

NOTICE & CALL FOR ENROLLMENT ON IDBZ STANDING LIST STANDING LIST FOR PROVISION OF HUMAN RESOURCES MANAGEMENT SERVICES

Notice is hereby given in terms of the Section 15(2) of the Public Procurement and Disposal of Public Assets (General) Regulations (S. I. 5 of 2018) that the following Firms and companies have been approved by the Procurement Regulatory Authority of Zimbabwe (Ref PRAZ/C/79) to be enrolled on the IDBZ Standing List for Human Resources Management Services.

S/N	Company / Firm	Nationality	Physical Address and Contact Details
1	Head Hunters International	Zimbabwean	2nd Floor Amber Bridge Eastgate Shopping Complex Harare Zimbabwe Email: andrewj@headhunters.co.zw Tel: 0242 252 551
2	Industrial Psychology Consultants	Zimbabwean	170 Arcturus Road Greendale Harare Email: ipc@ipcconsultants.com Tel: 0242 481 946
3	LG Consortium comprising, Lorimak Holdings & GGF Africa	Zimbabwean & Zimbabwean	129 Borrowdale Road Gunhill Harare Email:mati@lorimak.co.zw; tonderai@lorimak.co.zw Tel: 0773 215 614/ 0772 271 420 & 3 Sheringham Close Norfolk, Mt Pleasant Harare Email: felix@ggfafrica.com consultancy@ggfafrica.com Tel: 0777 916 882/ 0773 425 500

- a) The Infrastructure Development Bank of Zimbabwe (“IDBZ/the Bank”) now calls upon potential bidders to apply for enrolment on the standing list in terms of section 15(8)(c)(2) of the Public Procurement and Disposal of Public Assets (General) Regulations (S. I. 5 of 2018) until 31 December 2020. The IDBZ shall evaluate the potential bidders for qualifications for enrolment within two (2) months from after the potential bidder has applied for enrolment on the standing list.
- b) Potential Human Resources Management Consultants shall be enrolled for the following services:
- i. Organizational Design and Development:
 - ii. Functional analysis
 - iii. Organizational restructuring
 - iv. Job Evaluation and grading
 - v. Performance Management
 - vi. Business Process Re-engineering
 - vii. Management of transformation and change initiatives
 - viii. Manpower planning and forecasting
 - ix. Motivation and growth
 - x. Capability assessments
 - xi. Human Resources Audits, Skills Audits
 - xii. Training and Development
 - a. Executive, Management and Supervisory Development Programmes
 - b. Organizing workshops
 - xiii. Salary Structuring
 - xiv. Career Development/Succession Plan
 - xv. Teambuilding
 - xvi. Conditions of Service
 - xvii. Human Resources Policies and Procedures
 - xviii. Development of a policy handbook manual
 - xix. Development of HR Policy procedure handbook manual
 - xx. Recruitment and Selection
 - xxi. Competency selection
 - xxii. Psychometric tests
 - xxiii. Research and Surveys (employee engagement)
- c) The evaluation criteria will include among other things the following:
- i. Indicate the proposed human resources services category in accordance with paragraph (b) above
 - ii. Proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) for year 2020
 - iii. Valid tax clearance certificate
 - iv. VAT registration documents
 - v. Certificate of Incorporation
 - vi. CR14 (for Zimbabwean Firms)
 - vii. CR6 (for Zimbabwean Firms)
 - viii. Detailed company profile
 - ix. Similar assignments undertaken in the past ten years
 - x. Qualifications of key personnel
 - xi. Summary of experience for key personnel
 - xii. List of corporate customers served who will provide references
- d) Hard copy and email submissions shall be accepted and must be clearly referenced “**STANDING LIST FOR THE HUMAN RESOURCES MANAGEMENT SERVICES**” including the “**Human Resources Services Category**”.

Procurement Management Unit
Attention: Kenneth Geyi
Head – Procurement Management Unit
IDBZ House
 99 Rotten Row Road PO Box 1720
 Harare, Zimbabwe
Tel: +263-4-750171/8
Email: procurement@idbz.co.zw
Website: www.idbz.co.zw

