



**ZIMBABWE NATIONAL STATISTICS AGENCY (ZIMSTAT)
20TH FLOOR KAGUVI BUILDING, CORNER 4TH/CENTRAL AVENUE, PO BOX CY 342,
CAUSEWAY, HARARE**

www.zimstat.co.zw

PROCUREMENT REFERENCE NUMBER: DOMESTIC/ZIMSTAT/RFP/11/2023

THE PROVISION OF EMPLOYEE SATISFACTION SURVEY TO ZIMSTAT

DATE OF ISSUE: 31ST MARCH 2023

CLOSING DATE: 5TH MAY 2023 (1000 HOURS ZIMBABWEAN TIME)

**CLOSES AT: ZIMSTAT HEAD OFFICE
20TH FLOOR KAGUVI BUILDING,
CORNER 4TH/CENTRAL AVENUE
HARARE, ZIMBABWE**

Table of Contents

Part 1: Proposal Procedures

Part 2: Statement of Requirements

Part 3: Contract

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

PART 1: REQUEST FOR PROPOSALS PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter22:23] and references to the regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Proposals and should be read by all Consultants.

Preparation of Proposals:

Only consultants registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Regulations are eligible to participate.

You are requested to submit a Proposal to provide the consulting services detailed in the Statement of Requirements by submitting separate technical and financial proposals, as detailed below. The standard forms contained within this Request for Proposals may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to read carefully the complete Request for Proposals document, including the Special Conditions of Contract in Part 3, as well as the Contract Agreement and the General Conditions of Contract for Consultancy Services (available on the Authority's website or on request), before preparing your proposal. Part 3: Contract Agreement is provided not for completion at this stage but to enable Consultants to note the Contract terms they will enter into if their bid is successful.

Number of bids allowed

No Consultant may submit more than one bid, either individually or as a joint venture partner in another bid, except as a subcontractor. A conflict of interest will be deemed to arise if bids are received from more than one Consultancy owned, directly or indirectly, by the same person.

Preparation of Technical Proposals:

Technical proposals should contain the following documents and information:

1. the Technical Proposal Submission Sheet in this Part;
2. a brief methodology for performing the services;
3. a workplan, showing the inputs of all key staff;
4. CVs of key staff;
5. a summary of your experience in similar assignments, together with the names and contact details of persons connected with these assignments who will provide references;
6. a copy of your certificate of registration demonstrating your registered supplier status (PRAZ Certificate in the relevant category);
7. a copy of your tax clearance certificate and VAT registration;

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

8. Certified Copies of CR 14, CR6 and CR5 for registered companies and copies of National IDs for partnerships & sole proprietors.
9. Affiliated to an internationally recognised HR or Management Consultancy Institution.
10. Registered with the Ministry of Labour
11. A minimum of Master's Degree in Business/HR/Social Sciences (PHD will be an added advantage)
12. A minimum of at least 15 years in the field of Human Resources
13. Must have conducted at least 5 similar assignments in the previous 24 months
14. Proof of traceable experience of executing similar surveys (at least five traceable references)
15. The capacity of providing Human Resources (HR) Consultancy and Statistical Analysis.
16. Detailed Company profiles including information on organization, technical and logistical capability to undertake the assignment.
17. Attach written agreement that clearly specifies the lead partner and their roles (for joint ventures and consortia)

Preparation of Financial Proposals:

Financial proposals should contain the following documents and information:

1. the Financial Proposal Submission Sheet in this Part;
2. the Breakdown of Contract Price form in this Part, showing all costs for the assignment, broken down into fees and reimbursable costs;

Basis of Pricing and Payment:

The contract will be a lump sum/time-based contract. Payments will be made on the following basis:

The contract price must be a fixed total lump sum, including all costs required to carry out the Services. The Breakdown of Contract Price may be used only for evaluation purposes and to determine the price for any additional services agreed.

Clarifications

Interested and eligible firms, consortia or joint ventures may obtain further information or clarifications at the address below during office hours from 0800 hours to 1600 hours.

