



## **ZANZIBAR REVENUE BOARD**

### **PUBLIC FINANCE MANAGEMENT REFORM PROGRAMME (PFMRP)**

**TENDER NO. SMZ/F0111/C/ NCB/2019~20/03**

**FOR**

### **CONSULTANCY SERVICES FOR RE-VIEWING AND MODERNIZING ZANZIBAR REVENUE BOARD BUSINESS OPERATIONAL PROCESSES**

#### **REQUEST FOR EXPRESSION OF INTEREST**

1. This Invitation for Bids follows the General Procurement Notice (GPN) for Zanzibar Revenue Board that appeared in the Zanzibar Leo of **16<sup>th</sup> September, 2019** and through ZRB e-procurement Web Portal: [zanrevenue.org/eproc/](http://zanrevenue.org/eproc/).
2. The Government of the United Republic of Tanzania has received funds from donors under Basket Funds arrangement toward the cost of Public Finance Management Reform Programme (PFMRP) Phase V and intends to apply part of the proceeds for eligible payments under the contract for Re-Viewing and Modernizing Zanzibar Revenue Board Business Operational Processes.
3. The overall Scope of assignment will involves familiarizing and review the current state of ZRB business processes Unguja and Pemba, develop the set of strategic and policy-based recommendations for redesign, restructuring and reengineering of all ZRB business processes, by offering a set of recommendations in consideration of leading practices in the region, with costs estimation where applicable, ZRB personnel involvement levels and other dependent parameters included. The assignment comprises of a ground-breaking restructuring of the whole ZRB business processes, with a final goal of significant and measurable improvement and optimization of the ZRB business operational system.
4. The Zanzibar Revenue Board (ZRB), on behalf of the Revolutionary Government of Zanzibar, now invites eligible consulting firms to express interest in providing the above-mentioned services. Interested consulting firms must provide information indicating that they are qualified to perform the services (description of experience in similar assignments,

experience of working in similar conditions, availability of appropriate skills among staff including Team Leader, Business Process expert, Tax expert and other relevant information of the firm including Legal status of the firm i.e. firm's legal documents and the firm's core functions). Consultants may associate to enhance their qualifications.

5. Consultants will be selected in accordance with the Zanzibar Public Procurement and Disposal of Public Assets Act No.11 of 2016 (Goods, Works, and Consultant Service by Tender) and its Regulations of 2006 (Selection and Employment of Consultants based on Quality and Cost Based Selection i.e. QCBS). In assessing the submissions, consideration will be given to the technical competence of the consultants, the qualification, and experience of key staff to be proposed for the assignment, experience in similar projects and the capacity to undertake the assignment.
6. Interested consultants may obtain further information at the address below from 08:00-15:00 hrs, Monday through Friday.
7. This is not a request for proposals. After a review of expression of interests, only the best-qualified consultants will be invited to submit the technical and financial proposals. The consultancy will be for a period of **four (4) months** and is expected to commence on **February, 2020**.
8. Any request for clarification with regard to this assignment shall be addressed to the undersigned. The Client shall respond to clarifications received not less than one week before the deadline for submission.
9. Expression of Interest in one (1) original and three (3) copies must be delivered to the address below at or before **10:00hrs Wednesday 20<sup>th</sup> November, 2019** and marked **“Consultancy Services for Re-Viewing and Modernizing Zanzibar Revenue Board Business Operational Processes”**
10. The Expression of Interest (EOI) will be opened immediately after deadline for submission in Public and in the presence of Consultants' representative who choose to attend in the opening at the Conference Room, 4<sup>th</sup> Floor of the Zanzibar Revenue Board Building- Mazizini-Zanzibar.
11. Late Expressions of Interest shall not be accepted for evaluation irrespective of the circumstances

**Secretary  
Tender Board  
Zanzibar Revenue Board  
P. O, BOX 2072, 2<sup>nd</sup> Floor, Room No: 209  
Mazizini- Zanzibar**