



Infrastructure Development Bank of Zimbabwe

REQUEST FOR EXPRESSIONS OF INTEREST FOR PROVISION OF CONSULTING SERVICES (Firms Selection)

Subject	Engagement of a Consulting Firm to undertake a Survey on Abandoned Vehicle Shells and Associated Metal Objects in Harare and Bulawayo
Brief Description	Expression of Interest for Engagement of a Consulting Firm to undertake a Survey on Abandoned Vehicle Shells and Associated Metal Objects in Harare and Bulawayo
Proposal Reference Number	IDBZ 132 of 2021

Section I
On 28 October 2020, an article from the United Nations Environment Programme (UNEP) highlighting the challenges faced by developing countries in disposing shells of millions of used cars, vans and minibuses exported from Europe, the US, Singapore, and Japan was shared with the Infrastructure Development Bank of Zimbabwe (IDBZ), therein after referred to as the Bank. The article highlighted that the vehicles exported to developing countries are of poor mechanical condition and quality, a major contributor to air pollution and climate change. At the end of their life span, or when they are damaged beyond repair through accidents, the vehicle shells are mostly abandoned in homes, garages and along highways.

In Zimbabwe, abandoned vehicle shells, mainly a result of road accidents is a common sight on the country's highways. Other areas where abandoned vehicles can be seen include public car parks, garages, along roads in residential areas and highways, people's residences in both urban and rural areas. This points to a real dilemma associated with disposal of the shells in Zimbabwe. There is need for a sustainable solution to the current haphazard disposal of car shells and the associated negative aesthetic, environmental and social impacts.

The extent of the problem of abandoned vehicle shells and associated metal objects in Zimbabwe is not documented and as such it is difficult to estimate the magnitude of the problem. In view of this, the Bank is sponsoring a survey to establish the extent of the problem in Harare and Bulawayo, and the highway between the two cities. The survey is expected to come up with an inventory of the abandoned vehicles and objects in each of the two cities. The data will be used to find alternative ways to sustainably manage the challenge of abandoned vehicles and objects in Zimbabwe.

Geographic Location of the Project

The proposed survey will be done in Harare and Bulawayo Metropolitan Provinces and will also cover the entire highway between the two cities, accounting for any such shells and related metal objects on roadsides.

Objectives of the Survey

The purpose of the survey is to determine the extent of the problem of abandoned vehicle shells and associated metal objects in Zimbabwe using Harare and Bulawayo as case studies. The specific objectives are:

- a) To determine the policy position of the two (2) cities with regards to the handling and disposal of vehicle shells and associated metal objects.
- b) To develop a comprehensive inventory of players, both formal and informal, in the scrap metal industry in the two (2) cities and investigate their capacity to recover and recycle/reuse vehicle shells and associated metal objects.
- c) To determine the extent of the abandoned vehicle shells and associated metal objects problem in each of the two (2) cities.
- d) To investigate the nature of environmental and social impacts associated with abandoned vehicle shells and associated metal objects.
- e) To make recommendations on how the IDBZ can intervene to bring about a sustainable solution to the problem in the two (2) cities and at national level.

Knowledge generated from this survey is expected to help rid the environment of the vehicle shell and metal objects menace while at the same time creating a livelihood for some people.

Scope of Assignment

The following are the terms of reference for the study:

- **Development of an appropriate study methodology** – The Consultant will develop an appropriate study methodology (including the key assumptions) and survey instruments which will enable the determination of the extent of the problem in the two cities.
- **Conducting the survey** – The Consultant will carry out the study based on the proposed methodology.
- **Stakeholder consultation** – The Consultant shall undertake a gender inclusive stakeholder consultation involving the two (2) local authorities, relevant Government departments, parastatals, businesses, and business associations dealing with metal waste. A preliminary list of stakeholders for the survey should be included in the technical proposal.
- **Reporting** – The Consultant will compile a report with findings of the study including an inventory of the vehicle and metal waste, opportunities, and action plan for addressing the challenge of abandoned vehicle shells and associated metal objects.

Section II

The IDBZ now invites eligible Zimbabwe Consulting Firms to indicate their interest by way of an Expression of Interest (EOI) in accordance with requirements stated herein in providing the services as specified in this document. Interested Consultants Firms should provide information demonstrating that they have the required experience, competences, skills, and qualifications relevant for performance of the services whether as individual firms, joint ventures or as consortia. The Consultant shall submit Company profiles, Company registration documents, Curriculum Vitae of key personnel and professional staff, brochures, description of similar assignments previously undertaken, experience under similar environment or conditions. The Consulting Firm must demonstrate that they have fully established business offices. Prospective Consulting Firms may constitute joint ventures where necessary to enhance their capacity to undertake the assignment.

A. Eligibility Criteria

- i. The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
- ii. Consulting Firms must be duly registered Zimbabwean Firms.

B. Evaluation/Qualification Criteria

- i. The Consulting firm shall have at least five (5) years’ relevant professional experience in conducting similar assignments, such as baseline surveys.
- ii. Shall demonstrate experience in similar assignments implemented fully

- and successfully i.e. proven track record of consultancy for at least two (2) projects of a similar nature.
- iii. Preferable: knowledge on waste management and recycling

Please Note: The Start and End Date for each previous assignment must be clearly indicated.

The evaluation of Expressions of Interest documents shall be ascertained on compliance-based method.