Clarifications can be sought and the same should be addressed to the Procurement Management Unit, ZIMSTAT Head Office 20th Floor Kaguvi Building, Corner 4th/Central Avenue, or email pmu@zimstat.co.zw, before the closing date i.e before **17th of April 2023** at 1600 hours Zimbabwean time. Bidders who send their queries after the deadline will not be entertained. A prospective bidder requiring any clarification of the bidding documents shall notify ZIMSTAT in writing only. ZIMSTAT will respond in writing to any request for clarification of the bidding documents no later than 2 days prior to the deadline for the submission of expression of interest. Written copies of ZIMSTAT's

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

responses (Including an explanation of the query) will be sent to all prospective via email and also published on ZIMSTAT Website. Request for clarification and the response(s) shall form part of any final contract

Validity of Proposals:

The minimum period for which the Consultant's proposal must remain valid is 60 days from the deadline for submission of proposals.

Sealing and marking of Proposals:

The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the Procuring Entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Consultant's name and the name of the Procuring Entity. All the two (2) envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

The Consultant must prepare one original of the documents comprising the Technical/Financial Proposals and clearly mark it "ORIGINAL." In addition, two (2) copies of the Proposals, which must be clearly marked "COPY." In the event of any discrepancy between the original and the copies, the original will prevail.

Submission of Proposals:

Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected. The Procuring Entity reserves the right to extend the proposal submission deadline but will notify all consultants invited to submit proposals of the amended proposal submission deadline.

Date for Submission: **5th of May 2023**

Time of Submission **1000 hours (local time).**

Address for submission: **20th Floor, Kaguvi Building,
Cnr 4th/ Central Avenue, Harare**

Means of acceptance:

Consultants that submit proposals must ensure that they are enclosed in sealed envelope and proposals must be **properly** bound and endorsed on the outside with the correct details of the Consultant and the Request for Proposal Number, the description, and the closing date and placed in ZIMSTAT tender box.

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

Opening of Proposals:

The technical proposals will be opened in public immediately following the deadline for submission. Financial proposals will be kept unopened and the evaluation committee will have no access to financial information until the technical evaluation is concluded.

Financial proposals of rejected bids will be returned unopened. Financial proposals for accepted bids will be opened in public on the date specified in the notice of results for the technical evaluation.

Withdrawal, amendment or modification of Proposals:

A Consultant may withdraw, substitute, or modify its Proposals after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Consultant or any extension thereof.

Evaluation of Proposals:

The evaluation of proposals will use the Quality & Cost evaluation methodology as detailed below:

Quality and Cost Based Selection (QCBS)

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the Consultant has accepted all terms and conditions without material deviation or reservation;
2. Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below; and
3. Financial evaluation to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

Technical Evaluation Criteria:

Proposals will be awarded scores out of the maximum number of points indicated below for each of the following criteria:

S/N	Criteria	Maxium Score
1	Key staff educational qualifications-number of key staff and the talent level	15
2	Key staff experience -number of active years in proven human resources work.	10
3	Firm's Lead Consultant should have at least 12 years experience in human resources consultancy	15
4	Firm's project portfolio (references)- number and quality of past projects (each referral letter equivalent to 2 marks)	10
7	Lead Consultant Experience of similar projects in the past 24 months (attach evidence)- 2 marks each completed project	10
8	Methodology of the execution of survey	40
Grand Total		100

The minimum technical qualifying score required to pass the technical evaluation is 80 points.

Financial Criteria:

“Financial scores will be determined by awarding 100 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

Total scores will be determined using a weighting of 70% for technical proposals and a weighting of 30% for financial proposals.”

Currency:

Proposals must be priced in United States Dollars [or any other freely convertible currency].

The currency of evaluation will United States Dollars.

Proposals in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Zimbabwe at <http://www.rbz.co.zw/> on the date of the submission deadline.

Payment shall be made in ZWL Currency using the RBZ inter-bank rate on the date of payment.

Recommendation for Award:

The proposal *with the highest total score* will be recommended for award of contract, subject to any negotiations required.

