

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN  
INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF  
12 MONTHS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 17/2021

# Government of Zimbabwe

## BIDDING DOCUMENT

FOR

## THE PROCUREMENT OF NON- CONSULTANCY SERVICES

DOMESTIC TENDER

NCB 17/2021



JUNE 2021

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN  
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12 MONTHS**

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INSTALLATION AND MAINTAINANCE SERVICES TO ZIMRA FOR A PERIOD  
OF 12 MONTHS**

**PROCUREMENT REFERENCE NO: DOMESTIC TENDER ZIMRA NCB 17/2021**

**PROCURING ENTITY: ZIMRA**

**DATE OF ISSUE: 18 JUNE 2021**



**ZIMRA**  
Zimbabwe Revenue Authority

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**Part 1: Bidding Procedures and Bid Submission Sheet**

**Part 2: Statement of Requirements**

**Part 3: Contract**

**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 returning the following documentation:

1. The Bid Submission Sheet in this Part;1
1. The Statement of Requirements in Part 2;
2. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
4. A Bid Security.
5. A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents (foreign companies should submit similar company documents from country of company registration)
6. A valid current tax clearance (ITF 263)
7. A copy of your company profile
8. Detail the qualifications for their skilled personnel
9. At least three (3) reference letters showing bidders’ direct experience in the successful provision of similar quality of the required goods/services.

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 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.

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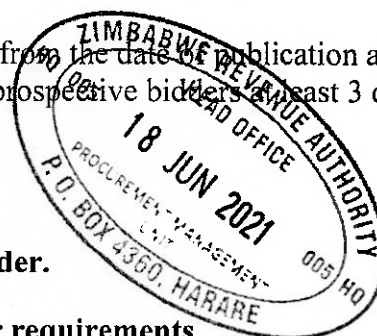
## Clarification

Clarification of the bidding document may be requested in writing by any Bidder and should be sent to;

**The Director Procurement Management Unit  
Zimbabwe Revenue Authority (ZIMRA)  
10<sup>th</sup> Floor, ZB Centre  
Cnr Kwame Nkrumah / First Street  
Harare, Zimbabwe.**

Or via Email to [procurement@zimra.co.zw](mailto:procurement@zimra.co.zw)

Such queries should be submitted within 10 days from the date of publication and responses to questions / queries will be made in writing to all prospective bidders at least 3 days before tender closing



## Pre-bid meeting

1. There is no pre-bid meeting for this tender.

## 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, the times of performance and the manpower, equipment and other resources required and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The 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.

## 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;

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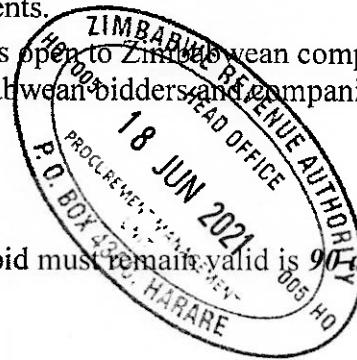
4. not have a conflict of interest in relation to this procurement requirement;
5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act;
6. Have the nationality 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 open to Zimbabwean companies only. Participation in this bidding procedure is restricted to Zimbabwean bidders and companies must be registered in Zimbabwe.

**Validity of Bids**

The minimum period that the Bidder's bid must remain valid is ~~90 days~~ from the deadline for the submission of bids.



**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 receive a receipt confirming submission of their Bid with correct details of the Bidder and the number of the Bid.

