

Procurement Reference Number: ZIMRA NCB 11/2021

Government of Zimbabwe

BIDDING

DOCUMENT

FOR THE

PROCUREMENT OF NON-

CONSULTING SERVICES



May 2021

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMRA ZITF STAND FOR 2021

Procurement Reference Number: ZIMRA NCB 11/2021

Standard Bidding Document for the Provision of Stand designing concept, mounting and dismounting services for the ZIMRA ZITF stand for 2021

Procurement Reference No: ZIMRA NCB 11/2021

Procuring Entity: ZIMBABWE REVENUE AUTHORITY

Date of Issue: 28 May 2021

Site Visit Date: 15 June 2021

Site visit Venue: ZIMRA Stand ZITF Grounds, Bulawayo

Closing Date: 25 June 2021



**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT,
MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMRA ZITF STAND FOR 2021**

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PART 1: BIDDING PROCEDURES

References

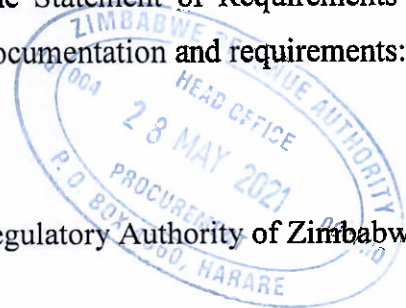
The definitions used in the Public Procurement and Disposal of Public Assets Act [*Chapter 22:23*] (“the Act”), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) (“the Regulations”) and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the Regulations govern the submission of Bids and should be read by all Bidders.

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Preparation of Bids

You are requested to bid for the items described in the Statement of Requirements below, by completing and submitting and providing the following documentation and requirements:

1. the Bid Submission in this Part;
2. the Statement of Requirements in Part 2;
3. proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe
4. a copy of your company profile
5. a copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations
6. a copy of Certificate of Incorporation, CR14, CR6, Company Profile, Current tax Clearance Certificate and VAT registration Certificate,
7. the designer must make a submission of a pictorial depiction of the actual stand design in colour.
8. Valid Bid security in the format specified in this part;
9. minimum of three (3) Reference letters showing bidders’ direct experience in the successful provision of similar services
10. **Declaration of any Litigation.** This should be on your company letter head or from your attorney. Bidders should give, if there is any, details of the litigation which they may have been involved in and any, which they are involved in



You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract, which are available on the Authority’s website, before preparing your Bid. The standard

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forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above.

Number of bids allowed

No Bidder may submit more than one Bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. A conflict of interest will be deemed to arise if Bids are received from more than one Bidder owned, directly or indirectly, by the same person.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to 16 June 2021 and should be sent to

THE DIRECTOR PROCUREMENT

10th FLOOR ZB CENTRE

FIRST STREET AND KWAME NKRUMA AVENUE

HARARE or

Email: procurement@zimra.co.zw.



Site Visit Meeting

There shall be a compulsory site visit on 15 June 2021 at Zimbabwe International Exhibition Centre, Hillside Road Bulawayo at 1000 hours. Failure to attend the site visit will lead to automatic disqualification. The costs of visiting the Site will be at the Bidder's own expense.

Services to be performed, location(s) and other requirements

The services to be performed under the Contract, the location or locations where these services are to be performed, equipment and other resources required are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

A Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services.

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Documents establishing conformity of services

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan and Schedule in this Part other standards of quality, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

Eligibility and qualification requirements

Bidders are required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. They must therefore

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. not have a conflict of interest in relation to this procurement requirement;
5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act;
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.

In addition to these eligibility requirements, Bidders must demonstrate that they have the qualifications, resources and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements.

Participation in this bidding procedure is restricted to Zimbabwean bidders only and companies must be registered in Zimbabwe.

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Validity of Bids

The minimum period that the Bidder's bid must remain valid is 60days from the deadline for the submission of bids.

Lead Time

The required lead time for completion of works is 5-10 days however bidders may provide their proposed lead time.

Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they have complete the bid submission register.

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number. Three copies of the bid document should be submitted *one original of the documents comprising the Bid should be clearly marked "ORIGINAL." and the other In addition, the Bidder must state the number of copies of the Bid and must mark each of them clearly "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail*].