Minimum Qualifying Criteria	Means verification	Reference Documents (Put page numbers from the proposal document)
Duly signed letter of Expression of Interest, which must be in the format of the template in Appendix A of Section III below	Completed and signed letter in the format in Appendix A	
The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).	Copy of excerpt for Government Gazette for 2021 / Proof of Payment of Annual Registration/ Certificate from PRAZ	
Zimbabwe consulting firms must have valid tax clearance certificates	Copies of valid tax clearance certificates i.e., expiring on 31 December 2021	
The Consulting firm shall have at least five (5) years’ relevant professional experience in conducting similar assignments, such as baseline surveys.	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
Shall demonstrate experience in similar assignments implemented fully and successfully i.e. proven track record of consultancy for at least two (2) projects of a similar nature.	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
The Consulting firms should have qualified personnel with expertise in undertaking the assignment. The list of key personnel should include: i) Lead Architect ii) Environmental Scientist iii) Social Scientist / Gender Expert Proposals must clearly indicate the names of the proposed Key Personnel as given above.	CVs with copies of educational documents and certifications	

A. Document Submission

The following documents should be submitted:

- i. Duly signed letter of Expression of Interest, which must be in the format of the template in **Appendix A** of Section III below.
- ii. Detailed company profile or brochures containing:
 - Legal status i.e., sole proprietorship / partnership /public or private limited company / consortium with name and addresses of proprietor / partner(s)/director(s).
 - Experience of the company together with verifiable details of previous / current corporate clientele.
 - Summary of curriculum vitae of key personnel and professional staff for assessment of capacities related to the assignment.
 - Tax Clearance Certificates.
 - Affidavit to the effect that the government / quasi-government or any autonomous body has never blacklisted the consulting firm.
 - Contact person for all matters related to this EOI including the designation of such person in the firm.
 - Affidavit on history of litigation if any.
 - All other documents which are considered relevant to assess the capability of the consulting firm.

Section III: Instructions to Consultants

A Consulting Firm will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter22:23] (“the Act”) and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018) (“the Regulations”). This opportunity is open to all Consultants who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of Contract for Consultancy Services. Short-listed Consultants will be invited to submit detailed technical and financial proposals, as described in Part 1 of the Request for Proposals Procedures in 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 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; URL <http://www.praz.gov.zw/index.php?lang=en>. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Prospective Consultants are not required to pay an administration fee to the Procurement Regulatory Authority of Zimbabwe for this tender outlined in Section 54 of the Act as set out in Part IV of the Fifth Schedule to the Public Procurement and Disposal of Public Assets Regulations (SI 5 of 2018) as amended by Statutory Instrument 219 of 2020.

The method of selection will be the Least Cost Selection Method in line with section 62 of the Public Procurement and Disposal of Public Assets Act [Chapter22:23].

The IDBZ will reject an Expression of Interest if it establishes that the Consultant 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. An expression of interest shall be rejected in this procurement process if a Consultant Firm engages in anti-competitive practices.

Interested Consulting Firms shall submit only one Expression of Interest document, either individually or as a partner in a joint venture / consortium. In case of joint venture / consortium, total similar projects will be counted as sum of Lead firm and partners / associates.

The Expression of Interest must be submitted electronically to procurement@idbz.co.zw by **21 October 2021 by 10:00hrs local time and clearly captioned “Expression of Interest for Engagement of a Consulting Firm to undertake a Survey on Abandoned Vehicle Shells and Associated Metal Objects (IDBZ 132 of 2021).**

Late expressions of interest will be rejected in line with the procedure set out in the PPDP Act.

Procurement Management Unit
Attn: Kenneth Geyi, Head – Procurement Management Unit
IDBZ House
99 Gamal Abdel Nasser Road, Harare, Zimbabwe
PO Box 1720
Harare, Zimbabwe
Tel: +263-24-2750171/8
Email: procurement@idbz.co.zw
Website: www.idbz.co.zw

Appendix A

Letter for submission of expression of interest (To be submitted with the application, signed and unaltered)

To: {Insert name of Procuring Entity}

With reference to your invitation for expressions of interest for {insert subject and proposal reference number}, we express our interest in bidding for a contract to provide these services.

We provide the following information in relation to the shortlisting criteria:

- 1. Qualifications and experience of the firm: {Insert relevant information}.
- 2. Availability of appropriate skills among staff: {Insert relevant information}.
- 3. Other shortlisting criteria: {Insert relevant information}.

We submit the following documents in support of this information {list any documents that were requested in the invitation for expressions of interest; if no documents were requested, delete this paragraph }.

{Delete whichever of the following statements do not apply:}

- 1. This firm will be the sole provider of the requested consultancy services. or
- 2. We propose to provide the requested consultancy services as part of a joint venture with {provide the name of the joint venture partner and details of the contribution the partner would make to the required consultancy services}. Or
- 3. We propose to engage as sub-contractors {provide the name of the sub-contractor and details of the contribution the sub-contractor would make to the required consultancy services}.

{In the case of 2 or 3 above} We confirm that the firm mentioned above has agreed to be associated with this expression of interest.

{Name and postal and physical address of firm submitting the expression of interest, together with name of contact person and contact details, including telephone number and email address. The firm's website address should be provided, if available.}

Expression of Interest Letter Authorised By:

Signed

Name:.....

In capacity of:.....

Date:.....(DD/MM/YY)

Duly authorised for and on behalf of:
Firm
.....

Address:.....

.....

Corporate Seal (where appropriate)

NATIONAL GROWTH AND TRANSFORMATION ENABLERS

www.idbz.co.zw



A member of the Deposit Protection Corporation