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number. **Three (3)** 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: **16 July 2021**

Deadline  
Time:  
**1000hrs CAT**

Submission address: **Zimbabwe Revenue Authority  
Reception Area, 10<sup>th</sup> Floor, ZB Centre  
Corner Kwame Nkrumah Ave/ First Street  
Harare,  
Zimbabwe.**

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Means of acceptance: 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 ZB Centre 10<sup>th</sup> Floor Corner First Street And Kwame Nkrumah Avenue, Harare

**Bid opening**

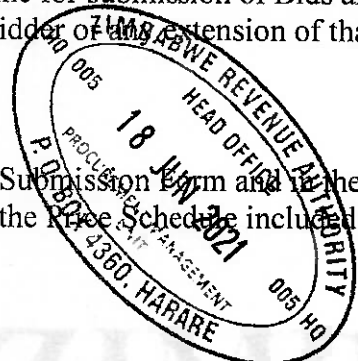
**Due to the COVID 19 pandemic, NO Bidders will be allowed to witness the opening of bids on the closing day.**

**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 include Bid Security of **ZWS\$36,000.00** 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 **90 days** after the end of the bidding period. Any bid not accompanied by a Bid Security or Bid Securing Declaration, where this is a requirement of bidding, will be rejected as non-responsive.

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

**Option 2**

**Submission of bank guarantee**

A standard bank Guarantee of **ZWS\$36,000.00** which is valid for **90 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.

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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.
11. All foreign Bank Guarantee to be confirmed by a local corresponding Commercial bank in Zimbabwe.

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 signing of contract by both parties

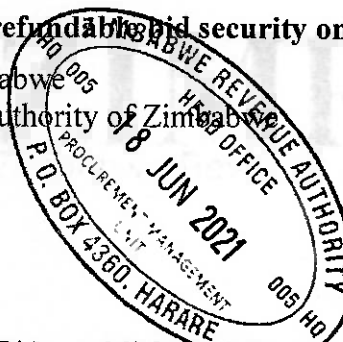
## Option 3

If **Option 3** is chosen bidders must pay **ZWS36,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZWS12,000.00** that shall be non-refundable for cash bid bond establishment fee in line with Part IV 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 or to be deposited in the respective bank accounts below;

### Refundable (Local)

**Payment Instructions: This account is to be used for refundable bid security only**

Bank Name: Commercial Bank of Zimbabwe  
Account Name: Procurement Regulatory Authority of Zimbabwe  
Account Number: 01121064850030  
Branch: Kwame Nkrumah



### Non-Refundable (Local)

**Payment Instructions: This Account is to be used for Bid establishment Fees / Non-Refundable fees**

Bank Name: Commercial Bank of Zimbabwe  
Account Name: Procurement Regulatory Authority of Zimbabwe  
Account Number: 01121064850020  
Branch: Kwame Nkrumah

### FCA Account (Foreign Deposits)

**Payment Instructions:**

Bank Name: Commercial Bank of Zimbabwe  
Account Name: Procurement Regulatory Authority of Zimbabwe  
Account Number: 01121064850040  
Branch: Kwame Nkrumah

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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.

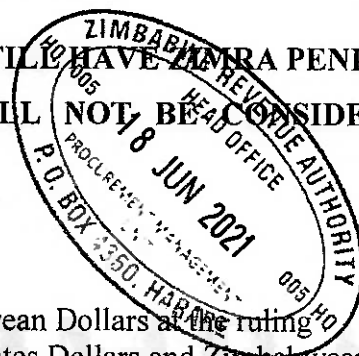
**Evaluation of Bids**

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.**

**PLEASE NOTE THAT PROSPECTIVE BIDDERS WHO STILL HAVE ZIMRA PENDING AND UNFULFILLED ORDERS OR CONTRACTS WILL NOT BE CONSIDERED SPECIFICALLY FOR THIS TENDER.**



**Currency**

Bids should be priced in both United States Dollars and Zimbabwean Dollars at the ruling exchange rate. The currency of evaluation will be both United States Dollars and Zimbabwean Dollars. The currency of payment will be the **Zimbabwean Dollars (ZWL\$)**, using the exchange rates published by the Reserve Bank of Zimbabwe on the date of invoice.

**Payment Summary of payment to PRAZ**

No	Item	Local Bidders (Zimbabwean Dollars)	Status
1	Bid Security	ZWL\$36,000.00	Mandatory
2	Establishment Fee( for bid security paid through PRAZ)	ZWL\$12,000.00	Mandatory
3	Annual Contract Administration Fee	ZWL\$8,000.00	Payable by the winning bidder

**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,



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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.

