



'creating a level playing field'

15 MARCH 2024

RE-TENDER

EXPRESSION OF INTEREST

PROCUREMENT REFERENCE: POTRAZ/EOI/03/03/2024: PROVISION OF CONSULTANCY SERVICES TO CONDUCT A TELECOMMUNICATION RISK REWARD INDEX SURVEY FOR THE TELECOMMUNICATION, POSTAL AND COURIER SERVICES IN ZIMBABWE: 2024.

PART A: NOTICE OF ADVERT

The Postal and Telecommunications Regulatory Authority of Zimbabwe (POTRAZ) is a statutory body established in terms of section 3 of the Postal and Telecommunications Act [Chapter 12:05] to regulate the Postal and Telecommunications Industry in Zimbabwe. After the promulgation of the Cyber and Data Protection Act [Chapter 12:07] in 2021, POTRAZ's mandate also extended to look at protection of Data subjects on the cyber space.

POTRAZ invites Expressions of Interest (EOI) from qualified Consultancy/Firms, or their representatives, for the Provision of Consultancy Services for the 2024 Risk Reward Index Survey for the Telecommunications, Postal and Courier sectors in Zimbabwe. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Consultants / Firms 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) as amended and in accordance with the shortlisting criteria indicated in the Expression of Interest (EOI) document. Short-listed Consultants / 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. The Consultant submitting the successful proposal will be engaged on the contractual terms set out in that document and in accordance with 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.

Late applications will not be considered, and no liability will be accepted for loss or late delivery. POTRAZ will not be responsible for any costs or expenses incurred by firms in connection with preparation or delivery of the application.

The Expression of Interest document can be obtained by downloading from the POTRAZ website: <https://www.potraz.zw> under the tenders' section. Please note that bidders who download the EOI document from the POTRAZ website are required to send their contact details to pmu@potraz.zw to enable the Authority to contact them with any clarification that may be sent through to all bidders.

The closing date for submission of Expressions of Interest is **16 April 2024 at 10:00 hours**. The expressions of interest shall be submitted in the tender box situated at POTRAZ Head Office reception before the submission deadline and it must be addressed to:

The Director General

Postal and Telecommunications Regulatory Authority of Zimbabwe

1110 Performance Close

Mt Pleasant Business Park

Mt Pleasant, Harare

Please note that NO payments are required for these tenders.

For any enquiries regarding the advertised Expression of Interest, you can contact the Procurement Management Unit on: +263 242 – 333032 or through email on pmu@potraz.zw



PART B:- SCOPE OF WORK

The scope of services required is to conduct a Postal and Telecommunication Risk Reward Index survey in Zimbabwe. The purpose of the survey is to provide a comprehensive assessment of the risk-reward balance within the postal and telecommunications sector, thereby aiding decision-making processes and promoting sustainable growth in the industry.

The specific objectives of the survey include the following: -

1. Develop a framework to assess the outlook for the postal and telecommunications sectors, from which users can dive into more granular forecasts and analysis to gain a deeper understanding of market developments and prospects.
2. Quantify the Rewards and Risks of doing business in the postal and telecommunications sector.
3. Assess the current and potential risks and challenges faced by postal and telecommunications players in Zimbabwe.
4. Conduct an analysis to understand the attractiveness, rewards, and growth opportunities in the postal and telecommunications sector in Zimbabwe.
5. Monitor changes in risks factors and market dynamics over time to assess how they may impact investment attractiveness and adjust strategies accordingly.
6. Compare and rank research results with different countries based on postal and telecommunications net risks and rewards.
7. Present actionable recommendations to enhance the postal and telecommunications sector's resilience, competitiveness, and overall performance.

The consultant will carry out a survey by employing a comprehensive and well-rounded approach capturing all relevant aspects of postal and telecommunications sectors, combining industry-specific characteristics with broader economic, political, and operational market characteristics. The consultant will also weigh these inputs in terms of their importance to investor decision-making. The result will be a nuanced and accurate Index of the realities facing sector investors in terms of: -

1. The balance between opportunities and risks.
2. Between sector-specific and broader market traits. This enables users of the Index to assess a market's attractiveness in a domestic, regional, and global context.

