

REQUEST FOR PROPOSALS FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPPMENT)

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

*National Prosecuting
Authority*

STANDARD

REQUEST FOR PROPOSALS

for the

Website Development

START DATE : 19 MAY 2025

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Standard Request for Proposals for the Selection of Consultants	Website Development
Procurement Reference No:	NPAZ/RFP/002 /2025
Procuring Entity:	National Prosecuting Authority of Zimbabwe
Date of Issue:	19 May 2025

Table of Contents

Part 1: Proposal Procedures

Part 2: Statement of Requirements

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

PART 1: REQUEST FOR PROPOSALS PROCEDURES

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.

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.

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. Part 3: Contract Agreement is provided not for completion at this stage but to enable Consultants to note the Contract terms they will enter into if their bid is successful.

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.

Preparation of Technical Proposals:

Technical proposals should contain the following documents and information:

1. the Technical Proposal Submission Sheet in this Part;
2. a brief methodology for performing the services;
3. a workplan, showing the inputs of all key staff;
4. CVs of key staff;
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;
6. a copy of your certificate of registration demonstrating your registered supplier status;
7. a copy of your Indigenisation Certificate, if applicable;
8. a copy of your tax clearance certificate and VAT registration;

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;

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)**

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

Basis of Pricing and Payment:

The contract will be a lump sum based 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.

Clarification of the request for proposals document may be requested in writing by any Consultant up to npa.procurement@gmail.com.

There shall be no Pre-bid meeting.

Validity of Proposals:

The minimum period for which the Consultant's proposal must remain valid is 120 days from the deadline for submission of proposals.

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.

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 envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Proposals:

Bids must be submitted through Electronic Government Procurement Systems (e-GPS) portal <http://egp.praz.org.zw>

Date for Submission:	16 June 2025
Time of Submission	1000hrs
Address for submission:	https://egp.praz.org.zw

Means of acceptance:

Bids must be submitted through Electronic Government Procurement Systems (e-GPS) portal <http://egp.praz.org.zw>

Opening of Proposals:

The technical proposals will be opened on egp.

Financial proposals and technical evaluation will be done on E-GP.

Withdrawal, amendment or modification of Proposals:

A Consultant may withdraw, substitute, or modify its Proposals through the E-GP before deadline date.

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

Evaluation of Proposals:

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

For Quality and Cost Based Selection (QCBS)

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.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Technical Evaluation Criteria:

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

Specific Experience the past 5 years	[15] points
Educational Qualifications	[30] points
Methodology Proposed	[30] points
Key Personnel	[25] points

Total: 100 points

The minimum technical qualifying score required to pass the technical evaluation is 70 points.

For QCBS and SACSO add the following:

“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.

Total scores will be determined using a weighting of 70% for technical proposal and a weighting of 30% for financial proposal”

The weighting for technical proposal should be in the range of 70 to 90%, with the higher rating used where quality is of greater importance. The total of both weightings must be 100%

Currency:

Proposals must be priced in United States Dollars

The currency of evaluation will be in United States Dollars.

Proposals in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve bank of Zimbabwe at <http://www.co.zw/> on the date of the submission deadline.

Recommendation for award:

The proposal with the best quality and cost- based selection method will be recommended for award of contract, subject to any negotiations required.

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

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 in accordance with part 3 of the contract. Unsuccessful Consultants will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the 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 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.

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.

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.

Declaration by the Accounting Officer

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



Acting Secretary



**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)**

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

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: 60 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.

Technical Proposal Authorised By:

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

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)**

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

Firm
Address:
.....
Corporate Seal (where appropriate)

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)**

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

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: _____ {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:	
.....	
Corporate Seal (where appropriate)	

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)**

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

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	
Reimbursable Costs	
VAT	
Total Cost of Financial Proposal¹	

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

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)**

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

BREAKDOWN OF CONTRACT PRICE (FEES)

{Complete this form with details of all your costs and submit it as part of your financial proposal. Authorise the rates quoted in the signature block below. Where this is a lump sum contract, the total price will be the contract price and the breakdown will be used only to determine the price of any additional services. Where this is a time-based contract, the breakdown will be used as the cost estimates and payment will be made for the services actually performed and costs actually incurred.}