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

Award of contract:

Award of contract will be by placement of a contract in accordance with Part 3 of this Request For Proposals. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Consultants will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

The contract will only be valid subject to payment of annual contract administration fees in line with Part V of the Fifth Schedule to the Regulations.

Right to Reject:

The Procuring Entity reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract award.

Corrupt Practices:

The Government of Zimbabwe requires that Procuring Entities, as well as Consultants, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act; a definition of these terms is found in clause 1.9 of the GCC;
2. the Authority may under Section 72 (6) of the Act impose the debarment sanctions under section 74(1) of the Regulations;
3. in accordance with section 42 of the Regulations, submission of a bid will be deemed to be an undertaking on behalf of the Consultant to accept the responsibilities described in clause 1.1 of the GCC; and
4. Any conflict of interest on the part of the Consultant must be declared.

Declaration by the Accounting Officer

I declare that the procurement is based on neutral and fair technical requirements and the Consultant's qualifications.

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.

DIRECTOR- GENERAL: Taguma Mahonde **SIGNATURE:**

DATE:

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

Technical Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested in Part 1 attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.}

Procurement Reference Number: **DOMESTIC/ZIMSTAT/RFP/11/2023**

Subject of Procurement: **THE PROVISION OF EMPLOYEE SATISFACTION SURVEY TO ZIMSTAT**

Name of Consultant:

Consultant's Reference Number:

Date of Technical Proposal:

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

The validity period of our proposal is: ..days from the date of the submission.

We submit on the attached Appendices the evidence to demonstrate our suitability to perform the required services:

Appendix A: Methodology and Work Plan;

Appendix B: Experience and Qualifications.

We understand that the proposals in these Appendices, if approved or as amended, will be included in the Contract Appendices and shall form a contractual commitment.

We enclose a separately sealed financial proposal.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

Technical Proposal Authorised By:

Signed	Name
---------------------	-------------------

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

	:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	
Corporate Seal (where appropriate)	

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

Financial Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in a currency permitted in the SCC}.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Procurement Reference Number: **DOMESTIC/ZIMSTAT/RFP/11/2023**

Subject of Procurement: **THE PROVISION OF EMPLOYEE SATISFACTION SURVEY TO ZIMSTAT**

Name of Consultant:

Consultant's Reference Number:

Date of Financial Proposal:

The total price of our proposal is: _____ and _____. {insert currencies and amounts}

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation or adjustment.

Financial Proposal Authorised By:

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

**Corporate Seal (where
appropriate)**

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

Summary of Costs

{Complete this form to summarise all the costs together from the breakdown of costs and submit it as part of your financial proposal.

Item	Costs
	[Indicate Currency]
Fees	
Reimbursable Costs	
VAT	
Total Cost of Financial Proposal¹	

1 The total cost must coincide with the sum in the Financial Proposal Submission Sheet.

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

BREAKDOWN OF CONTRACT PRICE (FEES)

{Complete this form with details of all your costs and submit it as part of your financial proposal. Authorise the rates quoted in the signature block below. Where this is a lump sum contract, the total price will be the contract price and the breakdown will be used only to determine the price of any additional services. Where this is a time-based contract, the breakdown will be used as the cost estimates and payment will be made for the services actually performed and costs actually incurred.}

Currency of Costs: _____

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Unit Rate	Total Price
Sub Total:				

Breakdown of Contract Price Authorised By:

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
Corporate Seal (where appropriate)	

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

BREAKDOWN OF CONTRACT PRICE (REIMBURSABLES)

Currency of Costs: _____

REIMBURSABLE COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Sub Total:				

Breakdown of Contract Price Authorised By:

<p>Signed</p> <p>In capacity of:</p> <p>Duly authorised for and on behalf of:</p> <p>Firm</p> <p>Address:</p> <p>.....</p> <p>Corporate Seal (where appropriate)</p>	<p>Name</p> <p style="text-align: center;">:</p> <p>Date:(DD/MM/YY)</p>
--	---

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

Appendix A: Methodology and Work Plan

{Describe the methodology and work plan you would propose to use in meeting the requirements in the statement of requirements in Part 2.}

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

Appendix B: Experience and qualifications

{Provide background information about the consultancy firm that is bidding for the Contract and of any other firm that is associated with this bid. State whether any of the required services will be sub-contracted. Describe the experience of the firm in performing similar consultancy Contracts, if so required by the instructions in Part 1.

