

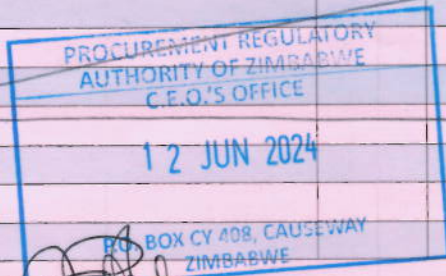


001473

PURCHASE ORDER

SUPPLIER'S DETAILS	TENDER	Number
Lonmak Strategic Staffing Services	DETAILS	Quotation/Bid Reference: 2FD
		Expiry date

No.	QTY.	DESCRIPTION	UoM	Unit Price	TOTAL
1	1	PRAZ Employee engagement survey as per terms of reference attached		3,105-00	3,105-00
Subtotal					3,105-00
VAT					Inc
GRAND TOTAL					3,105-00



Initiated by: S. Kudatwashe [Signature] Date: 12/06/24
Name and Signature

Approved by: T. Kangara [Signature] Date: 12/06/24
Name and Signature

Authorised by: F. Nehanda [Signature] Date: 12/06/2024
Name and Signature

Memorandum - Procurement Management Unit

To : Chief Executive Officer *pp*

From : Procurement Manager
Mr. T. Kangara *[Signature]*

From : Procurement Officer
Mr. S. Chikondori *[Signature]*

Date : 12 June 2024

[Handwritten Signature]
12/06/2024

PROCUREMENT OF CONSULTANCY SERVICES FOR EMPLOYEE ENGAGEMENT SURVEY.

The Human Resources and Admin Department would like to procure the following:

No	Description of Services
1	Engagement of a consultant to undertake the PRAZ employee satisfaction survey.

The following suppliers on the PRAZ registered suppliers' list were invited to submit quotations via the e-gp portal.

1. Industrial Psychology Consultants P/L
2. Lorimak Strategic Staffing Services P/L
3. Hatch Talent Solutions P/L

Three (3) companies responded to the RFQ on the date of closing.

Comparative Schedule

Rank	Bidder's Name	Qty	Total Price USD (Vat Inc)
1	Lorimak Strategic Staffing Services P/L	1	3,105.00
2	Hatch Talent Solutions P/L	1	4,250.00
3	Industrial Psychology Consultants P/L	1	4,600.00

Recommendations

The Procurement Management Unit is recommending an "Award" to *Lorimak Strategic Staffing Services PL* the lowest compliant bidder for consultancy services for PRAZ employee satisfaction survey fumigation services in the sum of USD 3,105.00 payable in ZiG at the prevailing official rate.

Compiled by:

S. Chikondori Procurement Officer)

Signature: *[Handwritten Signature]* Date: 12/06/24.

Compiled by:

T. Kangara Procurement Manager)

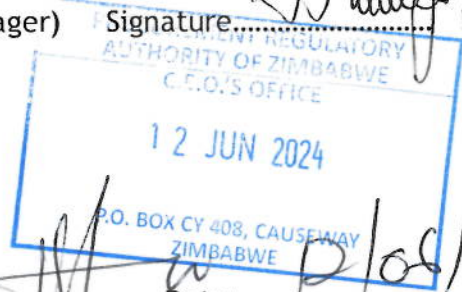
Signature: *[Handwritten Signature]* Date: 12/06/24

CHIEF EXECUTIVE OFFICER

[Handwritten mark]

Approved / Not Approved

Signature: *[Handwritten Signature]*



Date: 12/06/2024

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE (PRAZ)



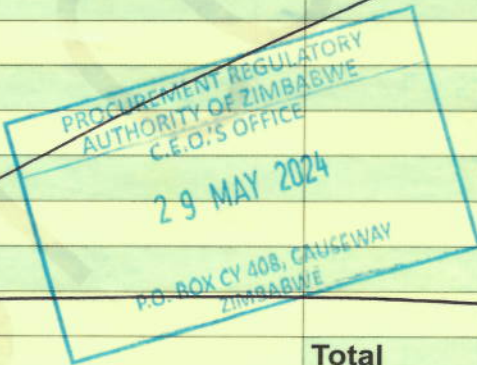
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PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
PURCHASE REQUISITION FORM

Purchase Requisition

No.....

DELIVERY: on or before.....

Quantity	Description	Last purchase Price	
		Unit Price ZW\$	Total PriceZW\$
	Being request to engage a consultant to carry out an employee engagement survey. - June 2024.		
			
Total			

Purpose: Consultant for employee engagement survey.....

Expenditure Budgeted—Yes/No Funds Available—Yes/No (Tick the applicable)

Requested by: S. MANDANDA Signature: [Signature] Date: 27/05/24

Recommended by: N. TONE Signature: [Signature] Date: 29/5/24

Budget Confirmed by: C. Chireya Signature: [Signature] Date: 29/05/24

CEO Approved/Not approved: C. GONDO P.P. Signature: [Signature] Date: 29/05/24

Date Received by Procurement Management Unit:

REQUEST FOR QUOTATION

To: _____

INTRODUCTION

The Procurement Regulatory Authority of Zimbabwe would like to engage a consultant to conduct employee satisfaction/engagement survey for its staff.