Currency of Costs: _____

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Unit Rate	Total Price
Sub Total:				

Breakdown of Contract Price Authorised By:

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

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)**

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

BREAKDOWN OF CONTRACT PRICE (REIMBURSABLES)

Currency of Costs: _____

REIMBURSABLE COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Sub Total:				

Breakdown of Contract Price Authorised By:

<p>Signed</p> <p>In capacity of:</p> <p>Duly authorised for and on behalf of:</p> <p>Firm</p> <p>Address:</p> <p>.....</p> <p>Corporate Seal (where appropriate)</p>	<p>Name:</p> <p>...</p> <p>Date:(DD/MM/YY)</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)**

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

Appendix A: Methodology and Work Plan

{Describe the methodology and work plan you would propose to use in meeting the requirements in the statement of requirements in Part 2.}

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
CONSULTANCY SERVICES (WEBSITE DEVELOPMENT)**

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 1: PROPOSAL PROCEDURES

Appendix B: Experience and qualifications

{Provide background information about the consultancy firm that is bidding for the Contract and of any other firm that is associated with this bid. State whether any of the required services will be sub-contracted. Describe the experience of the firm in performing similar consultancy Contracts, if so required by the instructions in Part 1.

Name the key personnel who will perform the requirements under the Contract, their proposed period of engagement, including working hours and holidays, and describe their qualifications and experience in working on similar Contracts, distinguishing between foreign consultants and national (Zimbabwean) consultants. Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved.}

PART 2: STATEMENT OF REQUIREMENTS

A: Terms of Reference

Title

Request for Proposal: Design, Development, Hosting, and Email Services for the National Prosecuting Authority of Zimbabwe (NPAZ) Website

Location

Harare

Type of Contract

Consultant

About

The National Prosecuting Authority is responsible for instituting and undertaking criminal prosecutions on behalf of the State and discharging any functions that are necessary or incidental to such prosecutions.

Scope of Work

1.0 Background

The National Prosecuting Authority of Zimbabwe (NPAZ) seeks from qualified vendors to develop, host and provide email services for a comprehensive website. This new platform aims to enhance operational efficiency, public outreach and internal communication, reflecting the NPAZ's commitment to transparency and accessibility.

2.0 Objectives

The National Prosecuting Authority of Zimbabwe (NPAZ) is inviting proposals from reputable and qualified companies with a track record of success in designing and producing digital solutions and provide email services. The objectives of this project are:

2.1 Website Objectives

1. Enhance Interaction and Collaboration: Promote interaction and collaboration among key users of the website.
2. Comprehensive Design: Undergo a comprehensive design to enhance the website's overall appearance and functionality.
3. User-Friendly Interface: Present content in a more organized, visually appealing, and user-friendly manner.

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

4. Robust Server Security: Ensure robust server security to protect against cyber threats and data breaches.
5. Ease of Management and Administration: Facilitate ease of management and administration for the website.

2.2 Email Services Objectives

1. Secure and Reliable Email Services: Provide secure and reliable email services for NPAZ staff.
2. Email Account Management: Enable administrators to create, delete, and manage email accounts.
3. Email Forwarding and Aliases: Implement email forwarding and aliases to enhance communication.
4. Spam Filtering and Virus Scanning: Configure spam filtering and virus scanning to protect against email threats.
5. Email Encryption: Implement email encryption to ensure secure email communication.

2.3 Technical Objectives

1. Modern Technologies: Implement modern technologies to ensure the website and email services are up-to-date and scalable.
2. Dynamic Content: Allow for dynamic content to enhance user engagement and experience.
3. API Integration: Use APIs to integrate the website with email services and other relevant systems.
4. Single Sign-On (SSO): Implement SSO to enable seamless access to the website and email services.