Name the key personnel who will perform the requirements under the Contract, their proposed period of engagement, including working hours and holidays, and describe their qualifications and experience in working on similar Contracts, distinguishing between foreign consultants and national (Zimbabwean) consultants. Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved.}

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

Part 3: Contract

PART 2: STATEMENT OF REQUIREMENTS

A: Terms of Reference

Background

Zimbabwe National Statistics Agency (ZIMSTAT) is a corporate body, 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. ZIMSTAT 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 statistics were met. Under the said Act, ZIMSTAT is mandated to produce official statistics where “statistics” means the aggregated numerical information relating to demographic, economic, financial, environmental, social or matters at national, provincial or local level, compiled and analyzed according to statistical standards and procedures.

The Agency has a total establishment of 646 employees located at various work stations as follows:

- 1) Harare Headquarters
- 2) Harare Province
- 3) Bulawayo Province
- 4) Midlands Province
- 5) Mashonaland West Province
- 6) Mashonaland Central Province
- 7) Mashonaland West Province
- 8) Mnaicland Province
- 9) Matabeleland North Province
- 10) Matabeleland South Province
- 11) Masvingo Province

Owing to changes in the operating environment, employee engagement/ satisfaction continues to evolve over time. These critical factors have a bearing on employee productivity and reciprocally on management decision making. It is upon this background that ZIMSTAT wishes to conduct an Employee Satisfaction Survey.

Objectives

- Determine Employee Satisfaction Levels
- Determine the quality of work life
- To come up with the dynamics affecting the Employee Satisfaction at ZIMSTAT.
- Make Recommendations for improving the employee satisfaction index

-

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

Part 3: Contract

Commencement and Completion of Work

Details of commencement will be discussed and agreed upon but lead time should be **30 days**

Deliverables

Criteria for Evaluation of Consultants

Both Technical and Financial proposals must be provided. The evaluation shall be based on the following attributes:

- (i) The overall responsiveness and quality of the proposal in clearly stating an understanding of the work to be performed;
- (ii) Technical ability of the proposer to perform the required services;
- (iii) The experience and reputation of the proposer as represented in the response and the quality of the references;
- (iv) Cost of services. Fees and expenses will be a particularly important factor when all other evaluation criteria are relatively equal.

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

Part 3: Contract

B: Key Personnel

NOTES ON THE CONSULTANTS TECHNICAL TEAM

The Consulting firm shall provide a team who are registered/ accredited with a body officially recognized in the country of origin of the individual consultant. As a minimum, the team indicated above will comprise professional staff with the following qualifications and competencies:

Lead Consultant

The lead consultant of this project must possess the following qualifications and attributes:

- A minimum of Master's Degree in Business/HR/Social Sciences (PHD will be an added advantage)
- A minimum of at least 12 years in the field of Human Resources
- Must have conducted at least 5 similar assignments in the previous 24 months

Support Staff

- At least 2 other members of the team must have a background in Statistics, Actuarial Science or similar field
- Excellent communication, presentation and report writing skills.

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

Part 3: Contract

PART 3: CONTRACT FOR CONSULTANTS' SERVICES

Time-Based/Lump Sum Contract *[Delete whichever is not applicable]*

between

[name of the Procuring Entity]

and

[name of the Consultant]

Dated: _____

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

Part 3: Contract

Contract

[Text in brackets [] is for the guidance of the person who drafts the document; all notes should be deleted in final text]

This CONTRACT (hereinafter called “the Contract”) is made on the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[full name and address of Procuring Entity]* (hereinafter called the “Procuring Entity”) and, on the other hand, *[full name of Consultant]* (hereinafter called the “Consultant”).

