

REQUEST FOR QUOTATIONS

OUR REF: MMCZ/RFQ118/liquid fuel training

To: All suppliers

Publication Date: 30 June 2023

Closing date: 05 July 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: <ul style="list-style-type: none">Liquid fuel management	8 employees

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.



1. TECHNICAL EVALUATION

Subject	Requirement	Compliant/ Compliant	Non- Compliant
Scope of works	The consultant shall be responsible for the following: a) offering training services on liquid fuel management both theory and practical b) offer training certificates		
Outcomes/ deliverables	The content should cover but not be limited to the following areas:		
	i. Types of fuel and their characteristics.		
	i. Above-ground tank storage management		
	ii. Fuel decanting procedure		
	iii. Fuel inventory management (wet stock management)		
	iv. Daily fuel management procedure		
	v. Health and safety management		
	vi. Fire fighting		
	vii. Record keeping		
	viii. Fuel dispensing		
	ix. Spillage management		
	x. Lubricants training		
	xi. Pump attendance procedure		
xii. Calibration			
Location(s)	Harare		
Time of performance	5 consecutive days as follows: 2 days theory for each group of four members 1 day practical at MMCZ Head Office for all the eight members		
Duration of contract	The contract shall be valid for this training period only.		
Requirements	<ul style="list-style-type: none"> Education: IFS (International Forecourt standards forum ICC Health and Safety certification Trade Measures Certificate 		

Personnel	The facilitator should have: <ul style="list-style-type: none"> • Proven record of previous training in liquid fuel management for reputable companies including State Enterprises 	
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2. FINANCIAL EVALUATION

The bidder should provide the total costs for training sessions,

- 2.1 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.
- 2.2 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. Late bids shall not be accepted.

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

