

**REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF
CONSULTANCY, SERVICES FOR SUPPLY, DELIVERY AND INSTALLATION OF
ELECTRONIC DOCUMENT & RECORDS MANAGEMENT SYSTEM (EDRMS)**

ELECTRONIC DOCUMENT & RECORDS MANAGEMENT

Required for expression of interest for provision of consultancy services for the **Supply, Delivery & Installation of Electronic Document & Records Management System (EDMS)**

Proposal Reference number; **PRAZ/EOI/03/2021**

The Procurement Regulatory Authority of Zimbabwe (PRAZ) wishes to engage a consulting firm of the **SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF ELECTRONIC DOCUMENT & RECORDS MANAGEMENT SYSTEM (EDMS)**

The **Authority** invites eligible consulting firms (“Consultants”) to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the capacity, required qualifications, relevant skills and experience to provide the services. The Consultant must show appreciation of the Public Procurement and Disposal of Public Assets Act (PPDPA Act). The short-listing criteria are:

1. Must have implemented a similar system with 3 different clients, traceable reference letters required.
2. Successful demonstration of a working EDMS proposed for customisation to PRAZ requirements:
 - a) Must be a comprehensive solution for the electronic archiving and filing of documents
 - b) Must have core functions like document storage, filing, search and retrieval, document scanning, and administration of paper archives.
 - c) Integrated Workflow Management System (WFMS) with multilevel approvals
 - d) Communication and collaboration.
 - e) Structuring and indexing documents.
 - f) Tight integration with MS Office (for document creation, emails etc)
 - g) Integrated digital electronic signatures

The following documents should be submitted together with the bid.

1. Company profile and proof of company registration showing CR14, CR6 & Certificate of Incorporation.
2. Curriculum Vitae of key personnel.
3. Proof of relevant qualifications and experience.
4. Valid Tax Clearance
5. Current PRAZ registration [software development and computer applications, computer security systems installation and consultants services— (**Service Category S/S/002**)]
6. Traceable trade reference letters from different reputable organisations where similar services have been rendered in the last the last 5 years.

Technical Evaluation/Demonstration Scoresheet

	Description	Score
1	Functionality	35
2	Security	20
3	Workflow and Multilevel Approvals	10
4	User Friendliness	5
5	Reporting Capabilities including ad-hoc	10
6	Training and Support	10
7	Business Continuity & Disaster Recovery Capabilities	10

The minimum technical qualifying score required to pass the technical evaluation is **80 points**.

Short-listed Consultants 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.

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. Participation is open to Zimbabwean bidders only.

The method of selection will be **Quality and Cost based Selection**.

Summary Terms of Reference

Expression of Interest should state

1. Business requirements – explain the holistic attributes of the proposed system.
2. Functional Attributes - Articulate the features of the system
3. Performance review - Explain key attributes of the system
4. Security attributes

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before 6 August 2021 **and should be sent to *The Procurement Management Unit at PRAZ in writing or email to pmu@praz.org.zw***.

N.B Present summary of Expression of Interest in one page

A Consultant must submit only one expression of interest in a clearly marked envelope and deposited in the tender box whose location is at the 9th Floor reception Area. **Procurement Regulatory Authority of Zimbabwe (PRAZ), 61 Samora Machel Avenue, Harare**. All proposals should be addressed to the PMU and the Proposal Reference number indicated. Proposals should be submitted on or before the closing date on 12 August 2021. Late expression of interest will be rejected.

Procurement Management Unit
Procurement Regulatory Authority of Zimbabwe (PRAZ), 61 Samora Machel Avenue,
Harare Tel: 790080
Email: pmu@praz.org.zw
Website: www.praz.org.zw