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

3.1 Functional requirements

Item	Requirement	Description
1	Website Pages	– The website should have all the pages as per NPAZ requirements, these pages should also include standard pages such as contact us, about us, home page.
2	Admin Dashboard	– The website should have an admin dashboard that will allow the NPAZ admin to: a. Administrative and technical support, hosting, and quality control (creation, deletion, and editing of content). b. Provision of a cPanel or Plesk dashboard will be an added advantage.
3	Audit trail	– The website should have an audit trail of all the activities happening on the website.
4	Analytics	– The website should have analytics that will allow NPAZ to see all the activities that are happening on the website eg. Google Analytics
5	News and blog/feeds	– The website should have a news and blogs section regularly updated.
6	Reports	– The website supplier should generate website reports on a monthly basis based on the analytics and determine or recommend solutions.
7	Social Media Integration	– The website should be integrated to social media platforms.

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

8	SEO	– The website should give technics for visibility for SEO .
9	Emergence Notification Banner	– The website should allow for an emergency banner display.
10	Licensed Plugins	– Use of licensed plugins always is requested

3.2 Non- Functional requirements

Item	Requirement	Description
1	Responsiveness	– The website should be displayed on different screen sizes without distorting the content
2	Security	– The website should have security such as an SSL certificate etc
3	Availability	– The website should be available 24/7
4	Back up and Disaster recovery (DR)	– The website should allow for scheduled backups – Service provider to give us a DR plan
5	UI & UX	– The website should allow for easy navigation, have a beautiful look and feel and avoid deep links – The website should utilize pictures and relevant icons – The website should speak to the branding of NPAZ in terms of colors, icons, pictures, and logos.

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

6	Training	<ul style="list-style-type: none">- The website supplier should train NPAZ ICT support staff and system administrators to perform the content upload, system maintenance, and administration.
7	User Manuals	<ul style="list-style-type: none">- Develop a detailed Website user manual
8	Source code handover	<ul style="list-style-type: none">- Full source code including all developed libraries shall be handed over to NPAZ.
9	Methodology	<p>The website development methodology should include:</p> <ul style="list-style-type: none">-Workshops with NPA stakeholders to gather insights and expectations, and provide a demo website- Agile development approach: The website development should follow an agile approach, with iterative and incremental development.- Regular progress updates: The website supplier should provide regular progress updates to NPAZ, including milestones achieved and upcoming tasks.- Testing and quality assurance: The website supplier should conduct thorough testing and quality assurance to ensure that the website meets the requirements.- User acceptance testing: The website supplier should conduct user acceptance testing with NPAZ to ensure that the website meets the requirements.- Deployment and maintenance plan: The website supplier should provide a deployment and maintenance plan, including details on how the website will be deployed, maintained,

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

and updated.

4.0 Deliverables

4.1 Key features:

- Add feed links with integrated social media posting (NPAZ has active and highly interactive X and Facebook accounts; the website should facilitate the streaming of information between these different platforms)
- Responsive design
- Multiple page styles and custom post types
- Language options feature in resources and guidance templates.
- Search function for pages such as success stories page, comprehensive search functionality to the website by free text
- An interactive map that can be constantly updated to show areas of impact
- Ability to upload materials (documents, pictures, videos) to the website which will have a secure storage system accessible only by NPAZ administrative staff the website
- Signup for the latest news that leads to newsletter signup feature
- A call for suppliers' functions that allow the site to pre-screen the applicants based on the conditions that will be provided and to those that succeed on the pre-screening conditions, to be loaded into a DB with their attached documents.
- A user-friendly Dashboard or report generation link for navigation and or collection of call for supplier's data as provided in the DB.
- A recruitment portal /page to advertise and initiate the recruitment process.
- A dashboard to administer the application process design application forms to HR specifications as will be stated in the HR recruitment BSR.

4.2 Website hosting:

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

Part 3: Contract

- The website should be moved to a secure server to protect sensitive information.
- The server should support the technologies used in building the site which may include PHP, and MySQL.
- Resource Scalability: The hosting solution should be able to scale to accommodate increasing traffic and user engagement.
- Reliability and Uptime: The hosting solution should provide high reliability and uptime to ensure that the website is always available to users.
- Security Measures: The hosting solution should include robust security measures to protect against cyber threats and data breaches.
- Data Backup and Recovery: The hosting solution should include regular data backup and recovery processes to ensure that data is safe and can be easily restored in case of a disaster.

