

ZIMBABWE TOURISM AUTHORITY



STANDARD REQUEST FOR EXPRESSIONS OF INTEREST

for the

Selection of Consultant for Experience History in Harare Expo

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REQUEST FOR EXPRESSIONS OF INTEREST

FOR PROVISION OF EXHIBITION/ EVENT ORGNAISING SERVICES (Firms Selection)

Experience History In Harare Expo

The purpose of this Request for Expression of Interest (REI) is for the hosting of the Experience History in Harare Expo from 11-12 August 2023. This event is a platform that seeks to showcase the historical and cultural elements embedded in Zimbabwe. The event will feature an exhibition where participants will feature displays around cultural elements and a cultural city tour, which will allow the general citizenry to register for cultural tours around the city (around historical sites).

Proposal Reference Number ZTA/HH/01/23

The Zimbabwe Tourism Authority wishes to engage Professional Exhibition Organizer or Event Organizer services relating to the organizing, hosting, and development of the Experience History in Harare Expo. The event owner (ZTA) will retain the rights to the event and is seeking a host to organize and run with the concept successfully. The event owner will provide a percentage of seed capital towards the event with the event bidder catering for other event costs. The event bidder is an entity or organization that is seeking to secure the rights to host this event and should meet the requirements stated below.

The Zimbabwe Tourism Authority now invites organisers to indicate their interest in providing the services. Interested parties should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short-listing criteria are:

- a) Proven background in hosting exhibitions (Traceable references and areas of work)
- b) Submit the event feasibility and proposal to host the event including timelines for each phase of the project and a detailed description of activities.
- c) Work experience and qualifications of key personnel / senior staff to conduct the proposed project, and the proposed management and team structure.
- d) Areas of specialty (Proven areas of expertise and were applied previously)

- e) Areas of financing (how will you cater for the event costs not covered by the seed capital) this should be accompanied by an event budget.
- f) Event budget specifying areas to be funded by the bidder, sponsored areas, and suggested partnerships.
- g) Demonstrate the ability to deliver the event through infrastructure, community support and previous event management experience and expertise (Event proposal not exceeding 10pages and spiral binding)

The following documents should be submitted in support of the information provided.

- a. Company Certificate of Incorporation
- b. Tax Clearance
- c. CR 14
- d. CR 6
- e. Memorandum and Articles of Association
- f. Proof of registration with PRAZ
- g. Company Profile
- h. Letter of expression of interest

Short-listed organisers 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.

An organiser will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [*Chapter22:23*] and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018). Short-listed Consultants will be invited to submit their proposals on a separate document based on the Standard Request for Proposals for the Selection of Consultancy Services and 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.

This opportunity is open to all Organisers 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. The Consultant and its sub-consultants must provide personnel who are citizens of eligible countries.

Participation in this bidding procedure is restricted to Zimbabwean bidders only

The method of selection will be Quality Based Selection.

Further information can be obtained at the address below during office hours.

The Professional Exhibition/Event organizer may submit only one expression of interest. The expression of interest must be submitted in a clearly marked envelope and deposited in the tender box whose location is the **Zimbabwe Tourism Authority, 55 Samora Machel Avenue, Harare, Zimbabwe by 10:00 hours on Friday 02 June 2023**. Late expressions of interest will be rejected.

Zimbabwe Tourism Authority

Acting Chief Executive

55 Samora Machel Avenue

Harare

Tel: 0242 758730/4

E-mail: goodwell@ztazim.co.zw

Letter for submission of expression of interest

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 short-listing criteria:

1. Qualifications and experience of the firm: *{Insert relevant information}*.
2. Availability of appropriate skills among staff: *{Insert relevant information}*.
3. Other short-listing 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 e-mail address. The firm's website address should be provided, if available.}