



Request for Quotation.

To: Suppliers/Service Providers

The Deposit Protection Corporation (DPC) wishes to engage a consulting firm or Consultant in relation to the provision of recruitment services for one Executive management post.

The Deposit Protection Corporation (DPC) now invites eligible consulting firms ("Consultants") to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The firm should satisfy the below requirements:

1. The Consultancy firm or Consultant must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in terms of Section 4 of the Public Procurement and Disposal of Public Assets Act Regulations (Statutory Instrument 5 of 2018).
2. Key Professional staff qualifications and competencies for the team leader and any other consultants who will be assigned to carry out the task and responsibilities.
3. Track record and demonstrable experience of the Consultant or firm in conducting similar assignments of the same scope.
4. Consultant or consulting firm's track record and demonstrable experience or exposure in providing recruitment services at various levels of the organisation.

Scope of work involves the following:

The Recruitment consultant is expected to assist with recruitment process covering the following scope; -

- i) Sourcing of candidates ie advertising the post.
- ii) Shortlisting of candidates
- iii) Preliminary behavioral interviews
- iv) Conduct psychometric tests
- v) Conduct reference checks
- vi) Compiling report on candidates

If interested, you are invited to submit a comprehensive quotation for the same.

Your quote must include the following:

- (1) **Quotations to be priced in RTGs /Bond, quotations in USD will be converted to the local currency using the prevailing interbank rate.** All cost elements must be indicated, i.e. unit price, VAT, total price, delivery, etc. No hidden/variable costs will be accepted.
- (2) **Delivery lead time (This is of paramount importance).**
- (3) **Validity period of quotation**

Your quotation must be addressed to -;

The Procurement Management Unit
Deposit Protection Corporation
Evelyn House
26 Fife Avenue/Cnr Blakiston Street, Harare
OR
Email: procurement@dpcorp.co.zw

Quotations must be received not later than **Monday 22 March 2021, by 15:00hrs**
