

**REQUEST FOR PROPOSALS FOR THE FOR THE PROVISION OF
INTERNAL AUDIT SERVICES**

PROCUREMENT REFERENCE No: TIMB IA/11/2021

**TOBACCO INDUSTRY AND MARKETING
BOARD**



**STANDARD
REQUEST FOR PROPOSALS
FOR THE
PROVISION OF INTERNAL AUDIT
SERVICES**

ISSUE DATE: 16 APRIL, 2021

CLOSING DATE: 18 MAY, 2021

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF SERVICE PROVIDER FOR THE PROVISION OF INTERNAL AUDIT SERVICES

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**Standard Request for Proposals for
the provision of internal audit
services**

**Procurement Reference No: TIMB
IA/11/2021**

Procuring Entity: TIMB

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PROVIDER FOR THE PROVISION OF INTERNAL AUDIT SERVICES**

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PART 1: REQUEST FOR PROPOSALS PROCEDURES

1. REFERENCES:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Proposals and should be read by all Consultants.

2. PROCUREMENT REFERENCE NUMBER: TIMB IA/11/2021

3. PREPARATION OF PROPOSALS

Only consultants registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Regulations are eligible to participate.

You are requested to submit a Proposal to provide the consulting services detailed in the Statement of Requirements by **submitting separate technical and financial proposals, as detailed below**. The standard forms contained within this Request for Proposals may be retyped for completion but the Consultant is responsible for their accurate reproduction.

4. ADMINISTRATION FEES

You are also required to pay the some administration fees after winning the contract in line with Part XI of the Act.

5. GENERAL CONDITIONS OF CONTRACT

You are advised to read carefully the complete Request for Proposals document, including the Special Conditions of Contract in Part 3, as well as the Contract Agreement and the General Conditions of Contract for Consultancy Services (available on the Authority's website or on request), before preparing your proposal. An addendum to the same effect must be downloaded from the TIMB website www.timb.co.zw and any further communication about these tender. Due to Covid 19 pandemic, we will not be entertaining walk in clients for acquiring bidding documents

6. NUMBER OF BIDS ALLOWED

No Consultant may submit more than one bid, either individually or as a joint venture partner in another bid, except as a subcontractor. A conflict of interest will be deemed to arise if bids are received from more than one Consultancy owned, directly or indirectly, by the same person.

7. PREPARATION OF TECHNICAL PROPOSALS:

Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part; **(1 mark)**
2. A brief methodology for performing the services; **(1 mark)**
3. A workplan, showing the inputs of all key staff; **(1 mark)**
4. CVs of key staff; **(1 mark)**

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5. A summary of your experience in similar assignments, together with the names and contact details of persons connected with these assignments who will provide references; **(1 mark)**
6. A copy of your tax clearance certificate and VAT registration; **(1 mark)**
7. Consulting firms must be properly registered and shall be required to provide a copy of the Certificate of Incorporation and a CR14 document or partnership deed **(2 marks)**
8. Firms must ensure that they are registered contributors with NSSA and that their contributions to NSSA are up to date. Firms shall be requested to attach a NSSA Clearance Certificate. **(1 mark)**
9. Firms shall be required to complete and sign the confidentiality clause and attach the signed copy as part of their submission. **(ANNEXURE A) (1 mark)**
10. Firms shall be required to include a copy of a **completed and signed** form of tender/bid submission sheet as part of their submission **(ANNEXURE B) (1 mark)**
11. Firms shall be required to state that their bid shall remain valid for a period of 90 days from date of tender opening. **(1 mark)**
12. Firms shall be required to attach at least three (3) recent traceable reference letters (signed and on company letterhead). The stated references must clearly demonstrate the vendor's capacity of having successfully completed similar work of same scope and size. TIMB reserves the right to crosscheck the provided references to authenticate their validity. **(8 marks)**

NB. This section will constitute **20%** of the **EVALUATION CRITERIA**. Bidders shall have **50%** of the mark(s) deducted for failure to submit any of the above mandatory requirements in the first instance even in cases where the said requirements fall under the historical documents category.

8. PREPARATION OF FINANCIAL PROPOSALS:

Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. The Breakdown of Contract Price form in this Part, showing all costs for the assignment, broken down into fees and reimbursable costs;

9. BASIS OF PRICING AND PAYMENT:

The contract will be a lump sum contract.

Payments will be made on the following basis:

The contract price must be a fixed total lump sum, including all costs required to carry out the Services. The Breakdown of Contract Price may be used only for evaluation purposes and to determine the price for any additional services agreed.

