



## **Request for Quotation**

**ZIMRA RFQ No: 275/2021**

### **PROVISION OF PASTEL ACCOUNTING FACILITATING SERVICES**

**DATE OF ISSUE: 19.07.2021**

**CLOSING DATE: 22.07.2021 @1000hrs.**

**CATEGORY: PROMOTIONAL MATERIAL AND CONSULTANCY**



**To: Suppliers**

Dear Sir/Madam,

Please provide your Price Quotation for the provision of Pastel Accounting facilitating Services

1. Shown on the attached Specification of Goods/Services sheet.
2. Please provide the Price Quotation on **your official signed and dated letterhead.**
3. The Procurement Management Unit (PMU) must receive your Price Quotation by 22.07.2021 @1000hrs.
4. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.
5. Unless otherwise stated, bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
6. Prices should be quoted in both USD and local currency as per SI 185 of 2020. Bidders should indicate whether they charge/ don't charge VAT on their prices.
7. Bidders shall submit their bids electronically to [rfqs@zimra.co.zw](mailto:rfqs@zimra.co.zw) ONLY. Physical/Hard copy submissions will not be acceptable except for Samples where necessary.
8. An order/contract will be placed with the bidder who offers the lowest price quotation, which complies with the attached specifications and the conditions of this Request for Quotations.
9. Payment: 100% within 30 days of invoice date and receipt & acceptance of goods.
10. For further information, contact the undersigned on telephone no. +263242 773 040 or [procurement@zimra.co.zw](mailto:procurement@zimra.co.zw)
11. Additional information Required from Bidders:
  - Proof of registration with PRAZ indicating category which the company is registered for.
  - A current and valid tax clearance certificate
12. Prospective bidders dealing with ZIMRA for the first time must attach the following documentation on submission:
  - Certificate of Incorporation
  - CR6 and CR14
  - Company Profile
13. Expected delivery period is 3 days from Purchase Order issue date. Bidders must state their delivery period and failure to deliver within the stated delivery timeline will result in cancellation of the Purchase Order and records will be kept and sent to the regulator (PRAZ).



ZIMRA

Item	Description of Goods/Services	Unit of Measure	Quantity required	Unit Price	Total Price
1	Provision of Pastel Accounting Facilitating Services for 5 Days (9-13 August 2021) for 30 participants.	Unit	30		
<b>Grand Total, DAP, ZIMRA KURIMA HOUSE</b>					
<b>Currency</b>					
<b>Delivery Period: _____ weeks from receipt of order</b>					

Delivery: Above items to be delivered to the following final destination(s):

Deliver to: Zimbabwe Revenue Authority, Kurima House, Harare

To be signed by the firm

Annex III

**FORM OF CONTRACT AGREEMENT**

THIS AGREEMENT number \_\_\_\_ made on \_\_\_\_\_, \_\_, between  
\_\_\_\_\_ (hereinafter called "the Purchaser") on the one part and  
\_\_\_\_\_ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for **the supply and delivery of ---**  
----- to be supplied by Supplier, viz. Contract \_\_\_\_, (hereinafter called "Contract") and  
has accepted the Quotation by the Supplier for the supply of goods under Contract at the



14. Award may be done on an item-by-item basis or total items whichever is economic to ZIMRA.

Signed: ..... *J Tarume* .....

**J TARUME**  
**PROCUREMENT MANAGER**

Signed:

## **TERMS OF REFERENCE**

### **Procurement of a Facilitator to train Zimbabwe Revenue Authority (ZIMRA) staff in PASTEL Accounting Package.**

#### **1. Background**

The majority of the ZIMRA technical staff have been exposed to manual environments in terms of recorded business transactions. With technological advancements, accounting packages like PASTEL and Quick Books have been developed and are currently being used to record business transactions and generate periodic financial statements. Hard copies of ledger books, cash books etc. are now a thing of the past. Tax auditors need to understand these accounting packages which will enable them to interrogate the clients' accounts hence the need for PASTEL training.

#### **2. Objectives**

At the end of the course participants should be able to:

- i) Understand and gain knowledge of the accounting package.
- ii) Analyze data prepared using PASTEL accounting package.
- iii) Interrogate clients' accounts prepared using PASTEL accounting package.

#### **3. Tasks and Responsibilities**

Having regard to the objectives above the facilitator shall:-

- i) Prepare a module and other course material relating to course objectives for distribution to course participants.
- ii) Ensure that participants complete the Course Registration form.
- iii) Avail PASTEL software for use during training.
- iv) Deliver the training Online over 5 days covering the following aspects/areas:
  - a) PASTEL and setup of the accounts
  - b) Generation of reports
  - c) Data retrieval and analysis
  - d) Practical demonstration on retrieval of data
- v) Ensure completion of Daily Attendance Register by participants.

#### **4. Deliverables**

The Facilitator will deliver the following outputs of the assignment:

- i) Comprehensive module in MsWord prior to the commencement of the course.
- ii) Deliver Online a five-day training session.

- iii) Prepare and administer a knowledge impact assessment on the last day of the course.
- iv) Ensure that participants evaluate the course using the ZIMRA approved Course Evaluation form.
- v) Mark answer scripts and submit schedule of results to ZIMRA.
- vi) Submit final course report at the end of 2 weeks after the course covering the following.
  - Individual performance on the knowledge impact assessment
  - Suggested recommendations

## **5. Organizational Setting**

The Facilitator will work under the direct supervision of the Head Talent & Organisational Development. The Facilitator shall consult with the Training Coordinator during the assignment.

## **6. Inputs**

The Training Coordinator will provide the Facilitator with the necessary information and materials for fulfilment of tasks and will facilitate the necessary meetings.

## **7. Time-frame**

The timelines allotted to specific deliverables will be discussed with the successful bidder.

## **8. Qualifications and skills required**

### **a) Experience**

- At least 3 years' experience and practical knowledge in PASTEL accounting package.
- Experience in developing and delivering training programmes relating to PASTEL.
- Excellent communication and writing skills.

### **b) Abilities**

- Strong communication skills.
- Excellent analytical skills and strong commitment to sharing expertise and experience in order to develop capacity of others.
- A high standard of written and spoken English is essential.



sum of \_\_\_\_\_ [in words]  
( \_\_\_\_\_ ) [in figures] hereinafter called "the Contract Price".

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Copy of Quotation including Technical and Price Schedule
  - b) Schedule of Requirement
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the Laws of Zimbabwe on the date indicated above.

**Signature and seal of the Purchaser:**

**Signature and seal of the Supplier:**

For and on behalf of

For and on behalf of

\_\_\_\_\_

\_\_\_\_\_

**Name of Authorized Representative**