

Tobacco Industry & Marketing Board

Tobacco Industry & Marketing Board
 429 Gleneagles Road, Southerton
 Harare P.O.BOX 10214
 Ph: 26324262140/1/3-5 Fax:
 Email: accounts@timb.co.zw
 Reg: 2000092574 VAT: 220159664

Purchase Order

Number: PO-000000065
 Date: 17/9/2024
 Page: 1
 Required: 17/9/2024
 Reference: IPR 0696, 0749 & 0694

Issued To:

Industrial Psychology Consultants
 170 Arcturus Road Greendale Harare

 Zimbabwe

Ship To:

Tobacco Industry & Marketing Board
 Tobacco Industry & Marketing Board
 429 Gleneagles Road, Southerton
 Harare P.O.BOX 10214
 Zimbabwe

Line	Item	Description	Quantity	Unit	Unit Price	Discount	VAT	Total
1	5114-0000	Legal and Professional fees - Provision for recruitment of Procurement Manager (10% of Annual Gross Salary)	1	Each	0.00	0.00	0.00	0.00
2	5114-0000	Legal and Professional fees - Provision for Conducting Psychometric Tests for SHORTLISTED CANDIDATES for the following Posts: 1 X ICT System Developer 1 X ICT Applications Support Officer and 2 X Technical Officers	1	Each	0.00	0.00	0.00	0.00

Atkinson

TOBACCO INDUSTRY AND
 MARKETING BOARD
 PROCUREMENT MANAGEMENT
 UNIT - 01

 17 SEP 2024

 PO BOX 10214, HARARE
 ZIMBABWE

Auto Purchase Order Notes	Subtotal:	US\$ 0.00
	Discount:	US\$ 0.00
	VAT:	US\$ 0.00
	Total:	US\$ 0.00



**TIMB COMPLEX, 429 Gleneagles Road, Southerton, Harare.P
O BOX 10214, HARARE, ZIMBABWE**

TEL: +263 242 621740/ 3/4, 666801, 0772 145 166-9

E-MAIL: info@timb.co.zw.

Please address all communications to the Chief Executive Officer

RFQ NUMBER	DESCRIPTION OF REQUIREMENTS
TIMB/RFQ/232/2024	Provision for recruitment of Procurement Manager and conducting psychometric tests for four (4) posts. 1 X ICT Systems Developer 1X ICT Applications Support Officer 2 X Technical officers

TECHNICAL EVALUATION CRITERIA

RFP PROPSAL EVALUATION CRITERIA	SCORE
1. Understanding of terms of reference	5
2. Proposed methodology	30
3. Work Plan	25
4. Work of similar nature done supported by references	20
5. Financial Cost	20

TECHNICAL EVALUATION CRITERIA FOR H.R RECRUITMENT SERVICES

EVALUATION CRITERIA	GENESIS GLOBAL FINANCE P/L	INDUSTRY PSYCHOLOGY CONSULTANCY P/L
1. Understanding of terms of reference	5	5
2. Proposed methodology	20	25
3. Work Plan	20	25
4. Work of similar nature done supported by references	20	20
TOTAL SCORE		
5. Financial Evaluation	20	15
OVERAL TOTAL SCORE	85	90

Award Recommendations

The user recommends that the provision for recruitment of Procurement officer and provision for psychometric tests for four (4) posts be awarded to Industrial Psychology Consultants at a total cost of USD360.00 for psychometric tests and 10% of the gross annual salary for the Procurement Manager.