4.3 Website maintenance:

- Website content updates: the contracted web development company will assist with the content update when the changes to be made are not possible from the dashboard user interface. It should endeavour that as many changes as possible be made to the dashboard user interface, including the website's current functionality to add/customize content.
- The contracted web development company will maintain a full backup of the website throughout the duration of the contract. The backup, code, and source files will be delivered in full to the client at the closing of the contract. A time frame for regular backups is to be agreed upon.
- The contracted web development company will have an automated testing system that checks for broken hyperlinks on the site.
- The contracted web development company will verify regularly that the site is up and running and will notify of and revert to the backup whenever necessary.
- The contracted web development company will give guidance on using the admin interface of the website.

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

- Monitor the server logs to see the most popular pages and downloads and generate regular reports. Providing this report in the dashboard will be a greatly welcomed feature.

Deliverable Clause

The contract may be amended with time and materials to capture new specific developments on the site upon request of NPAZ.

NOTE: NPAZ will consider proposals only from companies legally registered to operate within Zimbabwe, and able to offer services on a contract basis.

5.1 Work setting

The work setting for the assignment will include different aspects:

Timing and duration of the assignment

- The duration of the contract will be 2 years.

The development of the website is to be ready in three months' time starting from the date of signing the contract.

The user manual, webinar, and maintenance of the new webpages will be done from the fourth week of the contract.

Briefing/debriefing arrangements.

- An agile process is to be implemented. The company will work in close consultation and under the supervision of Corporate Affairs and ICT. They will follow up the design process by answering questions related to the requirements and requesting changes where they see fit.
- The NPAZ Corporate Affairs in close consultation with the Team leaders of the Databases and ICT will assess the services and outputs of the contracted company.

Note: All developments including source code remain the property of NPAZ

B: Key Personnel

PART 3: CONTRACT FOR CONSULTANTS' SERVICES

Time-Based/Lump Sum Contract *[Delete whichever is not applicable]*

between

[name of the Procuring Entity]

and

[name of the Consultant]

Dated: _____

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

Contract

[Text in brackets [] is for the guidance of the person who drafts the document; all notes should be deleted in final text]

This CONTRACT (hereinafter called "the Contract") is made on the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[full name and address of Procuring Entity]* (hereinafter called the "Procuring Entity") and, on the other hand, *[full name of Consultant]* (hereinafter called the "Consultant").

[Note: If the Consultant consist of more than one entity, the above should be partially amended to read as follows: "... (hereinafter called the "Procuring Entity") and, on the other hand, a joint venture/consortium/association consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Consultant's obligations under this Contract, namely, [name of Consultant] and [name of Consultant] (hereinafter called the "Consultant").

WHEREAS

- (a) the Procuring Entity has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Procuring Entity that he has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Procuring Entity has secured budgeted funds towards the cost of the Services and intends to apply a portion of the funding to eligible payments under this Contract, it being understood that such payments will be subject, in all respects, to the terms and conditions of the contract;

NOW THEREFORE the Parties hereby agree as follows:

1. The following documents (hereinafter called "the Contract Documents") attached hereto shall be deemed to form an integral part of the Contract:

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) The following Appendices: *[Note: If any of these Appendices are not used, the words "Not Used" should be inserted below, next to the title of the Appendix]*

Appendix A: Methodology and Work Plan *{This should be in accordance with Section A of the Statement of Requirements}* *[Not used]*

Appendix B: Experience and Qualifications of Key Personnel *{This should be in accordance with Section B of the Statement of Requirements.}* *[Not used]*

Appendix C: Cost Estimates *[Not used]*

This Contract shall prevail over the Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

2. The reciprocal rights and obligations of the Parties shall be as set forth in the Contract and the Contract Documents, in particular:
 - (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring Entity shall make payments to the Consultant in accordance with the provisions of the Contract.

3. Irrespective of when the Contract is signed by the Parties, the Effective Date of the Contract is the date referred to in clause 2.1 of the General Conditions of Contract, i.e. the date of the Procuring Entity's notice to the Consultant instructing the Consultant to begin carrying out the Services.

IN WITNESS WHEREOF, the Parties have caused the Contract to be signed in their respective names.