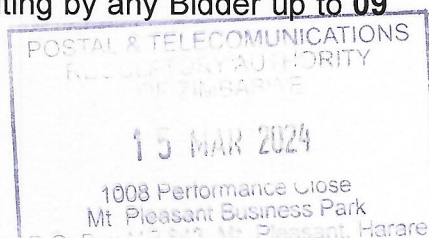
PART C: INFORMATION REQUIRED IN THE EXPRESSION OF INTEREST RESPONSE AND SUBMISSION PROCEDURE

The provision of the pre-qualification information should include all relevant documents that are essentially required for meeting the pre-qualification criteria as well as enable POTRAZ to undertake the evaluation. The information provided will be used to assess your company's suitability to qualify for pre-qualification for the services mentioned above. Interested applicants **must** submit the following documents:

1. Company Profile – Legal registration of the company – Certificate of incorporation, CR14 document and CR6 document, presentation of your company including number of staff, years in business, system for quality assurance and any experience with state entities; (please include brochures and literatures as may be appropriate).
2. Proof of registration with PRAZ under Category Management & General Consultancy Services (SM001).
3. A valid Tax Clearance Certificate from Zimbabwe Revenue Authority (ZIMRA).
4. A valid National Social Security Authority (NSSA) Clearance Certificate.
5. Methodology of performing the survey.
6. A work plan, showing the inputs of all key staff.
7. CVs of key staff.
8. Summary of experience in similar assignments, together with the names and contact details of persons connected with these assignments who will provide references.
9. Other relevant supporting documents.
10. You are also required to pay the administration fee of **US\$350.00** (Payable to PRAZ in local currency at the prevailing official bank rate on the date of payment). The fees are payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee (SPOC) in terms of Section 54 of the Public Procurement and Disposal of Public Assets (PPDPA) Act and as set out in Part IV of the Fifth Schedule to the Public Procurement and Disposal of Public Assets (General) Regulations to PRAZ. Submit with your expression of interest proof of payment of the non-refundable SPOC administration fees. **Failure to pay SPOC fees will lead to automatic disqualification.**

The Consultant **must** prepare one original of the expression of interest document and clearly mark it "ORIGINAL." In addition, two (2) copies of the expression of interest, which must be clearly marked "COPY" must be submitted. An electronic copy which is a replica of the hard copies submitted should be submitted in pdf by email, to the following email address pmu@potraz.zw within a day of the closure of the tender. In the event of any discrepancy between the original and the copies, the original will prevail. The PDF copy is for use by the evaluation committee as it has more than three members.

The closing date for submission of Expressions of Interest is **16 April 2024 at 10:00 hrs**. The expressions of interest shall be submitted in the tender box situated at POTRAZ Head Office reception before the submission deadline. Clarification of the request for expression of interests may be requested in writing by any Bidder up to **09 April 2024** and should be sent to:



**The Director General
POTRAZ**

**No. 1110 Performance close Mt Pleasant Business Park,
Mt Pleasant,
Harare,
Zimbabwe.**

PART D: EVALUATION CRITERIA

Eligibility Response Checklist

Table 1: Eligibility

No	Requirement	Yes	No
1	Submitted Company Profile – Legal registration of the company – Certificate of incorporation, CR14 document and CR6 document). The supplier or company must have local presence, registered office in Zimbabwe.		
2	Submitted proof of registration with PRAZ.		
3	Proof of payment of SPOC fees.		
4	Submitted a valid tax clearance certificate.		
5	Submitted a valid NSSA certificate.		
6	Submitted detailed curriculum vitae of key personnel showing proof of relevant qualifications.		
7	Submitted at least three (3) signed and stamped trade reference letters on letterheads for similar work done within the past ten (10) years.		
8	Submitted methodology for performing the survey.		
9	Submitted work plan showing the inputs of all key staff.		
	COMMENT		

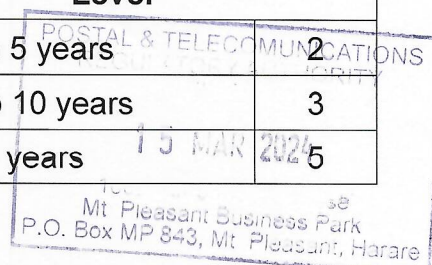
Substantially responsive expression of interest will be further evaluated against the following matrix.