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10. CLARIFICATION REQUESTS

Clarification of the request for proposals document may be requested in writing by any Consultant up to 7 May, 2021 and should be sent to:

**The Procurement Management Unit
Tobacco Industry and Marketing Board
429 Gleneagles Road
Southerton
Harare
Zimbabwe**
Telephone: +263 242 621 740/1/3-5
E-mails: procurement@timb.co.zw

11. PRE-BID MEETING

No pre-bid meeting shall be held for this particular tender.

12. VALIDITY OF PROPOSALS:

The minimum period for which the Consultant's proposal must remain valid is 90 DAYS from the deadline for submission of proposals.

13. SEALING AND MARKING OF PROPOSALS:

The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the Procuring Entity and either "Technical Proposal" or "Financial Proposal" as appropriate. PLEASE READ TWICE

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Consultant's name and the name of the Procuring Entity. All the **TWO** envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected. Bidders shall be required to prepare one original comprising the Technical/Financial Proposals and clearly mark it "ORIGINAL." In addition, Bidders shall be required to prepare **TWO** additional copies of the Proposals, which must be clearly marked "COPY1" and "COPY 2". In the event of any discrepancy between the original and the copies, the original will prevail.

14. SUBMISSION OF PROPOSALS:

Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected. The Procuring Entity reserves the right to extend the proposal submission deadline but will notify all consultants invited to submit proposals of the amended proposal submission deadline

Date for Submission: **18 May 2021**

Time of Submission **1000 HOURS (local time).**

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Address for
submission:

**The Procurement Management Unit
Tobacco Industry and Marketing Board
429 Gleneagles Road, Southerton
Harare
Zimbabwe**

15. MEANS OF ACCEPTANCE:

Consultants that submit proposals must ensure that they record in register with correct details of the Consultant and the Request for Proposal Number. Bidders shall be required to submit their bids to the above referenced address at the reception area.

16. OPENING OF PROPOSALS:

The technical proposals will be opened in public immediately following the deadline for submission. Financial proposals will be kept unopened and the evaluation committee will have no access to financial information until the technical evaluation is concluded.

Financial proposals of rejected bids will be returned unopened. Financial proposals for accepted bids will be opened in public on the date specified in the notice of results for the technical evaluation.

17. WITHDRAWAL, AMENDMENT OR MODIFICATION OF PROPOSALS

A Consultant may withdraw, substitute, or modify its Proposals after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Consultant or any extension thereof.

18. EVALUATION OF PROPOSALS:

The evaluation of proposals will use the Quality and Cost Based Selection evaluation methodology as detailed below:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the Consultant has accepted all terms and conditions without material deviation or reservation;
2. Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below; and
3. Financial evaluation to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal.

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19. TECHNICAL EVALUATION CRITERIA:

Proposals will be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Mandatory Requirements	20 marks
Methodology and Work Plan (Appendix A on Page 19)	20 marks
Experience & Qualifications (Appendix B on Page 20)	20 marks
Statement of Requirements (Part 2 on Page 21)	20 marks
Total:	80 marks

The minimum technical qualifying score required to pass the technical evaluation is **60 marks**.

20. FINANCIAL CRITERIA:

1. *Financial scores will be determined by awarding 100 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.* Bidders must take note that prices will remain a significant contributor for value for money, therefore the lowest cost bidder shall be awarded a score of **20** under this category. All other bids shall be scored using the following formula: ***Bid score = 20 x (lowest total cost/bid cost)***

Total scores will be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

21. REVIEW BY THE SPECIAL PROCUREMENT OVERSIGHT COMMITTEE

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. This tender will not be subject to review by the Special Procurement Oversight Committee. Bidders shall be required to submit at least three identical copies of the bid document. Where the copies are not identical, the contents of the bid marked original shall prevail.

22. CURRENCY:

Bidders shall be required to submit their bids in US\$ or ZWL dollars.

RECOMMENDATION FOR AWARD:

The proposal with the highest total score will be recommended for award of contract, subject to any negotiations required.

23. AWARD OF CONTRACT:

Award of contract will be by placement of a contract in accordance with Part 3 of this Request For Proposals. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents. Contract. Unsuccessful Consultants will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the

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process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

The contract will only be valid subject to payment of annual contract administration fees in line with Part V of the Fifth Schedule to the Regulations.

24. RIGHT TO REJECT:

The Procuring Entity reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract award.

25. CORRUPT PRACTICES:

The Government of Zimbabwe requires that Procuring Entities, as well as Consultants, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. The Procuring Entity will reject a recommendation for award if it determines that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act; a definition of these terms is found in clause 1.9 of the GCC;
2. The Authority may under Section 72 (6) of the Act impose the debarment sanctions under section 74(1) of the Regulations;
3. In accordance with section 42 of the Regulations, submission of a bid will be deemed to be an undertaking on behalf of the Consultant to accept the responsibilities described in clause 1.1 of the GCC; and
4. Any conflict of interest on the part of the Consultant must be declared.

