



REQUEST FOR EXPRESSIONS OF INTEREST

Consulting Services

Publication Date: 26 JANUARY 2024



TENDER EOI 03/2024 FOR THE PROVISION OF QUANTITY SURVEYING CONSULTANCY SERVICES ON THE REFURBISHMENT OF VICTORIA FALLS BORDER POST.

Background

The Zimbabwe Revenue Authority is desirous of refurbishing the Victoria Falls Border Post located in the Matabeleland North Province. The border post serves human and vehicular traffic between the town of Victoria Falls, Zimbabwe, and Livingstone, Zambia. Being located at Victoria Falls – one of the seven wonders of the world, the border post is due for a major facelift to match the world-class status of the Mighty Victoria Falls. The Authority appointed an architect for the project and architectural drawings for the Double-Storey office block are available. Now, the Authority invites registered quantity surveying firms with a proven record of accomplishment, qualification, and experience to submit their proposals for the provision of the quantity surveying services listed below.

TERMS OF REFERENCE

QUANTITY SURVEYING

- Preparation of Bills of Quantities and tender documentation for the proposed office block, auditorium, and external landscaping works.
- Preparation of project cost estimate
- Attending contractors' pretender site visit
- Adjudication of contractors' bids and producing a report
- Surveying Works in progress
- Attending site progress meetings
- Preparation of Final Accounts

Interested Consulting Firms should provide information demonstrating that they have the required experience, competences, skills, and qualifications relevant for performance of the services whether as individual firms, joint ventures or as consortia. The Consultants shall submit Company profiles,

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Company registration documents, Curriculum Vitae of key personnel and professional staff, brochures, description of similar assignments, experience under similar environment or conditions. The Consulting Firm must demonstrate that they have fully established business offices. Prospective Consulting Firms may constitute joint-ventures where necessary to enhance their capacity to undertake the assignment.

The minimum criteria for short-listing of the Firm shall entail:

- i. Must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
- ii. Must be registered with the Zimbabwe Institute of Quantity Surveyors and Quantity Surveyors Council of Zimbabwe
- iii. Must have experience in the construction of big projects of similar or comparable nature
- iv. At least three references for big projects of similar or comparable nature

Key personnel of the consulting firm should have the following minimum qualifications and experience:

- i. Degree in Quantity Surveying
- ii. Registration with the Zimbabwe Institute of Quantity Surveyors and Quantity Surveyors Council of Zimbabwe is a must
- iii. Experience in the construction of big projects of similar or comparable nature
- iv. Experience in the Provision of Quantity Surveying Consultancy Services for Border Posts projects is an added advantage.

The shortlist shall comprise of a minimum of three and a maximum of six firms. However, ZIMRA reserves the right to change this number. Short-listed Consultants will be invited to submit detailed technical and financial proposals, and/or do presentations or demonstrations, as described in Part 1 of the Request for Proposals Procedures in the Standard Request for Proposals for the Selection of Consultancy Services. The Consultant submitting the successful proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract for Consultancy Services. Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe URL <http://www.praz.gov.zw/index.php?lang=en>



This opportunity is open to all Consultants who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of Contract for Consultancy Services.

Shortlisting Criteria

- Company Profile
- Bid Securing Declaration
- Certificate of Incorporation for companies, Partnership agreement for Partners and Joint Venture agreement for Joint Ventures or equivalent
- Valid Praz Registration Certificate under the relevant category (SQ 001)
- Experience in the supervision of Public Infrastructure projects
- At least a Degree in Quantity Surveying for the principal consultant
- Curriculum Vitae for Key Personnel
- Valid Tax Clearance Certificate
- At least 3 verifiable Reference letters showing direct experience in supervision of big projects
- Consultants must state the address of registered offices
- Bidders must accompany their expressions of interest with CR14 certificates as proof of Zimbabwean nationality and equivalent company registration documents for Foreign Firms.
- Bidders must submit the list of key Personnel
- Bidders must submit a detailed methodology

NB In the Event that there are more than six consultants who would have participated in the procurement, ZIMRA shall use the scoring method and first six consultants with high scores shall be considered;

SCORING CRITERIA

1. Experience of the Firm /Partnership/Joint Venture =20 %
2. Experience of Individuals (Only 3 Individuals) =30%
3. Qualifications of Key Personnel with at a least a degree in Quantity Surveying = 20 %
4. Methodology = 30%

Total Scores = 100%



SCORING BREAKDOWN

1. Experience of the Firm/ Partnership /Joint Venture/Consortium

0-3 years = 5%

Above 3 years -5 years =10 %

Above 5 years -10 years =15%

Above 10 years =20%

2. Experience of Individuals (Only 3 Individuals)

0-3 years = 15%

Above 3 years -5 years =20 %

Above 5 years -10 years =25%

Above 10 years =30%



3. Qualifications of Key Personnel with at a least a degree in Quantity Surveying

Diploma in Quantity Surveying = 15%

Honors/General Degree = 20%

4. Methodology = 30 %

Notes

Consultants must submit a list of key staff and only first 3 members shall be considered for the purpose of evaluation. An average system shall be applied for qualifications and experience of key personnel.

Consulting Firms shall be required to pay an administration fee of US\$300.00 to the Procurement Regulatory Authority of Zimbabwe's Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts for this tender in line with Section 54 of the Act as set out in Part IV of the Fifth Schedule to the Public Procurement and Disposal of Public Assets Regulations (S.I 299 of 2021).

ZIMRA will reject an expression of interest if it determines that the consultant firm 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 Public Procurement and Disposal of Public Assets Act (PPDPA). An expression of

interest shall be rejected in this procurement process if a Consulting Firm engages in anti-competitive practices including bidding in more than one expression of interest as a joint venture or consortium partner.

Further information can be obtained at the address below during office hours from 08:00 hours to 1630hours. A Consultant may submit only one expression of interest. The expression of interest must be submitted in a clearly marked envelope and deposited in the tender box to the address below on or before **29 February 2024 by 10:00hrs** (local Harare time) (GMT + 2 hours) and clearly labelled ***“EOI Ref TENDER ZIMRA EOI 03/24: Provision of Quantity Surveying Consultancy Services- Victoria Falls Border Post.”***

Late expressions of interest will be rejected. Electronic submissions **SHALL NOT BE CONSIDERED**. For any communications, address to:

Director Procurement
Procurement Management Unit
Zimbabwe Revenue Authority
ZB Centre, 10th Floor, Reception,
Corner First/Kwame Nkrumah, Harare
Telephone: +263 242 773 040/ 7908 11 Ext. 317



Tender Notice No 3 Of 2024