corporate Governance Consultancy.

Proposed approach and methodology to be adopted for the assignment including tools to be used, estimated time and report architecture.

Item	Marks
Adequacy of the proposed technical approach,	6
Conformity and understanding of the terms of reference (ToR),	6
Finalization and reporting including draft and final reports,	6
Methodology in line with the ToRs	6
Work Plan and activity schedule in Line with the terms of reference	5
Neatness, orderliness and flow of the document	1

Referees - (5 marks)

The consultant to provide five (5) recommendation letters from previous clients within the last five (5) years - (1 mark for each)

2.) Value addition - (5 marks)

Value addition to the assignments/improvements to our Terms of Reference – 1 mark each

- a) International linkage & exposure
- b) Knowledge transfer
- c) Strategies for sustenance of acquired skills and process experience
- d) Training development
- e) Post assignment support

Bidders will proceed to the financial evaluation stage if they score a minimum of 70 marks and above in the criteria.

The minimum technical qualifying score required to pass the technical evaluation is 70 points. Any bidder who fails to meet the required technical pass mark will be automatically disqualified and their financial bids will be returned unopened.

Financial Criteria

Financial scores will be determined by awarding **30 points to the lowest priced proposal** and giving all other proposals a score which is proportionate to this.

TERMS OF REFERENCE

1.0 INTRODUCTION

The Zimbabwe National Statistics Agency (ZIMSTAT) is a corporate body that was established through the Census and Statistics Act of 2007. The agency is the main source of official statistics in Zimbabwe and is mandated to play a coordination and supervisory role within the National Statistical System. It has the authority to certify and designate any statistics produced in the country as official statistics having been satisfied that all the quality requirements of good statistics are met. “Statistics” means the aggregated numerical information relating to demographic, economic, financial, environmental, and social or matters at national, provincial or local level, compiled and analysed according to statistical standards and procedures.

The operations of ZIMSTAT are controlled and managed by the Board. To this end ZIMSTAT is seeking to hire a consultant or consulting firm to conduct this comprehensive Board evaluation in aligning staff to deliver the ZIMSTAT strategic goals, and measure the value of work and how it links to performance.

2.0 OBJECTIVES

- 2.1 Ensure that 2022 Board Evaluation is conducted;
- 2.2 Prepare 2023 Board Performance Contract;
- 2.3 Ensure that 2023 Board Evaluation is conducted;

3.0 SCOPE OF THE PROJECT

3.1 The Consultant is expected to conduct 2022 Board Evaluation for the entire Board, individual Board members and the Chairperson.

4.0 QUALIFICATIONS AND EXPERIENCE

- 4.1 The Consultant should show two or more years’ experience in conducting board evaluation.

5.0 DELIVERABLES AND TIME FRAME

The consultant will deliver the following to ZIMSTAT:

The Board Evaluation Exercise will be spread over a period of 15 days, which covers the briefing, distribution of evaluation questionnaires and collection of same after completion, collating of results, analysis of results and production and presentation of the report.

DURATION

The terms and conditions of the CONTRACT shall apply for the duration of the CONTRACT, beginning on the date of this assignment, or the actual date of commencement of the WORK whichever is earlier, and the COMPLETION DATE which is the 30th day of December, 2022.

On the 30th day of December 2022: Final report to be submitted to Head of Legal and Corporate Affairs at ZIMSTAT.

CONSULTING FIRM QUALIFICATIONS

The Consultant is expected to be a firm with demonstrated experience of at least five (5) years in Corporate Governance/Human Resources Consultancy Service. The Consultant's experience and expertise is expected to be demonstrated through proven reference to assignments that were executed by the Consultant.

The Consultant is expected to have expertise in conducting board evaluation. In addition, the consultant must give Recommendations, board evaluation manual and Proposal for maintenance of board evaluation system. The Consultant is expected to have experience in conducting interviews of client staff, collection and review of data from internal and external stakeholders.

Further, the consulting firm should Submit:

- a) Procurement Regulatory Authority of Zimbabwe
- b) Valid tax clearance certificate
- c) Certificate of incorporation
- d) Traceable reference letters of similar exercise
- e) Company profile

CONFIDENTIALITY

It is acknowledged that in the ordinary course of the briefing and in collecting and analysing the evaluation forms completed by the Board Members, the Consultant will access information about the business of Zimbabwe National Statistics Agency (ZIMSTAT). The consultant will be required to sign an oath of secrecy before commencement of briefing and the evaluation.

The Consultant will not either during or after briefing and board evaluation process, for own purposes or for any other purpose and for any reason and in any manner, use or divulge or communicate any confidential information or discovered, to any person, firm, company or organisation , except with the express written permission.

B: Key Personnel

6.0 Qualifications of the Consultant

The lead Consultant should possess the following:

- a) The Lead Consultant should be a reputable corporate governance trainer with at least 5 years training experience
- b) At least three traceable references for Board Evaluation training offered to boards of Public Entities
- c) Traceable references of providing training to Public Entities Boards with particular focus on Public Entities Corporate Governance Legislation promulgated in 2018.
- d) The Lead Consultant should have the practical experience of sitting on boards of at least three companies in the recent past.

A brief description of the Consulting Firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment, the outline should indicate inter alia, the profiles of the staff proposed, duration of the assignment, contract amount and Consulting Firm's involvement.

The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.

CVs of the proposed professional staff and the authorized representative submitting the proposal. Key information should include the number of years working for the Consulting Firm and degree of responsibility held in various assignments during the last five (5) years.

Estimates of the total staff input (professional and support staff staff-time) needed to carry out the assignment.

A detailed description of the proposed methodology, staffing and monitoring of training