*[Note: If the Consultant consist of more than one entity, the above should be partially amended to read as follows: “...(hereinafter called the “Procuring Entity”) and, on the other hand, a joint venture/consortium/association consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Consultant’s obligations under this Contract, namely, *[name of Consultant]* and *[name of Consultant]* (hereinafter called the “Consultant”).*

WHEREAS

- (a) the Procuring Entity has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the “Services”);
- (b) the Consultant, having represented to the Procuring Entity that he has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Procuring Entity has secured budgeted funds towards the cost of the Services and intends to apply a portion of the funding to eligible payments under this Contract, it being understood that such payments will be subject, in all respects, to the terms and conditions of the contract;

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents (hereinafter called “the Contract Documents”) attached hereto shall be deemed to form an integral part of the Contract:

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) The following Appendices: *[Note: If any of these Appendices are not used, the words “Not Used” should be inserted below, next to the title of the Appendix]*

Appendix A: Methodology and Work Plan *{This should be in accordance with Section A of the Statement of Requirements}* *[Not used]*

Appendix B: Experience and Qualifications of Key Personnel *{This should be in accordance with Section B of the Statement of Requirements.}* *[Not used]*

Appendix C: Cost Estimates *[Not used]*

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

Part 3: Contract

This Contract shall prevail over the Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.

2. The reciprocal rights and obligations of the Parties shall be as set forth in the Contract and the Contract Documents, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring Entity shall make payments to the Consultant in accordance with the provisions of the Contract.

3. Irrespective of when the Contract is signed by the Parties, the Effective Date of the Contract is the date referred to in clause 2.1 of the General Conditions of Contract, i.e. the date of the Procuring Entity’s notice to the Consultant instructing the Consultant to begin carrying out the Services.

IN WITNESS WHEREOF, the Parties have caused the Contract to be signed in their respective names.