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding document of the amended bid submission deadline.

| | | | |
|---------------------|--|----------------------------------|--|
| Date of deadline: | 25 June 2021 | Deadline Time: 1000hrs CAT | |
| Submission address: | 6 th floor ZB Centre First Street and Kwame Nkrumah Avenue Harare | | |

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| | |
|----------------------|--|
| Means of acceptance: | <i>Bids are to be sealed in envelopes and clearly marked with description of the tender. bids are to be dropped in the tender box found at 6th floor ZB Centre, first street and Kwame Nkrumah avenue, Harare</i> |
|----------------------|--|

Bid opening

Bidders and their representatives may not be able to witness the opening of bids, which will take place at the submission address immediately following the deadline due to Covid 19 restrictions.

Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified in the Price Schedule included in Part 2: Statement of Requirements.

Bid Security

The Bidder must attach their Bid Security, in *either* of the following forms:

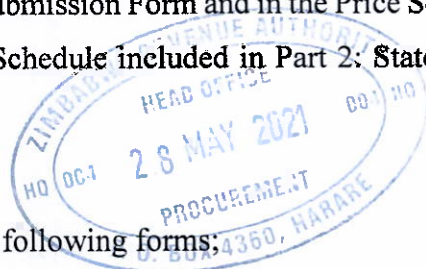
- Option 1** A certified Bank Cheque in the ZIMRA name.
- Option 2** A Bank Guarantee in the ZIMRA name
- Option 3** A Cash Deposit to PRAZ

The bid security shall be valid for a period of 60 days after the end of the bidding period.

Any bid not accompanied by a Bid security, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

If a bidder chooses options 2 or 3, the following should be noted;

Option 2



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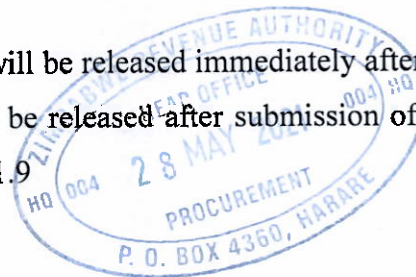
Submission of bank guarantee

A standard bank Guarantee of **ZWL50,000.00** which is valid for 60 days, obtainable from a reputable Registered Commercial Bank.

Please note: The required Bank Guarantee should include the following features and be redeemable in Zimbabwe in order for it to be considered valid:

1. Letterhead of registered commercial bank (i.e. the Supplier of the Bank Guarantee)
2. The Header has to clearly state that it is a Bank Guarantee.
3. Purpose of the Bank Guarantee to be clearly stated.
4. The date when the Common Seal of the said Surety was effected should be clearly shown.
5. Conditions of the said Obligations must be stated.
6. The physical address of the Surety should be given.
7. The validity period of the Bank Guarantee must be clearly stated.
8. Signature of surety and the date when it was endorsed must be clearly shown.
9. It must be an original document that is date stamped.
10. Bid Bonds from Insurance Companies are not acceptable.

The Bank Guarantee of the unsuccessful bidders will be released immediately after the award of the tender while that of the winning bidder will only be released after submission of the Performance Bond as specified in the tender document section 1.9



Option 3

If **Option 3** is chosen bidders must pay **ZWL\$50,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZWL\$8,000.00** that shall be non-refundable for cash bid bond establishment fee in line with Part 1V of the Procurement Regulations (S.I.5 of 2018). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare and is to be deposited into the following account numbers

1. NON-REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
ACCOUNT NUMBER: 01121064850020

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BRANCH: KWAME NKRUMAH

1. REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE

ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE

ACCOUNT NUMBER: 01121064850030

BRANCH: KWAME NKRUMAH

The Bid Security of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security must be in the names of all intended partners.

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid.

Bids failing any stage will be eliminated and not considered in subsequent stages.

Currency:

Bids should be priced in both United States Dollars (US\$) and Zimbabwean Dollars (ZWS). The payment will be made in Zimbabwean Dollars, using the prevailing exchange rates published by the Reserve Bank of Zimbabwe (RBZ). The US\$ price shall be used as the bases for any future price increases in the event of RBZ rate movement.

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Award of Contract

The lowest evaluated bid, after the application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this Bidding Document will be recommended for award of the contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act, which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

Right to Reject

The Procuring Entity reserves the right to accept or reject any Bid or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or has been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose debarment and other sanctions under section 74 (1) of the Regulations; and
3. Any conflict of interest on the part of the Bidder must be declared.

Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the Price Schedule and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of

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Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, otherwise you commit to complying fully with these Requirements.

Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Bidders should mark as "CONFIDENTIAL" information in their Bids, which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information}.

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

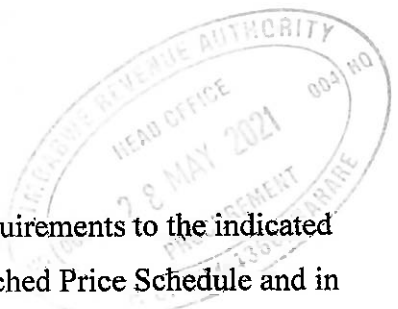
We offer to perform the services listed in the Statement of Requirements to the indicated specifications and standards, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

The validity period of our bid isdays from the date of submission.

We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

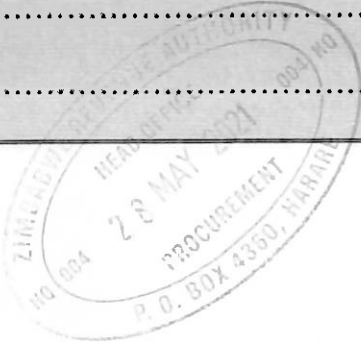


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Bid Authorised by:

| | |
|---|------------------------------|
| Signature | Name |
| Position: | Date:(DD/MM/YY) |
| Authorised for and on behalf of: | |
| Company | |
| Address: | |
| | |



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List of Services and Price Schedule

Procurement Reference Number: _____

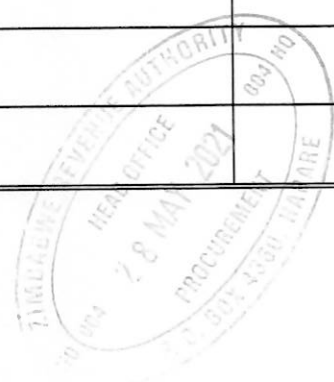
Bidder's Name: _____

Bidder's Reference Number: _____

Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.

Currency of Quotation/Contract:

| Description of services | Total Price including VAT (ZWLS) |
|---|----------------------------------|
| | [to be provided by the Bidder] |
| <p>PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMRA ZITF STAND FOR 2021</p> <p>20 JULY to 23 JULY 2021</p> | |
| Other additional costs | |
| Total | |

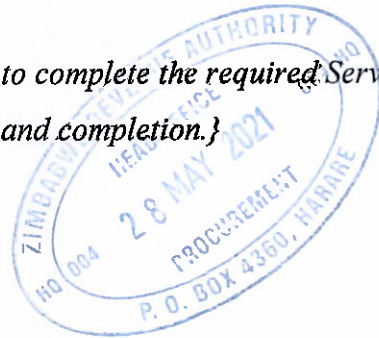


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Proposed Methodology, Work Plan and Schedule

{State the methodology and work plan you would propose to complete the required Services, the associated resources and the schedule for commencement and completion.}



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Part 2: Statement of Requirements

The following specific requirements for the Non-Consulting Services to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

Location of the Stand: Zimbabwe International Exhibition Centre, Bulawayo

Size of the stand: 180m2

Theme: "Showcasing the new Normal for Business and Industry: Realities and Opportunities"

The designer should submit a creative delivery, but not limited to the following:

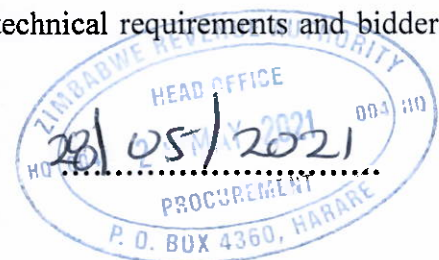
- **Provision of 5 counters with 2 chairs for stand manners and 2 visitors' chairs on each counter**
- **Fresh flowers on each counter**
- **Provide and install 2 Television sets, each 55 inch**
- **Live plants**

Note: The above are only basic guidelines. You need to demonstrate your Creativity.

