

Government of Zimbabwe

STANDARD REQUEST FOR EXPRESSIONS OF INTEREST

for the

Selection of Consultancy Services

04 January 2021



REQUEST FOR EXPRESSIONS OF INTEREST (E.O.I) FOR THE SUBDIVISION OF STANDS

POSTPROPERTIES wishes to engage services of qualified and experienced Town Planners to undertake subdivision works on properties under joint ownership. Shortlisted firms will be required to submit proposals in line with a Request For Proposal (R.F.P) to be availed for this purpose.

Interested applicants must provide the following:

1. Zimbabwe Institute of Regional and Urban Corporate Membership Certificate
2. Proof of PRAZ registration
3. Reference and recommendations for at least 3 completed works of the same nature.

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

1. ZIMRA Tax Clearance Certificate

Short-listed 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.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

A 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 Consultants 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.

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. The Consultant and its sub-consultants must provide personnel who are citizens of eligible countries.

The method of selection will be Quality- Based Selection Method (QBSM) in accordance with Section 59 of the Act.

This E.O.I shall close on 04 January 2021 at 10.00Hrs

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

The expression of interest must be submitted in a clearly marked envelope and deposited in the tender box whose location is **Procurement Management Unit, ZIMPOST, Head Office, 2nd Floor, Harare Post Office, Cnr Innez Terrace/George Silundika Avenue, Harare by 10.00 HRS on 04 January 2021.** Late expressions of interest will be rejected.

ZIMPOST

**ATTN: Procurement Management Unit,
2nd Floor, Harare Post Office, Cnr Innez Terrace/George Silundika Avenue,
Harare**

Web site: www.zimpost.co.zw

Appendix A
Letter for submission of expression of interest

To: *{Insert name of Procuring Entity}*

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 firm: *{Insert relevant information}*.
2. Availability of appropriate skills among staff: *{Insert relevant information}*.
3. Other short-listing criteria: *{Insert relevant information}*.

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.}