Table 2A: Summary of scores

No.	Parameter	Points
1	Specific Experience	[30] points
2	Technical Approach, Methodology and Work Plan Proposed	[20] points
3	Key Personnel	[30] points
	Total	80 points

Table 2B: Detailed breakdown of scores

No.	Criteria	Level	
1.1	Number of years in operation	Less than 5 years	2
		5 years to 10 years	3
		Above 10 years	5



No.	Criteria	Level	
1.2	Demonstrated experience in conducting research projects within the ICT industry. POTRAZ may visit clients referred to assess complexity of design).	At least two (2) projects	3
		2 to 5 projects	7
		More than 5 projects	10
1.3	Similar consultancy work completed in the past ten years (POTRAZ may visit clients referred to assess complexity of the project)	3 points for each project up to a maximum of 15 points .	
2	Detailed response to the Survey Methodology. - Proposals shall be evaluated on the basis of their proposed sampling techniques and sample design which must be provided. - Proposals shall be evaluated on the basis of their proposed sampling technique to be employed. - Details on proposed training of the field staff shall also be evaluated on. - Details on proposed data collection administration. - Bidders shall be evaluated on their proposed data analysis methods and presentation of results. - To what degree does the Offer or understand the task? - Have the important aspects of the task been addressed in sufficient detail? - Is the conceptual framework adopted appropriate for the task? - Is the scope of task well defined and does it correspond to the TOR?	20	
3.1	Qualifications of Lead Consultant	Lead Consultant- To have at least a post graduate degree in Economics, Business studies, Statistics, Mathematics, Accounting, Finance, or other related fields (15marks)	

No.	Criteria	Level
3.2	Qualifications of project team members	Have at least a Bachelor's degree qualification in Economics, Business studies, Mathematics, Accounting, Finance, Social Sciences (3 marks each up to a maximum of 15)

In addition to the above: -

1. POTRAZ may contact referees for profiled projects/ clients and/or visit the cited works and bidders' premises as part of evaluation and due diligence.
2. POTRAZ may invite firms for presentations/interview or demonstrations of their profiles, capacity and understanding of the project requirements.

The pass score is 70%. Furthermore, a maximum of six (6) firms with the highest scores will be short-listed and will be requested to submit proposal for final selection.



PART E: LETTER OF SUBMISSION OF EXPRESSION OF INTEREST

To: The Postal and Telecommunications Regulatory Authority of Zimbabwe

With reference to your invitation for expressions of interest for engagement of a consultancy service to conduct telecommunications risk reward index survey: Tender number POTRAZ/EOI/03/03/2024, we express our interest in bidding for a contract to provide these services.

We provide the following documents in relation to the shortlisting criteria: -

Table 3: summary of submission

No	Requirement	Tick Submitted documents
1	Submitted Company Profile – Legal registration of the company – Certificate of incorporation, CR14 document and CR6 document). The supplier or company must have local presence, registered office in Zimbabwe.	
2	Submitted proof of registration with PRAZ.	
3	Proof of payment of SPOC fees.	
4	Submitted a valid tax clearance certificate.	
5	Submitted a valid NSSA certificate.	
6	Submitted detailed curriculum vitae of key personnel showing proof of relevant qualifications.	
7	Submitted at least three (3) signed and stamped trade reference letters on letterheads for similar work done within the past ten (10) years.	
8	Submitted methodology for performing the survey.	
9	Submitted work plan showing the inputs of all key staff.	

Name of bidding firm.....

Physical Address.....

Contact Person & Details.....

Firm's website address.....

Name Representative.....

Designation of Representative.....

Signature of Representative.....

*****End of document*****