Declaration by the Accounting Officer

I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.

pg *ADZano*



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Part 3: Contract

CONTRACT AGREEMENT

{For completion with the authorised representative of the Procuring Entity following Notification of Contract Award.}

Procurement Reference:

THIS CONTRACT AGREEMENT is made the *[insert: date]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) Zimbabwe Revenue Authority (ZIMRA) a corporate body established by the Revenue Authority Act (Chapter 23:11) having its principal offices at 6th floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street Harare (hereinafter called “the Procuring Entity”), and
- (2) *[TBA]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain Services, viz., ***provision of stand designing concept, mounting and dismounting services for the ZIMRA ZITF stand for 2021*** and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called “the Contract Price”).

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

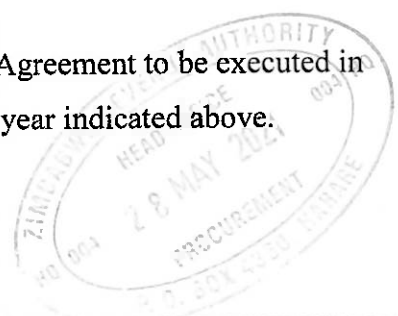
1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;

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- (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Schedule of Requirements;
 - (e) The Contractor's Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and Schedule;
 - (f) The Procuring Entity's Notification of Contract Award;
3. This Contract Agreement shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration for the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor, in consideration for the performance of the Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.



For and on behalf of the Procuring Entity

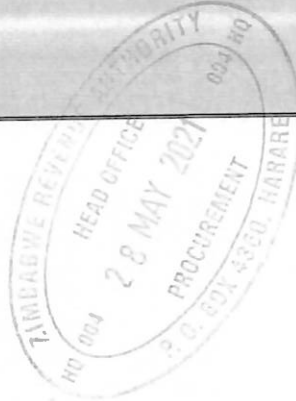
| |
|---|
| Signed: |
| Name: |
| In the capacity <i>[Title or other appropriate designation]</i> |
| of: |

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For and on behalf of the Contractor

| |
|---|
| Signed: |
| Name: |
| In the capacity of: <i>[Title or other appropriate designation]</i> |



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General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority’s website) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: NCB 11/2020

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

| GCC reference | Special Conditions |
|-------------------------------|--|
| <p>GCC 3.6 and 8.1</p> | <p>Authorised representatives:</p> <p>1. The authorised representative of the Procuring Entity is</p> <p>The Director Procurement, Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe</p> <p>Switchboard:+263 242 790 811-4 Ext. 317, Mobile:+263 719 526 953, Direct: +263 242 773 040</p> <p>E-Mail: <u>tshonhiwa@zimra.co.zw</u></p> <p>2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</p> |
| <p>GCC 7.4</p> | <p>Ineligible countries: Only Zimbabwean companies are legible to participate</p> |
| <p>GCC 18.1</p> | <p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery or non-performance, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to</p> |

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| GCC reference | Special Conditions |
|---------------|--|
| | <p>a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled</p> <p>NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.</p> |
| GCC 19.1 | <p>Commencement of Services: The date or period of time for commencement of services is from date of contract signature</p> |
| GCC 20.1 | <p>Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is five (5) to ten (10) days</p> |
| GCC 22.3 | <p>Payment schedule: The structure of payments shall be:</p> <p>(On Acceptance: The Contract Price shall be paid to the Contractor within thirty (14) days after the date of the acceptance certificate for the respective services issued by the Procuring Entity.</p> <p>In the event that advance payment is required, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.</p> |
| GCC 23.1 | <p>Price adjustment: Prices will be fixed for the Contract Period</p> |
| GCC 24.2 | <p>Payment procedure: Transfer or RTGS</p> |
| GCC 28.1 | <p>Insurance to be taken out by the Contractor: Not Applicable</p> |
| GCC 30.1 | <p>Performance security:</p> <p>The successful tenderer will be requested to provide a guarantee of 10% of the total tender amount endorsed by a registered Commercial Bank located in Zimbabwe acceptable to ZIMRA (Total tender amount is calculated according to the tender dossier) when countersigning the contract. The performance guarantee must be</p> |

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMRA ZITF STAND FOR 2021

Procurement Reference Number: ZIMRA NCB 11/2021

| GCC reference | Special Conditions |
|---------------|---|
| | delivered within 14 days after receipt by the tenderer of the contract signed by ZIMRA. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next most economically advantageous, compliant tender. |
| GCC 35.1 | Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is ZWL8,000.00 |