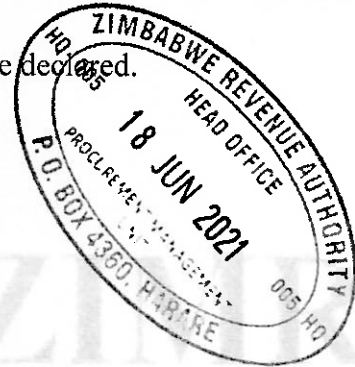
## Right to Reject

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.



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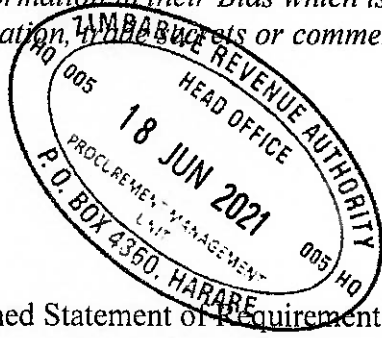
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**Bid Submission Sheet**

*{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. 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 so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.*

*Bidders must 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 supply the items listed in the attached Statement of Requirements, 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 is: ..... {Days} 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.

**Bid Authorised by:**

<b>Signature</b> .....	<b>Name:</b> .....
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/Y Y)
<b>Authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	

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**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

**List of Goods and Price Schedule**

**Currency of Bid: ZWS/USD**

**NCB 17/2021 FOR THE PROVISION OF LAN INSTALLATION AND MAINTENANCE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS**

ITEM NO.	DESCRIPTION	QUANTITY	TOTAL PRICE US\$ INCL VAT	TOTAL PRICE ZWS INCL VAT
1	PROVISION OF LAN INSTALLATION AND MAINTENANCE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS			

Note 1: The description or quantity must indicate the unit of measure where relevant.

Note 2: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 3: Include any additional costs, such as installation or commissioning.



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**Delivery Schedule**

Name of Bidder:

Bidder's Reference Number:

*{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.*

**PROVISION OF LAN INSTALLATION AND MAINTENANCE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS**

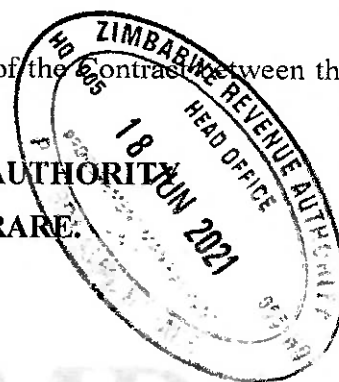
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**Expected delivery period for installation is 2 weeks**

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

The Project Site for delivery of the goods is the final destination:

**ZIMBABWE REVENUE AUTHORITY**  
**ICT DEPARTMENT, HARARE.**



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**Technical Specification and Compliance Sheet**

Name of Bidder:

Bidder's Reference Number:

*The Related Services must comply with following Technical Specifications and Standards:*

*[Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]*



	A	b	C
	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
ITEM NO	DESCRIPTION/ FEATURES	MINIMUM REQUIREMENTS	
1	PROVISION OF LAN INSTALLATION AND MAINTENANCE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS	<p><b>Expected LAN Works Requirements</b></p> <p>1. Installations of new Local Area Networks (UTP structured cabling and Optic fibre), including required additional network points and relocations. The LAN points are inclusive of voice and data.</p> <p>2. Commissioning of completed installations</p> <p>- Provide documentation (<b>soft</b></p>	

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		<p>copy and hard copy)</p> <p>with tests results, detailed layout diagrams for optic fiber and UTP installations.</p> <p>3. Attending to faulty network points and repairing.</p> <p>4. Attend to any other cabling works as assigned.</p> <p>5. Maintain register / log sheet / work record.</p> <p>6.Fiber Optic Splicing Kit</p> <p>7.OTDR Fiber Tester (Capability to print results as hard and soft copy)</p> <p>8.LAN Tester(Capability to print results as hard and soft copy)- for structured cabling</p>	
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**1.0 MANDATORY REQUIREMENTS**

