

REQUEST FOR QUOTATIONS

OUR REF: MMCZ/Code of ethics training

To: All suppliers

Publication Date: 27 March 2023

Closing date: 30 March 2023

Closing time: 10:00 hours

Return Quotation to:

proc@mmcz.co.zw

Procurement Management Unit
MMCZ Building, 90 Mutare Road
Msasa, Harare

Contact details

+263 (242) - 487 200-4

ITEM	DESCRIPTION OF REQUIREMENTS	QUANTITY
1	Provision of training services for: Code of Ethics	117 Employees To be divided into approximately four groups, 30 people per group.
2	Proposed Dates: Mid-April 2023 Proposed Venue: Cresta Sango Conference, Msasa Harare	<div style="border: 1px solid blue; padding: 5px;"> <p>MINERALS MARKETING CORPORATION OF ZIMBABWE</p> <p>27 MAR 2023</p> <p>PROCUREMENT MANAGEMENT UNIT 90 MUTARE ROAD, MSASA</p> </div>
3	Duration of the workshop: One day per group	

EVALUATION CRITERIA

1. PRELIMINARY EVALUATION

Submit copies of the following documents

- Current proof of registration with the Procurement Regulatory Authority of Zimbabwe in the specified category Copy (attach a copy of the PRAZ registration certificate)
- Copy of a valid Tax Clearance Certificate from ZIMRA
- Copy of a valid NSSA Clearance Certificate
- VAT registration certificate for registered bidders
- CR14/CR6 showing the list of Directors
- Bidders should submit at least three trade references of where similar services have been provided in the last two years with either a company listed on the Zimbabwean Stock Exchange, Government Departments or any Ministry or any other reputable companies

- Bidder should submit a Curriculum Vita for the facilitator who shall be offering the training services showing relevant experience and qualifications, as tabulated under the technical table.

2. TECHNICAL EVALUATION

Subject	Requirement	Compliant/ Compliant	Non-
Scope of works	The consultant shall be responsible for the following: a) offering training services on the Code of ethics for different groups of MMCZ employees		
Outcomes/ deliverables	The content should cover but not be limited to the following areas:		
	a) ethical conduct in both in and out of office		
	b) Customer privacy and data protection		
	c) Common ethical dilemmas		
	d) Building good employer relationships and the values of trust, honesty, and truthfulness become the hallmark of such a relationship		
	e) Enabling employees to understand how business ethics relates to all operational issues in the Corporation including understanding the key role played by stakeholders		
	f) Ethics program should help communication of the Corporation's business philosophy to employees and improve the Corporation's reputation		
	g) Teaching employees to make good decisions that are consistent with the Corporation's culture		
Location(s)	The training services shall be conducted at Cresta Sango Conference Centre, Msasa Harare, (set as a provisional venue).		
Time of performance	The training shall be a one-day session for each group. Unless otherwise, please indicate		
Duration of contract	The contract shall be valid for this training period only.		

MINERALS MARKETING
CORPORATION OF ZIMBABWE
27 MAR 2023
PROCUREMENT MANAGEMENT
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<p>Personnel</p>	<p>The facilitator should have the following minimum qualifications:</p> <ul style="list-style-type: none"> • Education: Master’s Degree in Strategic Management and Corporate Governance, or a related field • Accreditations for Code of ethics training • Language: Good business language skills in English, and fluency in Shona and Ndebele is an advantage • Professional experience: At least 5 years of training in Code of Ethics • Proven record of previous training in the Code of Ethics for reputable companies 	
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3. FINANCIAL EVALUATION

The bidder should provide the total costs for training sessions,

- 3.1 Quotations should be in USD and payment shall be done in the same currency in Nostro accounts unless there are policy changes. The Corporation does not make offshore payments.
- 3.2 Bidders who are VAT registered should be able to produce Fiscal Tax Invoices with all the fiscal features

The contract shall be awarded to the bidder after three stages of evaluation. specifications. Late bids shall not be accepted.

Responses should be sent in pdf format as a single file to proc@mmcz.co.zw