Manager 09/09/24

Compiled by..... *M. TAKAWIRA*
 Date..... *09/09/2024*

Signature..... *09/09/2024*

DESIGNATION	AWARDED TO	JUSTIFICATION	SIGNATURE	DATE
Procurement Officer			<i>[Signature]</i>	<i>09/09/24</i>
Head HRA			<i>[Signature]</i>	<i>17/09/24</i>
Financial/Management & Cost Accountant			<i>[Signature]</i>	<i>09/09/24</i>
A/ Chief Executive Officer			<i>[Signature]</i>	<i>17/09/24</i>



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REQUEST FOR QUOTATIONS

OUR REF: IPR NO 0694, 0749 &0696

To: supplying companies
Publication Date: 02/09/24
Return Quotation to:
E-GP PORTAL

Closing date:05/09/24
Closing time: 10:00pm
Contact details
procurement@timb.co.zw
TIMB No: 2000092574
VAT No: 220159064

RFQ NUMBER	DESCRIPTION OF REQUIREMENTS	QNTY	TOTAL INCL. VAT
TIMB/RFQ/232/2024	PROVISION FOR THE FOLLOWING HUMAN RESOURCES RECRUITMENT SERVICES :		

TIMB RECRUITMENT TERMS OF REFERENCE

1. BACKGROUND

The Tobacco Industry and Marketing Board is primarily a regulatory and advisory statutory body. In 1936, through the Tobacco Marketing and Levy Act, the Tobacco Marketing Board was formed resulting in the selling of tobacco through the Auction Floors and, later, Contract floors (from 2004). In the year 1994 the Board was reconstituted to cater for the interests of all classes of different types of tobacco growers (Virginia, Burley, Oriental and Dark-Air Cured), buyers and other stakeholders. In the same year, indigenous buyers started participating for the first time in competition with traditional buyers. The Tobacco Marketing and Levy (Amendment) Act of 1997 saw the Tobacco Marketing Board being renamed to the Tobacco Industry and Marketing Board.

PROJECT 1: RECRUITMENT OF PROCUREMENT MANAGER

The Tobacco Industry Marketing Board (TIMB) is seeking to engage the services of a Human Resources Consulting Firm with requisite experience and qualifications to assist with the recruiting of suitable candidates to fill in the position of **Procurement Manager**.

Project Objectives

- To conduct a recruitment and selection process for the Procurement Manager
- To review all the applications received
- To prepare a short-listing report and make recommendations with comprehensive justifications and rankings for all candidates
- To conduct online psychometric tests for all the shortlisted candidates
- To conduct Competency-Based Assessments for candidates who pass psychometric tests
- To facilitate the interviews and prepare the interview report
- To present the interview report with justifiable recommendations to the TIMB Recruitment Team (Human Resources & Remuneration Committee).

SCOPE OF THE PROJECT

Phase 1- Project Inception

- Consult with key stakeholders to gain familiarity with the TIMB background and environment
- Closely study, inter alia, the TIMB Organizational Structure to understand the nature of the position required to be filled and assist to come up with relevant Job Description
- To advertise the positions

Phase 2- Shortlisting of Candidates

Shortlist the candidates who apply on the basis of the following criteria:

- Qualifications and Professional Certifications
- Minimum Stipulated years of experience
- Technical Competencies

Phase 3- Conduct Psychometric Tests

- Conduct Psychometric assessments with all shortlisted candidates who meet the requirement
- Submit psychometric reports
- Give feedback about the outcome of the psychometric tests

Phase 4- Conduct Competency Based Assessments

- The Assessment Centers should be designed in such a way that they assess the technical competencies for each position

Phase 5- Conduct Interviews

- Develop structured interview questions
- Assist TIMB arranging the interviews and contacting the shortlisted candidates
- Coordinating the recruitment process and participating as the panelist in the interview process
- Coordinate the process of calculating the average score for each candidate interviewed

Phase 6- Submit the Recruitment Process Report

Submit a recruitment report for each position detailing the following information:

- The Job advert/profile
- Shortlisting Report
- Psychometric Assessment reports
- Competency Based Assessment Reports
- The Interview report with average scores for each candidate
- Reference checks
- The CV of the selected applicant
- CVs of the unsuccessful candidates

Qualifications and Experience of the Consulting Firm

- The recruitment firm to be selected should have 10 years extensive experience in recruitment and placement for major public and private organizations
- The Lead Consultant must be a registered psychologist with proven work experience in conducting psychometric tests

Experience and Qualifications of the Consulting Firm

- The successful bidding firm must provide the practicing certificate of the registered psychologist who will conduct psychometric tests.
- The bidder must also attach three referees for work of similar nature done.
- Should be able to do a live demonstration of online psychometric tests.
- Three (3) work references of online psychometric tests done.