For and on behalf of	<i>[name of Procuring Entity]</i>
Signed: <i>[Authorized Representative]</i>
Name:	
In capacity as:	
For and on behalf of	<i>[full name of Consulting Company]</i>
Signed: <i>[Authorized Representative]</i>
Name:	
in capacity as:	

~~~~~  
***[Note: If the Consultant consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]***

|                      |                                          |
|----------------------|------------------------------------------|
| For and on behalf of | each of the Members of the Consultants   |
| Name of Member:      |                                          |
|                      | ..... <i>[Authorized Representative]</i> |
| Name of signatory:   |                                          |



**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF**

**PROCUREMENT REFERENCE NO:**

**Part 3: Contract**

---

---

in capacity as:

Name of Member:

.....[Authorized Representative]

Name of signatory:

in capacity as:

# REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

**Part 3: Contract**

---

## General Conditions of Contract

Any resulting contract placed shall be subject to the General Conditions of Contract (GCC) for the Procurement of Consultancy Services (copy available on the Authority's website or on request) except where modified by the Special Conditions below.

## Special Conditions of Contract

The clause numbers given in the first column correspond with the relevant clause numbers of the General Conditions of Contract.

| GCC reference | Amendment or supplement to the General Conditions of Contract for Services                                                                                                                                                           |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               |                                                                                                                                                                                                                                      |
|               |                                                                                                                                                                                                                                      |
| 1.4           | The address for the Procuring Entity is:<br><br><i>[Address]</i><br><br><i>[Address]</i><br><br>Email:<br><br><br><br>The address for the Consultant is:<br><br><i>{Consultant to provide contact details}</i><br><br><br><br>Email: |
| 1.5           | The location for the performance of services are <i>[provide details]</i>                                                                                                                                                            |
| 1.6           | The Member in Charge is <i>{Consultant to provide details}</i>                                                                                                                                                                       |
| 1.7           | The Authorized Representatives are:<br><br>For the Procuring Entity: <i>[Insert name and telephone number]</i>                                                                                                                       |

# REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

## Part 3: Contract

| GCC reference      | Amendment or supplement to the General Conditions of Contract for Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | <p>For the Consultant: <i>{insert name and telephone number}</i></p> <p><i>[If the Consultant consists of a joint venture/consortium/ association of more than one entity, specify the entity that is authorised to act on behalf of the other entities in exercising all the Consultant’s rights and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.]</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>1.8</b></p>  | <p><b>Taxes and duties:</b></p> <p>The Consultant, Sub-Consultants and Personnel shall pay all such indirect taxes, duties, fees and other impositions as are levied under the laws of Zimbabwe. <i>[Amend if any tax exemptions apply.]</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>1.10</b></p> | <p>Nationals of the following countries are ineligible for performance of this Contract <i>[Insert ineligible countries or state none]</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>2.1</b></p>  | <p>The effectiveness conditions are the following: <i>[insert conditions]</i></p> <p><i>[Note: List here any conditions of effectiveness of the Contract, e.g., Procuring Entity’s approval of Consultant’s proposals for appointment of specified key staff members, etc. If there are no effectiveness conditions, delete this and Clause SC 2.1 from the SC].</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>2.3</b></p>  | <p>Latest time for commencement of services <i>[insert time period, e.g.: 30 days days after the Effective Date.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>2.4</b></p>  | <p>The Contract shall expire after <i>[insert time period, e.g.: twelve months] from the Effective Date.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>3.5</b></p>  | <p><b>Insurance to be taken out by the Consultant.</b></p> <p>The risks and the coverage shall be as follows:</p> <ul style="list-style-type: none"> <li>(a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage of <i>[insert amount and currency];</i></li> <li>(b) Third Party liability insurance, with a minimum coverage of <i>[insert amount and currency];</i></li> <li>(c) professional liability insurance, with a minimum coverage of <i>[insert amount and currency];</i></li> <li>(d) employer’s liability and workers’ compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may</li> </ul> |

# REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

## Part 3: Contract

| GCC reference | Amendment or supplement to the General Conditions of Contract for Services                                                                                                                                                                                                                                                                                                                                                                  |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <p>be appropriate; and</p> <p>(e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.</p> <p><i>[Note: Delete what is not applicable].</i></p>                                                       |
| 3.7           | <p><b>Consultant's actions requiring the Procuring Entity's prior approval:</b> <i>[State any other actions for which the Procuring Entity's prior approval is required or state none.]</i></p>                                                                                                                                                                                                                                             |
