

NOTICE & CALL FOR ENROLLMENT ON IDBZ STANDING LIST

STANDING LIST FOR PROVISION OF HUMAN RESOURCES MANAGEMENT SERVICES (OCTOBER 2021)

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 are on the approved Standing List by the Procurement Regulatory Authority for providing Human Resources Management Services.

S/N	Firm	Address
1.	Head Hunters International	2nd Floor Amber Bridge, Eastgate Shopping Complex, Harare, Zimbabwe Email: andrewj@headhunters.co.zw Tel: 0242 252 551
2.	Industrial Psychology Consultants	170 Arcturus Road, Greendale, Harare, Zimbabwe Email: ipc@ipccconsultants.com Tel: 0242 481 946
3.	LG Consortium comprising, Lorimak Holdings & GGF Africa	129 Borrowdale Road, Gunhill Harare, Zimbabwe Tel: 0773 215 614/ 0772 271 420 Email: mati@lorimak.co.zw; tonderai@lorimak.co.zw 3 Sheringham Close, Norfolk, Mt Pleasant, Harare, Zimbabwe 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 2021. The IDBZ shall update the list on monthly basis and publish on the Bank's website and the PRAZ website.

b) Potential Human Resources Management Consultants shall be enrolled for the following services:

- Organizational Design and Development:
- Functional analysis
- Organizational restructuring
- Job Evaluation and grading
- Performance Management
- Business Process Re-engineering
- Management of transformation and change initiatives
- Manpower planning and forecasting
- Motivation and growth
- Capability assessments

- Human Resources Audits, Skills Audits
 - Training and Development
 - Executive, Management and Supervisory Development Programmes
 - Organizing workshops
 - Salary Structuring
 - Career Development/Succession Plan
 - Teambuilding
 - Conditions of Service
 - Human Resources Policies and Procedures
 - Development of a policy handbook manual
 - Development of HR Policy procedure handbook manual
 - Recruitment and Selection
 - Competency selection
 - Psychometric tests
 - Research and Surveys (employee engagement)
 - Salary Survey Reports
- c) The evaluation criteria will include among other things the following:
- Indicate the proposed human resources services category in accordance with paragraph (b) above
 - Proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ) for year 2020
 - Valid tax clearance certificate
 - VAT registration documents
 - Certificate of Incorporation
 - Company registration documents namely Certificate of Incorporation, CR5 (formerly CR6) and CR6 (formerly CR14)
 - Detailed company profile
 - Similar assignments undertaken in the past ten years
 - Qualifications of key personnel
 - Summary of experience for key personnel
 - List of corporate customers served who will provide references
- d) Only 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 Gamal Abdel Nasser Road
PO Box 1720
Harare, Zimbabwe
Tel: +263-4-750171/8
Email: procurement@idbz.co.zw
Website: www.idbz.co.zw