PROJECT 2: CONDUCTING PSYCHOMETRIC TESTS.

TIMB would like to engage the services of a Human Resources Consulting Firm with an automated psychometric test system to conduct psychometric tests for the following four positions;

1 X ICT Systems Developer

1 X ICT Applications Support Officer

2 X Technical officers

Objectives of the Project;

- To contact and invite shortlisted candidates for psychometric tests
- To administer the psychometric tests online
- To generate psychometric test reports and send to the client
- To interpret reports and give feedback to the top 5 candidates

Expected Deliverables;

- Psychometric Test Reports.

Bidder's Requirements

1. Attach the current practicing certificate of registered psychologist.
2. In your methodology attach screenshots of your automated psychometric platform.
3. Attach sample psychometric test reports.
4. Attach references of work of similar nature done



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Technical Evaluation Criteria

In responding to this request for proposal bidders should pay attention to the following:

Sub Evaluation Criteria	Allocated Score
1. Understanding of the Terms of Reference	5 marks
2. Proposed Methodology	30 marks
3. Work Plan	25 marks
4. Work of similar nature done supported by references	20 marks
5. Financial Cost	20 marks

INSTRUCTIONS AND CONDITIONS

- State 2 BP numbers (the Supplier's & TIMB's BP numbers)
- State 2 VAT Numbers (the Supplier's & TIMB's VAT numbers), if you are
- VAT registered
- 2 Addresses (the Suppliers' address & TIMB's address)
- Suppliers' full Contact details including phone numbers
- Proof of PRAZ registration for 2024 and must submit PRAZ Registration Number
- Copy of a valid Tax Clearance Certificate from ZIMRA
- Bid validity (must be STATED in days) for at least 30 Days.
- Quotations must be submitted to procurement@timb.co.zw in USD\$
- Payment is after delivery and in **USD\$ Nostro**



For Livelihoods. For Sustainability.

IPR No. 0696

SERIAL NO. **№ 0696**

INTERNAL PURCHASE REQUISITION

(Full description of item/service must be given or requisition will be returned)

QUANTITY	UNIT	DESCRIPTION OF GOODS OR SERVICES	EST/BUDGETED UNIT PRICE	ALLOC/NOTE APO
		HR consultancy services on the recruitment and selection of Procurement Manager		

I certify that these goods/services are required for the purpose of recruitment for the Procurement Manager

DELIVER TO.....

REQUIRED DATE.....

REQUESTED BY: D. Sibindi (SIGN)
TITLE: HRBP (SIGN)

(Normal Emergency)
APPROVED BY: B. Magsangne (SIGN)
TITLE: HRRA (SIGN)

PROCUREMENT MANAGEMENT UNIT
RECEIVED BY: M. Tsikang

DATE: 24-06-2024

NAME: [Signature] P/O (SIGN)

DATE: 24-06-2024

Under no circumstances should Procurement Management Unit action without an IPR signed by competent authority



For Livelihoods. For Sustainability.

IPR No. 0694

SERIAL NO. No 0694

INTERNAL PURCHASE REQUISITION

(Full description of item/service must be given or requisition will be returned)

QUANTITY	UNIT	DESCRIPTION OF GOODS OR SERVICES	EST/BUDGETED UNIT PRICE	ALLOC/NOTE APO
		Psychometric tests for - ICT Systems Developer - ICT Applications Support officer		

I certify that these goods/services are required for the purpose of recruitment and selection

DELIVER TO.....

REQUIRED DATE.....

REQUESTED BY: D. Sibindi (SIGN)

APPROVED BY: B. Mung'ani (SIGN)
(Normal Emergency)

TITLE: HRBP (SIGN)

TITLE: HTTCA (SIGN)

(Head of Division/Dept)

PROCUREMENT MANAGEMENT UNIT RECEIVED BY: M. Tsikiny

DATE: 24-06-24

NAME: [Signature] P/O (SIGN)

DATE: 24-06-24

Under no circumstances should Procurement Management Unit action without an IPR signed by competent authority



For Livelihoods. For Sustainability.