For and on behalf of	<i>[name of Procuring Entity]</i>
Signed: <i>[Authorized Representative]</i>
Name:	
In capacity as:	
For and on behalf of	<i>[full name of Consulting Company]</i>
Signed: <i>[Authorized Representative]</i>
Name:	
in capacity as:	

[Note: If the Consultant consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of	each of the Members of the Consultants
Name of Member:	
 <i>[Authorized Representative]</i>
Name of signatory:	
in capacity as:	
Name of Member:	
 <i>[Authorized Representative]</i>

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/REF/002/2025**

Part 3: Contract

Name of signatory:

in capacity as:

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

General Conditions of Contract

Any resulting contract placed shall be subject to the General Conditions of Contract (GCC) for the Procurement of Consultancy Services (copy available on the Authority's website or on request) except where modified by the Special Conditions below.

Special Conditions of Contract

The clause numbers given in the first column correspond with the relevant clause numbers of the General Conditions of Contract.

GCC reference	Amendment or supplement to the General Conditions of Contract for Services
1.4	<p>The address for the Procuring Entity is:</p> <p><i>[Address]</i></p> <p><i>[Address]</i></p> <p>Email:</p> <p>The address for the Consultant is:</p> <p><i>{Consultant to provide contact details}</i></p> <p>Email:</p>
1.5	The location for the performance of services are <i>[provide details]</i>
1.6	The Member in Charge is <i>{Consultant to provide details}</i>
1.7	<p>The Authorized Representatives are:</p> <p>For the Procuring Entity: <i>[Insert name and telephone number]</i></p>
	For the Consultant: <i>{insert name and telephone number}</i>

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

GCC reference	Amendment or supplement to the General Conditions of Contract for Services
	<p><i>[If the Consultant consists of a joint venture/consortium/ association of more than one entity, specify the entity that is authorised to act on behalf of the other entities in exercising all the Consultant's rights and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.]</i></p>
1.8	<p>Taxes and duties: The Consultant, Sub-Consultants and Personnel shall pay all such indirect taxes, duties, fees and other impositions as are levied under the laws of Zimbabwe. <i>[Amend if any tax exemptions apply.]</i></p>
1.10	<p>Nationals of the following countries are ineligible for performance of this Contract <i>[Insert ineligible countries or state none]</i></p>
2.1	<p>The effectiveness conditions are the following: <i>[insert conditions]</i> <i>[Note: List here any conditions of effectiveness of the Contract, e.g., Procuring Entity's approval of Consultant's proposals for appointment of specified key staff members, etc. If there are no effectiveness conditions, delete this and Clause SC 2.1 from the SC].</i></p>
2.3	<p>Latest time for commencement of services <i>[insert time period, e.g.: 30 days]</i> days after the Effective Date.</p>
2.4	<p>The Contract shall expire after <i>[insert time period, e.g.: twelve months]</i> from the Effective Date.</p>
3.5	<p>Insurance to be taken out by the Consultant. The risks and the coverage shall be as follows:</p> <ul style="list-style-type: none"> (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage of <i>[insert amount and currency]</i>; (b) Third Party liability insurance, with a minimum coverage of <i>[insert amount and currency]</i>; (c) professional liability insurance, with a minimum coverage of <i>[insert amount and currency]</i>; (d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and (e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services. <p><i>[Note: Delete what is not applicable].</i></p>