| 3.9           | <p><b>Restrictions on the future use of documents and software prepared by the Consultant:</b> <i>[All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract shall become and remain the property of the Procuring Entity. State any additional restrictions that shall apply to the future use of these documents and software.]</i></p> |
| 3.12          | <p><b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule to the Regulations is due upon the signing of the Contract and the applicable Fee is \$ <i>[State applicable fee or delete].</i></p>                                                                                                                                                                                         |
| 4.6           | <p><b>Resident Project Manager:</b> <i>[State whether a Resident Project Manager is required and, if so, the period of residence and the terms and conditions of his residence in Zimbabwe.]</i></p>                                                                                                                                                                                                                                        |
| 5.1           | <p><b>Assistance and exemptions:</b> <i>[State whether any exceptions are to be made to the provisions of GCC 5.1. and any additional assistance that will be provided by the Procuring Entity]</i></p>                                                                                                                                                                                                                                     |
| 5.4           | <p><b>Services, Facilities and Property of the Procuring Entity:</b> <i>[State the services facilities and property that will be made available free of charge to the Consultant and Personnel during the period of performance of the Contract and how/when they will be made available.]</i></p>                                                                                                                                          |
| 5.6           | <p><b>Counterpart Personnel:</b> <i>[Provide information about the professional and support counterpart personnel that will be made available free of charge to support the work of the Consultant, including any restrictions on dates or hours of work.]</i></p>                                                                                                                                                                          |
| 6.1           | <p><b>Contract Price:</b> The contract price is <i>[insert amount(s) and currency(ies)]</i></p>                                                                                                                                                                                                                                                                                                                                             |

# REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

## Part 3: Contract

| GCC reference | Amendment or supplement to the General Conditions of Contract for Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.2(b)        | <b>Type of Contract:</b> Lump Sum /Time Based contract <i>[Select the type of contract]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 6.5(a)        | <p>The following payment schedule shall apply:<br/> <i>[insert payment terms agreed]</i></p> <p><b>[Note on payment schedules for Lump Sum contracts]</b></p> <p>(a) The following clause is a sample only and must be amended to suit the particular assignment; (b) if payments in different currencies do not follow the same schedule, add separate schedules; (c) all payments should be linked to a specific event or deliverable, which should be determined from the TOR, but could include reports, workshops, documents etc and (d) the payment schedule should take into account the length of the assignment and whether the Consultant is likely to have high mobilization costs e.g. where foreign Consultants are invited, mobilization costs may be high, as flights, subsistence etc will have to be paid and an advance payment, or payment on inception report should be considered, but where an assignment is only a few weeks and all Consultants are local, full payment on completion may be acceptable.</p> <p><b>[Sample clause for Lump Sum contracts – amend as required]</b></p> <ul style="list-style-type: none"> <li>• Thirty (30) per cent of the lump-sum amount shall be paid upon submission of the inception report.</li> <li>• Fifty (50) per cent of the lump-sum amount shall be paid upon submission of the draft final report.</li> <li>• Twenty (20) percent of the lump-sum amount shall be paid upon approval of the final report.</li> </ul> <p><b>[Note on payment schedules for Time-Based contracts]</b></p> <p>Payments are typically made monthly or quarterly for the actual inputs provided. The payment schedule should be specifically drafted for each contract.</p> <p><b>[Sample clause for Time-Based contracts – amend as required]</b></p> <ul style="list-style-type: none"> <li>• Monthly payments shall be made for the actual inputs provided and reimbursable costs incurred by the Consultant, against invoices supported by itemized statements and supporting documentation.</li> <li>• The final payment shall be made after submission and approval of the final report and a final statement of expenditure.”]</li> </ul> |
| 6.5(b)        | <b>The Consultants Account(s):</b> <i>{Consultant to insert Bank Account details for payment}</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

# REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

## Part 3: Contract

| GCC reference | Amendment or supplement to the General Conditions of Contract for Services                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.5(c)        | <b>Advance Payment:</b> <i>[State whether any advance payment will be made and, if so, the amount of such advance payment and any conditions for its use. Any advance payment must be supported by an Advance Payment Guarantee, as at Appendix D.]</i>                                                                                                                                                                                                                                                                   |
| 6.6(a)        | <b>Payment period:</b> Payments shall be made within 60 days from submission of a correct payment request. <i>[Amend as necessary]</i>                                                                                                                                                                                                                                                                                                                                                                                    |