IPR No. 0749

SERIAL NO. **No** 0749

INTERNAL PURCHASE REQUISITION

(Full description of item/service must be given or requisition will be returned)

QUANTITY	UNIT	DESCRIPTION OF GOODS OR SERVICES	EST/BUDGETED UNIT PRICE	ALLOC/NOTE APO
		Psychometric tests for 2 vacancies for technical officers		

I certify that these goods/services are required for the purpose of recruitment and selection

DELIVER TO.....

REQUIRED DATE.....

REQUESTED BY: S. Pazon (SIGN)

TITLE: HRA (SIGN)

APPROVED BY: B. Magosongwell (SIGN)

TITLE: HRA (SIGN)

(Head of Division/Dept)

PROCUREMENT MANAGEMENT UNIT

RECEIVED BY: M. Sikanj

DATE: 02-09-24

NAME: [Signature] PLO (SIGN)

DATE: 02-09-24

Under no circumstances should Procurement Management Unit action without an IPR signed by competent authority



Date:
3 September 2024

Industrial Psychology Consultants
 170 Arcturus Road, Greendale, Harare
 Tel: 0242 481946/8
ipc@ipcconsultants.com
 TIN#: 2000452165
 VAT#: 220042095

Attention:
TIMB Complex
 429 Gleneagles Road, Southerton, Harare
 TIN: 2000092574
 VAT: 220159064

Proforma Invoice

<i>Contact person:</i>	<i>Bank Account Details:</i>
Natasha Chimphondah	Bank Details Name: Industrial Psychology Consultants (Pvt.) Ltd Bank: Stanbic Bank Branch: Belgravia Account Number (ZW): 9140001825223 Account Number (FCA): 9140000946043 Swift Code/Address: SBICZWHX Branch Code: 03103

Description	USD Price VAT Incl.
Recruitment Services for Procurement Manager	10% of annual gross salary
Psychometric Testing services for: 1 X ICT Systems Developer	

1 X ICT Applications Support Officer 2 X Technical officers	\$360.00
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Terms and conditions

- This bid is valid for 30 days
- PRAZ registration number PR58007666831
- Payment will be after delivery

Tax Clearance Certificate

Zimbabwe Revenue Authority

TAX CLEARANCE CERTIFICATE (TIN 1000452165)

Your Tax position is Satisfactory. No tax should be withheld
Validity Period (from-to): 21 August 2024 - 31 December 2024

TIN: 1000452165 **Authentication Code:** 47248943

Taxpayer Name: INDUSTRIAL PSYCHOLOGY CONSULTANTS

Trade Name: Industrial Psychology Consultants

Issued on: 21/08/2024

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

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

PRAZ Certificate

PRAZ REGISTRATION CERTIFICATE 2024	
<p>This is to certify that Industrial Psychology Consultants(PR5600768831) is registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Public Procurement and Disposal of Public Assets(PPDPA) (General) Regulations, 2018 for category:</p> <p>Human Resources Consultancy(SH005)</p>	
Issued On	30-Jan-2024
Expires On	31-Dec-2024
Verification Code	PRAZ-2024-019-CMW-5983
<p>The Procuring Entity reserves the right to confirm, validate and determine the authenticity of this certificate using the above verification code on the eGP System.</p>	



Zimbabwe Revenue Authority



TAX CLEARANCE CERTIFICATE (ITF263)



ZIMRA

Zimbabwe Revenue Authority

Your Tax position is Satisfactory. No tax should be withheld

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

TIN 2001673792

Taxpayer Name INDUSTRIAL PSYCHOLOGY CONSULTANTS

Trade Name: IPC Consultants

Issued on: 09/02/2024

Authentication Code: 47108655

The authentication and validity of this certificate must be validated on ZIMRA page: mytaxselfservice.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



PRAZ REGISTRATION CERTIFICATE

2024

This is to certify that **Industrial Psychology Consultants(PR5800766831)** is registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Public Procurement and Disposal of Public Assets(PPDPA) (General) Regulations, 2018 for category:

Human Resources Consultancy(SH005)

Issued On	30-Jan-2024
Expires On	31-Dec-2024
Varification Code	PRAZ-2024-019-CMW-5983

The Procuring Entity reserves the right to confirm, validate and determine the authenticity of this certificate using the above verification code on the eGP System.