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

GCC reference	Amendment or supplement to the General Conditions of Contract for Services
3.7	Consultant's actions requiring the Procuring Entity's prior approval: <i>[State any other actions for which the Procuring Entity's prior approval is required or state none.]</i>
3.9	Restrictions on the future use of documents and software prepared by the Consultant: <i>[All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract shall become and remain the property of the Procuring Entity. State any additional restrictions that shall apply to the future use of these documents and software.]</i>
3.12	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule to the Regulations is due upon the signing of the Contract and the applicable Fee is \$ <i>[State applicable fee or delete]</i> .
4.6	Resident Project Manager: <i>[State whether a Resident Project Manager is required and, if so, the period of residence and the terms and conditions of his residence in Zimbabwe.]</i>
5.1	Assistance and exemptions: <i>[State whether any exceptions are to be made to the provisions of GCC 5.1. and any additional assistance that will be provided by the Procuring Entity]</i>
5.4	Services, Facilities and Property of the Procuring Entity: <i>[State the services facilities and property that will be made available free of charge to the Consultant and Personnel during the period of performance of the Contract and how/when they will be made available.]</i>
5.6	Counterpart Personnel: <i>[Provide information about the professional and support counterpart personnel that will be made available free of charge to support the work of the Consultant, including any restrictions on dates or hours of work.]</i>
6.1	Contract Price: The contract price is <i>[insert amount(s) and currency(ies)]</i>
6.2(b)	Type of Contract: Lump Sum /Time Based contract <i>[Select the type of contract]</i>
6.5(a)	<p>The following payment schedule shall apply: <i>[insert payment terms agreed]</i></p> <p>[Note on payment schedules for Lump Sum contracts]</p> <p>(a) The following clause is a sample only and must be amended to suit the particular assignment; (b) if payments in different currencies do not follow the same schedule, add separate schedules; (c) all payments should be linked to a specific event or deliverable, which should be determined from the TOR, but could include reports, workshops, documents etc and (d) the payment schedule should take into account the length of the assignment and whether the Consultant is likely to have high mobilization costs e.g. where foreign Consultants are invited, mobilization costs may be high, as flights,</p>

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

GCC reference	Amendment or supplement to the General Conditions of Contract for Services
	<p>subsistence etc will have to be paid and an advance payment, or payment on inception report should be considered, but where an assignment is only a few weeks and all Consultants are local, full payment on completion may be acceptable.</p> <p>[Sample clause for Lump Sum contracts – amend as required]</p> <ul style="list-style-type: none"> • Thirty (30) per cent of the lump-sum amount shall be paid upon submission of the inception report. • Fifty (50) per cent of the lump-sum amount shall be paid upon submission of the draft final report. • Twenty (20) percent of the lump-sum amount shall be paid upon approval of the final report. <p>[Note on payment schedules for Time-Based contracts]</p> <p>Payments are typically made monthly or quarterly for the actual inputs provided. The payment schedule should be specifically drafted for each contract.</p> <p>[Sample clause for Time-Based contracts – amend as required]</p> <ul style="list-style-type: none"> • Monthly payments shall be made for the actual inputs provided and reimbursable costs incurred by the Consultant, against invoices supported by itemized statements and supporting documentation. • The final payment shall be made after submission and approval of the final report and a final statement of expenditure.”]
6.5(b)	The Consultants Account(s): <i>{Consultant to insert Bank Account details for payment}</i>
6.5(c)	Advance Payment: <i>[State whether any advance payment will be made and, if so, the amount of such advance payment and any conditions for its use. Any advance payment must be supported by an Advance Payment Guarantee, as at Appendix D.]</i>
6.6(a)	Payment period: Payments shall be made within 60 days from submission of a correct payment request. <i>[Amend as necessary]</i>
6.6(b)	<p>Payment Documentation: The following documentation shall be required to support request for payment: <i>[List the full requirements for documentation to effect payment e.g.:</i></p> <p>Sample clause for Lump Sum Contracts</p> <p><i>(a) reports or other deliverables</i></p> <p>Sample clause for Time Based Contracts</p> <p><i>(a) timesheets for key Personnel signed by the Procuring Entity;</i></p>

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

Part 3: Contract

GCC reference	Amendment or supplement to the General Conditions of Contract for Services
	(b) evidence of reimbursable expenditure, including tickets, boarding passes and other receipts
6.6(d)	Interest for late payment: <i>[State whether interest will be paid at the rate set by the Reserve bank of Zimbabwe for payments that are delayed by more than fifteen days beyond the due date.]</i>
6.7	Price Adjustment: <i>[State whether any price adjustment will be allowed and, if so, the basis for any such adjustment.]</i>

Appendices for Lump Sum Contracts

APPENDIX A – STATEMENT OF REQUIREMENTS

[Note: This Appendix will include the final Terms of Reference, including the methodology and work plan, worked out by the Procuring Entity and the Consultant during technical negotiations, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, reporting requirements, list format, frequency, and contents of reports; persons to receive them; dates of submission, etc.]