| 6.6(b)        | <b>Payment Documentation:</b> The following documentation shall be required to support request for payment: <i>[List the full requirements for documentation to effect payment e.g.:</i><br><b>Sample clause for Lump Sum Contracts</b><br><i>(a) reports or other deliverables</i><br><b>Sample clause for Time Based Contracts</b><br><i>(a) timesheets for key Personnel signed by the Procuring Entity;</i><br><i>(b) evidence of reimbursable expenditure, including tickets, boarding passes and other receipts</i> |
| 6.6(d)        | <b>Interest for late payment:</b> <i>[State whether interest will be paid at the rate set by the Reserve bank of Zimbabwe for payments that are delayed by more than fifteen days beyond the due date.]</i>                                                                                                                                                                                                                                                                                                               |
| 6.7           | <b>Price Adjustment:</b> <i>[State whether any price adjustment will be allowed and, if so, the basis for any such adjustment.]</i>                                                                                                                                                                                                                                                                                                                                                                                       |

# REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

---

## Appendices for Lump Sum Contracts

### APPENDIX A – STATEMENT OF REQUIREMENTS

*[Note: This Appendix will include the final Terms of Reference, including the methodology and work plan, worked out by the Procuring Entity and the Consultant during technical negotiations, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, reporting requirements, list format, frequency, and contents of reports; persons to receive them; dates of submission, etc.].*

### APPENDIX B - KEY PERSONNEL AND SUB-CONSULTANTS

**[Note: List:**

*Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Personnel to be assigned to work on the provision of consultancy services, indicating whether foreign or Zimbabwean, number of days allocation and, for foreign personnel, distinguish between home and field days allocated.*

*Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved].*

# REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

---

## APPENDIX C - BREAKDOWN OF CONTRACT PRICE

*[Note: List here the elements of cost used to arrive at the breakdown of the lump-sum price:*

- 1. Daily/Monthly rates for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenses.*

*This appendix will exclusively be used for determining remuneration for additional services].*



# REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

---

## Appendices for Time-based Contracts

### APPENDIX A – STATEMENT OF REQUIREMENTS

**[Note:** This Appendix will include the final Terms of Reference, including the methodology and work plan, worked out by the Procuring Entity and the Consultants during technical negotiations, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, Reporting requirements, List format, frequency, and contents of reports; persons to receive them; dates of submission, etc.].

DESCRIBE ANY INTENDED TRANSFER OF KNOWLEDGE TO CONSULTANTS AND OTHER PERSONNEL IN ZIMBABWE AND HOW THIS TRANSFER WILL BE ACHIEVED].

### APPENDIX B - KEY PERSONNEL AND SUB-CONSULTANTS

**[Note:** List:

Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Personnel to be assigned to work on the provision of consultancy services, indicating whether foreign or Zimbabwean, number of days allocation and, for foreign personnel, distinguish between home and field days allocated.

### APPENDIX C - COST ESTIMATES

**[Note:** List hereunder cost estimates:

1. (a) Monthly rates for Foreign Personnel (Key Personnel and other Personnel)
- (b) Monthly rates for local Personnel (Key Personnel and other Personnel).
2. Reimbursable expenses (items that are not applicable should be deleted; others may be added):
  - (a) Per diem allowances for each of the Personnel for every day in which such Personnel shall be absent from his or her home office.
  - (b) Air transport for Foreign Personnel: the cost of international transportation of the foreign Personnel by the most appropriate means of transport and the most direct practicable route to and from the Consultants' home office. In the case of air travel, this shall be by less than first class;
  - (d) Miscellaneous travel expenses: the fixed unit price per round trip for miscellaneous travel expenses such as the cost of transportation to and from airports, airport taxes, passport, visas, travel permits, vaccinations, etc.
  - (e) Other expenses, such as communications, printing, workshop or conference expenses etc.]

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF**

**PROCUREMENT REFERENCE NO:**

**PART 1: PROPOSAL PROCEDURES**

---

**APPENDIX D: ADVANCE PAYMENT SECURITY**

*[Delete page if no Advance Payment is required in the SCC]*

*[The bank, as requested by the successful Consultant, must fill in this form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month, and year)]*  
Procurement Reference No: *[insert reference]*

*[Issuing bank’s letterhead]*

**Beneficiary:** *[insert legal name and address of Procuring Entity]*

**ADVANCE PAYMENT GUARANTEE No.:** *[insert Advance Payment Guarantee no.]*

We have been informed that ..... *[name of the Contractor]* (hereinafter called “the Contractor”) has entered into Contract No..... *[procurement reference number of the Contract]*, dated *[insert day and month]*, *[insert year]* with you, for the execution of ..... *[name of contract and brief description of Works]* (hereinafter called “the Contract”).

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum of ..... *[name of the currency and amount in figures]* <sup>1</sup> (..... *[amount in words]*) is to be made against an advance payment guarantee.

At the request of the Contractor, we ..... *[name of the Bank]*. hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... *[name of the currency and amount in figures]\** (..... *[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number .....*[Contractor’s account number]*. at ..... *[name and address of the Contractor’s Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the ..... day of .....<sup>2</sup>, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months][one year]*, in response to your written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

.....

***[Seal of Bank and Signature(s)]***.....

# REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO:

PART 1: PROPOSAL PROCEDURES

---

**Note –**

*All italicized text is for guidance in preparing this demand guarantee and must be deleted from the final document.*

*1 The Guarantor must insert an amount representing the amount of the advance payment denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.*

*2 Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.*