A member of the Botswana IFSC



REQUEST FOR QUOTATION

HUMAN RESOURCES RECRUITMENT SERVICES

TIMB/RFQ/232/2024

QUOTATION

2024

Financial Proposal

<i>Item No¹</i>	<i>Provision for Human Resources Recruitment Services</i>	<i>Quantity</i>	<i>Total Price</i>
			USD
PROFESSIONAL FEES	Recruitment of Procurement Manager	1	3400
	Conducting Psychometric Tests:	1	100
	I. ICT Systems Developer	1	100
	II. ICT Applications Support Officer	1	100
	III. Technical Officers	2	200
Total			5000 Including VAT

Reimbursable Expenses

TIMB will reimburse the Consultant,

- I. the cost of advertising in the print media
- II. on request for the costs of travel & accommodation in connection with this consultancy;
- III. other reasonable out-of-pocket expenses incurred in connection with this consultancy.

Regarding reimbursements, no such expenses shall be incurred by the Consultant without the prior consent of TIMB, which consent shall not be unreasonably withheld or delayed. It is agreed that invoices and other documentary proof of expenditure as may be required by TIMB shall be submitted to TIMB together with the Consultant's request for reimbursement.



PRAZ PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE



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PRAZ PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE

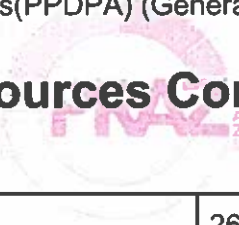
PRAZ REGISTRATION CERTIFICATE

2024

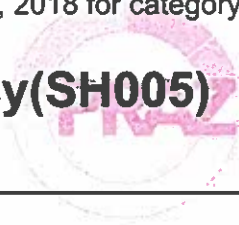
This is to certify that **Genesis Global finance P/L(PR9724687593)** is registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Public Procurement and Disposal of Public Assets(PPDPA) (General) Regulations, 2018 for category:



PRAZ PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE



PRAZ PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE



PRAZ PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE

Human Resources Consultancy(SH005)

Issued On	26-Jan-2024
Expires On	31-Dec-2024
Varification Code	PRAZ-2024-964-UMG-4240

The Procuring Entity reserves the right to confirm, validate and determine the authenticity of this certificate using the above verification code on the eGP System.



PRAZ PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE



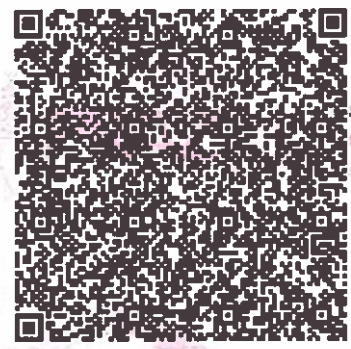
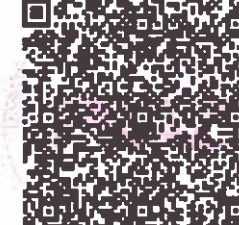
PRAZ PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE



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PRAZ PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE

ZIMRA
Zimbabwe Revenue Authority

Zimbabwe Revenue Authority

TAX CLEARANCE CERTIFICATE (TICF263)

Your Tax position is Satisfactory. No tax should be withheld

Validity Period (from-to): 1 July 2024 - 31 December 2024

TIN 2000408964

Taxpayer Name GenesisGlobal Finance (Pvt) Ltd

Trade Name: GenesisGlobal Finance (Pvt) Ltd

Issued on: 04/07/2024

Authentication Code: 47195055

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

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