APPENDIX B - KEY PERSONNEL AND SUB-CONSULTANTS

[Note: List:

Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Personnel to be assigned to work on the provision of consultancy services, indicating whether foreign or Zimbabwean, number of days allocation and, for foreign personnel, distinguish between home and field days allocated.

Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved].

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 2: STATEMENT OF REQUIREMENTS

APPENDIX C - BREAKDOWN OF CONTRACT PRICE

[Note: List here the elements of cost used to arrive at the breakdown of the lump-sum price:

- 1. Daily/Monthly rates for Personnel (Key Personnel and other Personnel).*
- 2. Reimbursable expenses.*

This appendix will exclusively be used for determining remuneration for additional services].

Appendices for Time-based Contracts

APPENDIX A – STATEMENT OF REQUIREMENTS

[Note: This Appendix will include the final Terms of Reference, including the methodology and work plan, worked out by the Procuring Entity and the Consultants during technical negotiations, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Procuring Entity, Reporting requirements, List format, frequency, and contents of reports; persons to receive them; dates of submission, etc.]

DESCRIBE ANY INTENDED TRANSFER OF KNOWLEDGE TO CONSULTANTS AND OTHER PERSONNEL IN ZIMBABWE AND HOW THIS TRANSFER WILL BE ACHIEVED].

APPENDIX B - KEY PERSONNEL AND SUB-CONSULTANTS

[Note: List:

Titles [and names, if already available], detailed job descriptions and minimum qualifications of Key Personnel to be assigned to work on the provision of consultancy services, indicating whether foreign or Zimbabwean, number of days allocation and, for foreign personnel, distinguish between home and field days allocated.

APPENDIX C - COST ESTIMATES

[Note: List hereunder cost estimates:

1. (a) *Monthly rates for Foreign Personnel (Key Personnel and other Personnel)*
- (b) *Monthly rates for local Personnel (Key Personnel and other Personnel).*
2. *Reimbursable expenses (items that are not applicable should be deleted; others may be added):*
 - (a) *Per diem allowances for each of the Personnel for every day in which such Personnel shall be absent from his or her home office.*
 - (b) *Air transport for Foreign Personnel: the cost of international transportation of the foreign Personnel by the most appropriate means of transport and the most direct practicable route to and from the Consultants' home office. In the case of air travel, this shall be by less than first class;*
 - (d) *Miscellaneous travel expenses: the fixed unit price per round trip for miscellaneous travel expenses such as the cost of transportation to and from airports, airport taxes, passport, visas, travel permits, vaccinations, etc.*
 - (e) *Other expenses, such as communications, printing, workshop or conference expenses etc.]*

REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF

PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025

PART 2: STATEMENT OF REQUIREMENTS

APPENDIX D: ADVANCE PAYMENT SECURITY

[Delete page if no Advance Payment is required in the SCC]

[The bank, as requested by the successful Consultant, must fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year)]*

Procurement Reference No: *[insert reference]*

[Issuing bank's letterhead]

Beneficiary: *[insert legal name and address of Procuring Entity]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We have been informed that *[name of the Contractor]* (hereinafter called "the Contractor") has entered into Contract No..... *[procurement reference number of the Contract]*, dated *[insert day and month]*, *[insert year]* with you, for the execution of *[name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum of *[name of the currency and amount in figures]* ¹ (..... *[amount in words]*) is to be made against an advance payment guarantee.

At the request of the Contractor, we *[name of the Bank]*, hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[name of the currency and amount in figures]** (..... *[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number*[Contractor's account number]*. at *[name and address of the Contractor's Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that eighty (80) percent of the Contract Price has been certified for payment, or on the day of ², whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months][one year]*, in response to your written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.
.....

[Seal of Bank and Signature(s)].....

Note –

All italicized text is for guidance in preparing this demand guarantee and must be deleted from the final document.

1 The Guarantor must insert an amount representing the amount of the advance payment denominated either in the currency(ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.

**REQUEST FOR PROPOSALS DOCUMENT FOR THE SELECTION OF
PROCUREMENT REFERENCE NO: NPAZ/RFP/002/2025**

PART 2: STATEMENT OF REQUIREMENTS

2 *Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee*