



Diocese of Manicaland
Church of the Province of Central Africa
Anglican Church in
Botswana, Malawi, Zambia and Zimbabwe



REQUEST FOR ICT PARTNERSHIP PROPOSALS

ISSUE DATE	SUBMISSION DEADLINE	DOCUMENT REPOSITORY
02 April 2020	10 April 2020 1300HRS +2 GMT	manicaland.anglican.org/ictrfpp

CORRESPONDENCES

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1. Who we are

Statement of Purpose

The Anglican Diocese of Manicaland, CPCA recognises the need to embrace ICTs in our mission and ministry. This RFP seeks to engage partners who are willing to work with us in developing ICTs in our schools, churches and other divisions.

Background Information

The Anglican Diocese of Manicaland, CPCA, established in 1981 from the then Diocese of Mashonaland, is 1 of 5 Anglican Dioceses in Zimbabwe. It is part of the Church of the Province of Central Africa (CPCA) – which is the Anglican church in Botswana, Malawi, Zambia and Zimbabwe. It is also part of the global Anglican Communion.

The Diocese has over 400 congregations with over 30,000 members and runs 53 schools with over 24,000 students in Manicaland and parts of Mashonaland East provinces of Zimbabwe. It is one of the largest investor in education outside government in Zimbabwe. Some of the flagship schools are St. Faith's High, St. David's Bonda Girls High and St. Augustine's High.

The Diocese recently commissioned an **ICT Evaluation and Needs Assessment** exercise in its 6 mission boarding schools. The recommendations from the report has necessitated this **Request for Partnership Proposals (RFPP)**. We are seeking suitably qualified and resourced organisations and individuals who are willing to partner with the Diocese in pursuit of possible solutions to our ICT needs.

2. What needs to be done.

We have identified **30 ICT projects/activities** where we are seeking partners. The prospective partners must demonstrate the highest level of **expertise** in the proposed area(s), ability to come up with **financing** solutions and the creation of a **win-win working environment** with the Diocese, its schools and congregations.

The work will initially cover the **Diocesan Office** and the top six (6) schools:

- **St. Faith's High School** near Rusape in Makoni District,
- **St. David's Bonda Girls High School** near Juliasdale in Mutasa District,
- **St. Augustine's High School** near Penhalonga in Mutasa District,
- **St. Matthias High School** near Watsomba in Mutasa District,
- **St Mary Magdalene's High School** in Nyanga District and
- **St. Anne's High School**, Goto in Hwedza District

RFPP NUMBER	DESCRIPTION OF PARTNERSHIP AREA AND WORK TO BE DONE.	QUANTITY / SITES
CONNECTIVITY AND NETWORKING		
2001	Supply and maintenance of high speed internet connectivity to the Diocesan office and each mission/school	Diocesan Offices 6 x missions/schools
2002	Supply and setting up of interlinked Diocesan and missions/schools networks (wired and wireless) connecting the church, schools' administration blocks, classrooms, resource rooms, staff cottages and sports fields.	Diocesan Offices 6 x missions/schools
2003	Supply and maintenance of mobile data lines and monthly mobile data plans/bundles services.	50 users
2004	Provision and maintenance of Voice Over IP (VoIP) telephony services interconnecting missions/schools and the Diocesan Office	Diocesan Offices 6 x missions/schools
HARDWARE AND SOFTWARE		
2005	Supply and installation of fully licensed Windows 10 operating systems	1 200
2006	Supply and installation of licensed office productivity software	1 200
2007	Supply, installation and maintenance of licensed antivirus and anti-malware software with at least 12 months' subscription	1 200
2008	Supply/Develop, installation, and maintenance of a missions/schools management/ERP system with modules that that cover Enrolment, Parents/Guardians portal, Students portal, Hostel Management, Kitchen/Catering Management, Library Management and Student Performance/Grading system- in a networked environment	Diocesan Offices 6 x missions/schools

2009	Supply, installation and maintenance of an E-Learning platform for local and web access linked to the Missions/Schools Management/ERP System.	6 x missions/schools and online
2010	Supply, installation and maintenance of a Payroll system for Diocesan and schools ancillary staff linked to the Missions/Schools Management/ERP System	Diocesan Offices 6 x missions/schools
2011	Supply, installation and maintenance a Finance and Accounting system with Asset Management module linked to the Missions/Schools Management/ERP System	Diocesan Offices 6 x missions/schools
2012	Supply, installation and maintenance of an Electronic payments gateway linked to the School Finance and Accounting System to handle all non-cash payments onsite or online.	Diocesan Offices 6 x missions/schools
2013	Supply of steel lockable laptop/tablet storage cabinets and charging stations	6 x missions/schools
2014	Supply and maintenance of entry level laptops ideal for daily use by high school learners and teachers.	1 200
2015	Supply, installation and maintenance plan of heavy duty network mono printers	Diocesan Offices 6 x missions/schools
2016	Supply and maintenance of overhead projectors and accessories	50
2017	Supply and maintenance of smartphones	50
2018	Supply, installation and maintenance of Closed Circuit TV (CCTV) security systems	Diocesan Offices 6 x missions/schools
2019	Supply, installation and maintenance of fire detection, suppression and fighting systems in all ICT facilities	Diocesan Offices 6 x missions/schools
2020	Supply, installation and maintenance of alarm and anti-burglary systems in all admin and ICT facilities	Diocesan Offices 6 x missions/schools
2021	Supply, installation and maintenance of uninterrupted power supply systems (UPS) and backup power systems to enable ICT facilities to function in the absence of main power supply.	Diocesan Offices 6 x missions/schools
2022	Supply, installation and maintenance of an automated customer support centre	Diocesan Offices

2023	Supply and maintenance of 2 entry level Professional Unmanned Aerial Vehicles (UAV) 'Drone' systems for aerial photography and videography, mapping etc.	2 x Diocesan Offices
2024	Supply and maintenance of a turnkey entry level Digital Videography setup complete with camcorders, suitable audiovisual recording accessories and a suitable workstation with editing software - ideal for a digital video production studio.	1 x Diocesan Offices
2025	Supply and maintenance of a turnkey entry level Digital Music Recording setup, complete with suitable audio recording accessories and a suitable workstation with proaudio editing software - ideal for a digital music production studio.	1 x Diocesan Offices
2026	Supply and maintenance of a turnkey entry level Digital Photography studio setup, complete with suitable digital cameras and accessories and a suitable workstation with editing software - ideal for a digital photography studio.	1 x Diocesan Offices
2027	Supply and maintenance of entry level Public Address (PA) systems with wired and wireless microphones ideal for addressing +/- 1,000 people	Diocesan Offices 6 x missions/schools
FINANCIAL SERVICES		
2028	We are looking for a 'tech savvy' Financial Services Provider for ICT Insurance, ICT Projects Financing, Advisory Services, online/electronic payments integration and generally support the Diocesan ICT investments.	Diocesan Offices 6 x missions/schools
FURNITURE/REFURBISHMENTS		
2029	Supply and installation of ICT lab, resource rooms and multimedia studio furniture	Diocesan Offices 6 x missions/schools
2030	Refurbishment of existing rooms into modern ICT Labs, technology resource rooms and multimedia studios.	Diocesan Offices 6 x missions/schools

3. RFPP Procedures

I. Evaluation and Award Process

This is an open call for prospective partners to propose solutions to 1 or more projects/activities of interest. However, the winning proposals must;

1. demonstrate the **highest level of expertise** in the proposed project area(s),
2. ability to come up with **viable financing solutions** and
3. the **creation of a win-win working environment** with the Diocese, its schools and congregations

II. Process Schedule

- Publishing of RFPP 02 April 2020
- Pre Submission Enquiries 02 – 08 April 2020
- **Email Submission of Proposals 10 April 2020 1300HRS +2 GMT**
- Online Presentation of Proposals 13 – 17 April 2020
- Selection of Winning Proposals 20 – 24 April 2020
- Signing of Partnership Agreements 27 – 30 April 2020

III. Enquiries and Submission Details

Any enquiries on this RFPP, kindly use the correspondence contact details listed on the cover page of this document.

Submission of proposals must be done **on or before the 10th of April 2020 1300hrs +2 GMT** through **ELECTRONIC MAIL ONLY** with the following SUBJECT line, quoting the RFPP Number for your proposal **"RFPP NUMBER #"**

SUBMISSIONS RECEIVED AFTER THE CUTOFF DATE AND TIME WILL NOT BE CONSIDERED.

Email Address for Submission of Proposals –
ictrfpp@manicaland.anglican.org

IV. Administration Fee

Each proposal is required to pay a non-refundable administration fee of **ZW\$5,000 for Zimbabwean companies** and **US\$300 for foreign companies** into the following bank accounts respectively.

	LOCAL ZW\$ ACCOUNT	FCA US\$ ACCOUNT
Account Name	Anglican Diocese of Manicaland, CPCA TEACHCONVENT ACCOUNT	Anglican Diocese of Manicaland, CPCA
Bank & Branch	ZB Bank, Mutare	NEDBANK Zimbabwe, Mutare
Account Number	4532395899080	11990240266
		SWIFT CODE - MBCAZWHX

ATTACH THE PROOF OF PAYMENT TO YOUR COVER LETTER.

PROPOSALS WITHOUT PROOF OF PAYMENT WILL NOT BE CONSIDERED.

4. *RFPP Submission Requirements*

Format of Proposals

As indicated in 3.i, this is an open RFPP. Kindly submit your proposal in the following format.

You may make proposals for 1 or more projects/activities of your choice. However, such proposals must be done separately.

I. Cover Letter

A single page cover letter summarising your proposal and indicating the monetary value of your proposal.

ATTACH PROOF OF PAYMENT OF THE ADMINISTRATION FEE.

II. Response to RFPP

In this section, you are required to demonstrate your understanding of the project/activity and propose how you are going to partner the Anglican Diocese of Manicaland, CPCA to satisfy the requirements of a winning proposal as indicated in 3. i.

Quotations must be in **ZW\$** indicating the **ZW\$/US\$ exchange rate used**.

III. Proposer's Profile

Your company profile will include copies of **company registration** certificate, **contact details, product and/or service catalogue** etc.

IV. Team Profile

List of team members to be involved in the proposed project including summary of their **qualifications and experience**. Attach up to date **Curriculum Vitae** for each of the listed team members.

V. Experience

Indicate your past experience handling a similar or related project(s).

VI. Financial Capacity

Indicate your financial capacity to execute the proposed project and partner the Anglican Diocese of Manicaland, CPCA in satisfaction of the requirements of a winning proposal as indicated in 3. i.

VII. References

Indicate your reference sites or clients in the following format:

- Contact Name and Position
- Organisation
- Telephone
- Email
- Description of the professional relationship with the reference and duration of the relationship

VIII. Any other supporting documents or information.

You can attach any other documents or information to support your proposal including industry certifications, awards etc.

5. Legal Matters

Contractual Terms and Conditions

The Anglican Diocese of Manicaland, CPCA would pursue individual contracts with winning proposers including the contractual terms and conditions after the selection process.

Limitations

The Anglican Diocese of Manicaland, CPCA, reserves the right to cancel, amend or alter this RFPP, its contents or the selection process.

Publishing of this RFPP, receipt of your proposal or announcement of winning proposals does not constitute a legal binding contract.

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