The following are basic mandatory requirements for prospective contractors and will be evaluated upon. Bidders are required to write and submit a **Statement of commitment** on each requirement and **failure to show commitment** on each requirement below will lead to disqualification:

- a. The staff doing maintenance services work shall be liable for searching by our security guards upon entering or leaving the building premises.
- b. The staff should put on a proper uniform for ease of identification.
- c. Identity cards are also to be provided.
- d. Bidders must attend to reported/requested faults within two hours.
- e. Bidders **must** show commitment that the service provider should be able to provide 24/7 support in case of emergency. Failure to state position on the above will lead to disqualification.

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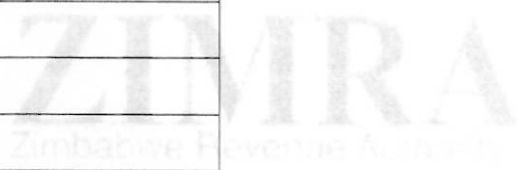
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- f. Appropriate transport should be provided for to enable ample reaction e.g. vehicles
- g. Ladders
- h. Ensure safety gear for staff (work suits with company labels, safety shoes, helmets etc).
- i. Staff Company Identity documents.(IDs)
- j. LAN installation tools required for such works namely RJ45 crimping tool, tone tester, tone sender, punch down, screwdrivers and labelling kit.

**2.0 LOTS**

The lots for the tender shall be as follows:

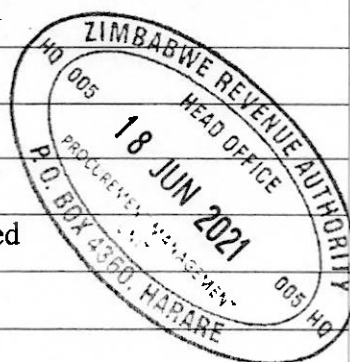
HARARE	STATIONS
LOT 1	Kurima House
	ZB Centre
	Disaster Recovery Centre
	Belgravia
	Harare Airport (AGS, NHS & Arrivals)
	Harare Central Sorting Office
	BAK Storage
	Manica Condep
	Bindura
	NOIC (Msasa, Mabvuku)
	Nyamapanda
	Chinhoyi
	Kariba (Border & Heights Offices)
	Karoi
	Chirundu
	Mukumbura
	Kanyemba
	Marlborough
Kwekwe	
Kadoma	
Marondera	



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	Charles Prince AIRPORT
	Additional ZIMRA stations that might arise
<b>BULAWAYO</b>	<b>STATIONS</b>
<b>LOT 2</b>	Bulawayo Mhlahlandlela
	Bulawayo Custom House (Port)
	J. Mqabuko Airport
	Bulawayo Condep
	Plumtree
	Plumtree Transit Shed
	Beitbridge Border
	Beitbridge Town
	Beitbridge Malindi
	Beitbridge Transit Shed
	Beitbridge Manica
	Gweru
	Zvishavane
	Hwange
	Victoria Falls (Town, Border, ZB and AirPort)
	Kazungula
	Pandamatenga
	Gwanda
	Mphoengs
	Maitengwe
Mlambapele Border	
	Additional ZIMRA stations that might arise





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MUTARE	STATIONS
LOT 3	Mutare (Town Office and Customs House)
	Forbes Border Post
	GMS
	TOAZ(CARS)
	Forbes Border Post
	NOIC Feruka
	Masvingo
	Chiredzi
	Sango
	Rusape
	Mt Selinda & Chipinge
	Additional ZIMRA Stations that might arise



**3.0 MAINTENANCE MATERIALS:**

The materials for the works will be supplied by the Zimbabwe Revenue Authority.

