



REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF CONSULTING SERVICES

ZINARA

STANDARD

REQUEST FOR EXPRESSION OF INTEREST

for the

**Selection of Consultancy
Services**



REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF CONSULTING SERVICES

Subject	Human Resource Services
Description	Provision of human resource consultancy
Proposal Reference Number	ZNR/EI02/2019

ZINARA wishes to engage consulting services relating to the Provision of Human Resource Consultancy Services.

ZINARA now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Human Resource Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The short-listing criteria are:

1. Minimum qualification of a Human resources or Social Sciences degree.
2. Minimum of ten (10) years’ experience for the most senior Consultant
3. The firm should have been incorporated for at least 5 years and have experience in providing Human Resource consultancy services in Zimbabwe.
4. Experience in providing Human Resources consultancy services to Government or State Owned Enterprises would be an added advantage.
5. Holder of an employment agency certificate.

The following documents should be submitted in support of the information provided:

- 1. PRAZ Registration Certificate or proof of registration.**
- 2. Current tax Clearance Certificate**
- 3. Proof of VAT registration.**
- 4. Proof of NSSA compliance.**

The bidder is encouraged to submit the EOI using attached Appendix A.

Short-listed Human Resource Consultants will be invited to submit detailed Technical and Financial proposals, as described in Part 1 of the Request for Proposals Procedures in the Standard Request for Proposals for the Selection of Consultancy Services.

The Human Resource consultant will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [*Chapter 22:23*] and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018). Short-listed firms will be invited to submit their proposals on a separate document based on the Standard Request for Proposals for the Selection of Consultancy Services and 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.



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This opportunity is open to all Human Resource 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.

Participation is open and restricted to Zimbabwean Bidders Only as per company registration

The method of selection will be Quality and Cost Based Selection, in accordance with Section 59 of the Act.

Further information can be obtained at the address below during office hours.

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 whose location is ZINARA House, 489 Runiville Crescent, Glenroy Shops, Highlands, Harare, by **1000hrs** on the **15th of April 2019**. Late expressions of interest will be rejected.

Office	Procurement Office, ZINARA HQ
Attn:	Director Administration and HR
Address:	ZINARA House,489 Runiville Crescent,Glenroy Shops, Highlands,Harare
Telephone:	+263242442711-3 Extension 117
E-mail:	procurement@zinara.co.zw
Web site:	www.zinara.co.zw



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Appendix A

LETTER FOR SUBMISSION OF EXPRESSION OF INTEREST

To: ZINARA

With reference to your invitation for expressions of interest for *{insert subject and proposal reference number}*, we express our interest in bidding for a contract to provide these services.

We provide the following information in relation to the short-listing criteria:

1. Qualifications and experience of the senior partner(s).
2. Availability of appropriate skills among staff (Human Resources practitioners).

We submit the following documents in support of this information *{list any documents that were requested in the invitation for expressions of interest; if no documents were requested, delete this paragraph}*.

{Delete whichever of the following statements do not apply:}

1. This firm will be the sole provider of the requested consultancy services. **or**
2. We propose to provide the requested consultancy services as part of a joint venture with *{provide the name of the joint venture partner and details of the contribution the partner would make to the required consultancy services}*. **Or**
3. We propose to engage as sub-contractors *{provide the name of the sub-contractor and details of the contribution the sub-contractor would make to the required consultancy services}*.

{In the case of 2 or 3 above} We confirm that the firm mentioned above has agreed to be associated with this expression of interest.

{Name and postal and physical address of firm submitting the expression of interest, together with name of contact person and contact details, including telephone number and e-mail address. The firm's website address should be provided, if available.}