ORGANIZATIONAL BACKGROUND

The Procurement Regulatory Authority of Zimbabwe (PRAZ) is a statutory body established by the Procurement and Disposal of Public Assets Act [Chapter 22:23]. The Act mandates and empowers the Authority to regulate public procurement and the disposal of public assets so as to ensure that such procurement and disposal is affected in a manner that is transparent, fair, honest, cost effective and competitive.

PRAZ operationalize its mandate through the following:

1. Registration of bidders;
2. Capacity Building of Procurement Entities and Bidders;
3. Monitoring and Evaluation of Procuring Entities;
4. Being Secretariat to the Special Procurement Oversight Committee
5. Being Secretariat to the Appeals Committee;
6. Receipting and refunding of Bid Bonds;
7. Receipting and contract management fees
8. Issuing of guidelines on public procurement
9. Promotion of transparency through publishing tenders and tender
10. awards

PRAZ strives to create and maintain a conducive work environment for its employees, and this is achieved through the implementation of various human resource related interventions. It is with this in mind that the Organization has decided to carry out an Employee Satisfaction Survey for the second quarter of 2024. This survey will reveal key issues affecting employee morale and productivity, therefore enabling management to design well informed HR strategies and systems aimed at targeting high impact areas.

TERMS OF REFERENCE

1. Develop appropriate data collection and analysis tools that will accurately measure the levels of employees' satisfaction
2. Document the findings in simple graphics or models that can easily be interpreted and internalized by the PRAZ Board and staff.
3. Develop a composite measure of employee satisfaction and use it to determine the overall rating of the current level of satisfaction.
4. Prepare and deliver a comprehensive report detailing the methodology, findings and recommendations from the assessment.
5. Prepare and deliver an effective employee feedback mechanism that will help maintain and/or improve employee satisfaction and;
6. Draw up time bound recommendations to address issues that need attention that may arise from the satisfaction survey.

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To: _____

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STAFF COMPLEMENT

PRAZ has staff complement of 85 including Permanent Staff, Graduate Trainees and Interns. All stationed at the Head Office in Harare.

If interested, you are invited to submit a comprehensive quotation for the requirements.

Your quote must include the following:

- 1) **Price in USD but payable in Zimbabwe Gold (ZiG)** All cost elements must be indicated, i.e., unit price, VAT, total price, delivery, etc. No hidden/variable costs will be accepted.
- 2) **21 days delivery lead time (This is of paramount importance).**
- 3) **Validity period of quotation of not less than 10 days**
- 4) **Valid Tax Clearance Certificate**
- 5) **Proof of PRAZ Registration**

Your quotation must be addressed to -;

**The Procurement Management Unit
Procurement Regulatory Authority
9th Floor, Pearl House
61 Samora Machel Avenue, Harare**

OR

Email: quotations@praz.org.zw

Attention. Mr. T. Kangara Tel: (04) 790080 / 752539/42/40

Quotations must be received not later than 5 June 2024, at 14:00 pm



Zimbabwe Revenue Authority



TAX CLEARANCE CERTIFICATE (TFC263)



Your Tax position is Satisfactory. No tax should be withheld

Validity Period (from-to): 1 January 2024 - 30 June 2024

TIN 2000067953

Taxpayer Name Lorinak Strategic Staffing Services

Trade Name: Lorinak Strategic Staffing Services

Issued on: 06/01/2024

Authentication Code: 47065419

The authentication and validity of this certificate must be validated on ZIMRA page mytaxservice.zimra.co.zw using the Authentication Code or QR Code

ZIMRA reserves the right to withdraw this certificate at any time should it become necessary during the period for which this certificate is valid



Tender Id 1037

Organization Name LonMak Recruitment Consultants
129 Borrowdale Road, Gunhill, Harare,

Address Zimbabwe

Email matmakoni@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price USD	Total Price USD payable in Zlg at the official exchange rate
I	80101511	Human resources consulting service	Employee Satisfaction Survey	1	Each	3105	3105
Total:							3105.0000

Tender Id 1037
 Organization Name Industrial Psychology
 Address 170 Arcturus Road,
 Email ipc@ipcconsultants.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price USD	Total Price USD payable In Zlg at the official exchange rate
1	80101511	Human resources	Employee	1	Each	4600	4600
							Total = 4600.0000

Tender Id 1037

Organization Name Hatch Talent Solutions

122 Gilchrist Avenue

Address Marlborough Harare

Email admin@hatchtalent.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price USD	Total Price USD payable in Zig at the official exchange rate
1	80101511	Human resources	Employee Satisfaction	1	Each	4250	4250
							Total = 4250.0000