



'creating a level playing field'

27 December 2024

EXPRESSION OF INTEREST

PROCUREMENT REFERENCE: POTRAZ/EOI/07/12/2024.
ENGAGEMENT OF A CONSULTANT FOR THE TELECOMMUNICATIONS COST
MODELLING PROJECT (LONG RUN INCREMENTAL COSTS – LRIC).

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) is mandated to monitor tariffs under section 4 of the general regulations in accordance with Section 100 of the Postal and Telecommunications Act of 2000. The Act requires all licensees to notify and seek prior approval from POTRAZ for any tariff changes they wish to implement in a manner and format required or prescribed by the latter.

Pursuant to the above, POTRAZ invites eligible and experienced Consulting firms ("Consultants") to submit their Expressions of Interest (EOI) to conduct a cost-of-service study based on the Long Run Incremental Costing (LRIC) methodology, which entails the development of both **Top-down** and **Bottom-up** cost models pertaining to the provision of telecommunication services in Zimbabwe as follows: -

- i. Bottom-up Long Run Incremental Costing plus (BULRIC+) model for a Next Generation Wholesale Access Network based on the scorched earth approach, that estimates the cost that a hypothetically efficient operator would incur to build an efficient network.
- ii. BULRIC plus model for mobile networks based on the scorched earth approach.
- iii. Top down LRIC plus model for the fixed network (TelOne) based on the scorched node approach.
- iv. Top down LRIC plus model for Liquid Intelligent Technologies based on the scorched node approach.
- v. Top down LRIC plus model for Econet Wireless.
- vi. Top down LRIC plus model for NetOne.



- vii. Top down LRIC plus model for Dark Fibre Africa (DFA), using the scorched node approach.

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 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 (PRAZ).

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 through the following means.

1. By sending a request through email to: pmu@potraz.zw.
2. By downloading from the POTRAZ website: <https://www.potraz.gov.zw>. 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.
3. By downloading from the PRAZ eGP website: <https://www.egp.praz.org.zw>.

The closing date for submission of Expressions of Interest is **February 03, 2025, at 12:00 Hours**. The expressions of interest shall be submitted through the **PRAZ eGP System** on the website: <https://www.egp.praz.org.zw>.

PART B:- SCOPE OF WORK

To conduct a cost-of-service study based on the Long Run Incremental Costing (LRIC) methodology, which entails the development of both **Top-down** and **Bottom-up** cost models pertaining to the provision of telecommunication services in Zimbabwe as follows:

- i. Bottom-up Long Run Incremental Costing plus (BULRIC+) model for a Next Generation Wholesale Access Network based on the scorched earth approach, that estimates the cost that a hypothetically efficient operator would incur to build an efficient network.
- ii. BULRIC plus model for mobile networks based on the scorched earth approach.



- iii. Top down LRIC plus model for the fixed network (TelOne) based on the scorched node approach.
- iv. Top down LRIC plus model for Liquid Intelligent Technologies based on the scorched node approach.
- v. Top down LRIC plus model for Econet Wireless.
- vi. Top down LRIC plus model for NetOne.
- vii. Top down LRIC plus model for Dark Fibre Africa (DFA), using the scorched node approach.

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 the 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 or relevant documents for international bidders; (please include brochures and literatures as may be appropriate).
2. Proof of registration with PRAZ.
3. A valid Tax Clearance Certificate from Zimbabwe Revenue Authority (ZIMRA) for local Companies or relevant documents for international bidders.
4. A valid National Social Security Authority (NSSA) Clearance Certificate or relevant documents for international bidders.
5. List of employees of the firms, professional and technical with their qualification and experience. At least three (3) reference letters for similar work (at least a two (2) storey building) done within the past ten (10) years
6. Detailed curriculum vitae of key personnel showing proof of relevant qualifications, experience and valid professional board membership.
7. You are also required to pay the administration fee of **US\$350.00** payable at the prevailing interbank auction rate on the date of payment to PRAZ for local bidders or **USD400.00** for international bidders, 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.

The Consultant **must** prepare only one document of the expression of interest.



The closing date for submission of Expressions of Interest is **February 03, 2025 at 12:00 Hours**. The expressions of interest shall be submitted through the **PRAZ eGP System** on the website: <https://www.egp.praz.org.zw>.

PART D: EVALUATION CRITERIA

Table 1: Eligibility Response Checklist

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 or relevant documents for international bidders.		
2	Submitted proof of registration with PRAZ.		
3	Proof of payment of SPOC fees.		
4	Submitted a valid tax clearance certificate or relevant documents for international bidders.		
5	Submitted a valid NSSA certificate or relevant documents for international bidders.		
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 LRIC.		
9	Submitted work plan showing the inputs of all key staff.		
	COMMENT		

Table 2: Substantially responsive expression of interest will be further evaluated against the following matrix.

No.	Parameter	Points
1	Specific Experience of the consultants relevant to the project	[20] points
2	Experience, expertise and qualification of consultancy	[15] points
3	Adequacy of the proposed methodology and work plan in responding to terms of reference in Sections 4-8 of the Terms of Reference.	[50] points
4	Independence of the Bidder	[5] points
5	Quality Control Measures	[6] points
6	Language of bid	[1] points
7	Delivery Period / Completion time	[3] points
	Total	100 points

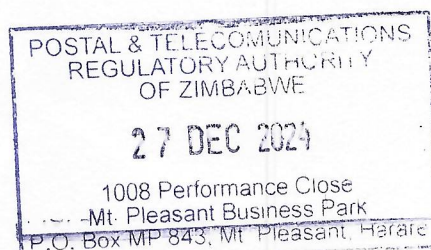


Table 3: Evaluation criteria

No.	Criteria	Level	
1	Specific Experience of the consultants relevant to the project (20 Points).	List of similar projects undertaken	5
		References from 5 telecommunication regulatory authorities.	10
		Company Background	5
2	Experience, expertise and qualification of consultancy. (15 Points)	Team Leader	10
		Project team members (Include CVs)	5
3	Adequacy of the proposed methodology and work plan in responding to terms of reference in Sections 4-8 of the Terms of Reference (50 Points)	Literature review	10
		Conformity to specification (Scope of work) or Step by step responses to the scope of work.	20
		Work Plan	5
		Organization and staffing	5
		Deliverables	15
4	Independence of the Bidder		5
5	Quality Control Measures		6
6	Language of bid		1
7	Delivery Period/ Completion time		3
	Total Points		100

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 80. 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 for the telecommunications cost modelling project (**Long Run Incremental Costs – LRIC**): Tender number **POTRAZ/EOI/07/12/2024**, 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: 4.

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 or relevant documents for international bidders.	
2	Submitted proof of registration with PRAZ.	
3	Proof of payment of SPOC fees.	
4	Submitted a valid tax clearance certificate or relevant documents for international bidders.	
5	Submitted a valid NSSA certificate or relevant documents for international bidders.	
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.	

POSTAL & TELECOMMUNICATIONS
REGULATORY AUTHORITY
OF ZIMBABWE
27 DEC 2024
1008 Performance Close
Mt Pleasant Business Park
P.O. Box MP-343, Mt Pleasant, Harare

Name of bidding firm.....

Physical Address.....

Contact Person & Details.....

Firm's website address.....

Name Representative.....

Designation of Representative.....

Signature of Representative.....

*****End of Document*****