26. DECLARATION BY THE ACCOUNTING OFFICER

I declare that the procurement is based on neutral and fair technical requirements and the Consultant's qualifications.

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DR A. E. MATIBIRI
Chief Executive Officer

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Technical Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested in Part 1 attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.}

Procurement Reference Number:

Subject of Procurement:

Name of Consultant:

Consultant's Reference Number:

Date of Technical Proposal:

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

The validity period of our proposal is: .days from the date of the submission.

We submit on the attached Appendices the evidence to demonstrate our suitability to perform the required services:

Appendix A: Methodology and Work Plan;

Appendix B: Experience and Qualifications.

We understand that the proposals in these Appendices, if approved or as amended, will be included in the Contract Appendices and shall form a contractual commitment.

We enclose a separately sealed financial proposal.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

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Technical Proposal Authorised By:

Signed	Name
	: ...
In capacity of:	Date:(DD/MM/Y Y)
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	
Corporate Seal (were appropriate)	

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Financial Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in a currency permitted in the SCC}.

In case the Consultant is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Procurement Reference Number:

Subject of Procurement:

Name of Consultant:

Consultant's Reference Number:

Date of Financial Proposal:

The total price of our proposal is: US\$_____. {insert currencies and amounts}

or

The total price of our proposal is: ZWL\$_____. {insert currencies and amounts}

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation or adjustment.

Financial Proposal Authorised By:

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	

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Summary of Costs

{Complete this form to summarise all the costs together from the breakdown of costs and submit it as part of your financial proposal.

Item	Costs
	<i>[Indicate Currency]</i>
Fees per annum	
VAT	
Total Cost per annum	

- 1 The total cost must coincide with the sum in the Financial Proposal Submission Sheet.

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PART 2: STATEMENT OF REQUIREMENTS

A: Terms of Reference

(a) Background:

The Tobacco Industry and Marketing Board (TIMB) a Parastatal under the Ministry of Lands, Agriculture, Water, Climate and Rural Resettlement, whose core business is the production and marketing of tobacco grown in Zimbabwe and whose principal place of business is 429 Glen Eagles Road, Southerton, Harare

(b) Objectives:

The primary objective of this Request for Proposal is to engage internal audit firm for a period of three years. The firm must have a minimum of 7 years of experience in internal audit; inclusive of similar if available, traceable references with statutory bodies

(c) Scope of the Services:

- To provide an Internal Audit Plan to the TIMB Board Audit Committee annually
- To audit compliance with laws, regulations, standards and codes
- To audit operations inclusive of administration and control of the tobacco delivery system; classification, arbitration and sales supervision at floors; collating and distribution of industry information; granting of export permits; licencing of tobacco buyers, auction floors and tobacco graders; conducting of crop assessment surveys
- To audit risk and fraud management
- To audit asset management and loss control
- To audit revenue assurance
- To audit financial and management reporting
- To audit treasury management
- To audit special projects management
- To audit human resources and payroll management
- To audit procurement
- To audit stakeholder management
- To conduct ICT reviews inclusive of database reviews, access to programs and data, program changes and application controls
- To audit strategy formulation and implementation
- Audit committee meeting attendance
- Benchmarking to compare current practices with best practices
- To perform ad-hoc assignments when required to do so

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Frequency of Audits: Bi-Annual Audits

Capacity and technical expertise:

- Firm's current certificate of registration with the Public Accountants and Auditors Board
- Internal Audit Team to be inclusive of at least one Chartered Accountant or Chartered Certified Accountant, at least one Certified Internal Auditor, and at least one Certified Information Systems Auditor

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ANNEXURE A - CONFIDENTIALITY CLAUSE

I.....
(Full name)

representing.....
(Company name)

undertake to be bound by the confidentiality clause, wherein in the event of winning or losing the tender I shall not disclose any information (written, verbal or other form) obtained during the performance of the assigned duties. I shall remain confidential and will undertake not to communicate the information to a third party unless there is express authorized permission to do so. This includes all information about TIMB, associate organizations, members, clients, employees, investments, projects, reports submitted to the Board, agreements between the Board and its clients as well as any other information otherwise marked or known to be confidential.

Any unauthorized release or careless handling of this confidential information is considered a breach of duty to maintain confidentiality on my party and my organization.

Furthermore, it has been brought to my attention that any breach of duty to maintain confidentiality could be grounds for possible liability in any legal action arising from such breach or sanctions from the TIMB Board.

Signature

Date

.....

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