**4.0 Pricing Guidelines:**

The quotation must be made up as follows for EACH lot:

1. Mileage –Prevailing AA rates must be applied from the administrative hub (Administrative Hubs – Lot 1 Harare, Lot 2 Bulawayo and Lot 3 Mutare)
2. Labour rates – Bidders must state labour rates per hour for all works (daytime, overtime and holiday labour rates based on NEC requirements and ongoing rates indicating class per trade per hour).
3. Material – ZIMRA will supply all networking accessories required for the works.
4. Accommodation and subsistence charges per person per day and conditions
5. Fixed monthly charge

Bidders should clearly show the breakdown of associated costs of the whole works tendered per **EACH LOT**, as given in the table below.

*Failure to provide this will lead to automatic disqualification.*

- **The total number of Lots is three (3)**

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS**

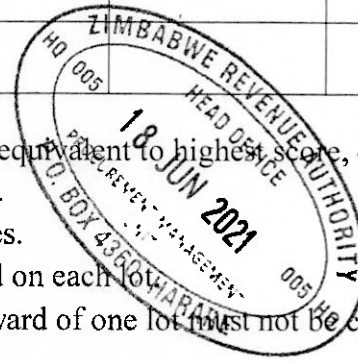
Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 17/2021

**NB: Highest combined score is selected for award on each Lot.**

Category	Accommodation/day	Subsistence/day	Labour rates/ hour skilled worker	Labour rates/ hour unskilled worker	Mileage/km	Score
Weighting Matrix	25	25	20	15	15	
Installation and maintenance services						
Total						

**Notes:**

- i. Evaluation criteria scoring (the least price is equivalent to highest score, other scores are evaluated as an inverse of the least price).
- ii. Bidders will be ranked according to the scores.
- iii. Highest combined score is selected for award on each lot.
- iv. When tendering for more than one lot, the award of one lot must not be conditional to the award of several/ other lots.
- v. The lowest evaluated tender to specifications shall be accepted as referred to Section 2.22.
- vi. In order to spread risk, bidders shall be awarded not more than two (2) Lots.
- vii. Bidders are required to observe NEC requirements
- viii. Tenders will be awarded to the best advantage of the Authority



**Declaration by the Accounting Officer**

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

.....  
*[Handwritten Signature]*

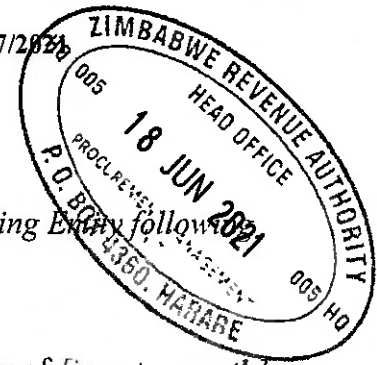
.....  
 18/06/2021

**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.}*

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN  
INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF  
12 MONTHS**

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 17/2020



**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** and having its principal place of business at **6th Floor,  
ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe** (hereinafter  
called “the Procuring Entity”), and

(2) *[insert name of Contractor]*, 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 LAN  
installation and maintenance services to ZIMRA for a period of 12 months effective  
from the date of signing by contractor**, 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:

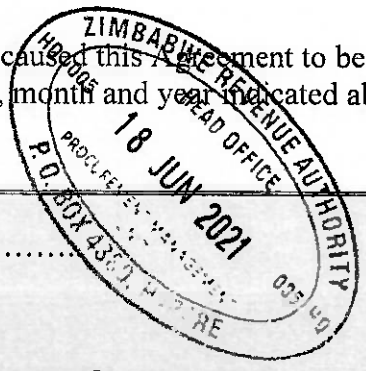
1. In this Agreement words and expressions shall have the same meanings as are  
respectively assigned to them in the General and Special Conditions of Contract  
referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and  
the Contractor, and each shall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

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 17/2021**

- 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:

**For and on behalf of the Contractor**

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

**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.

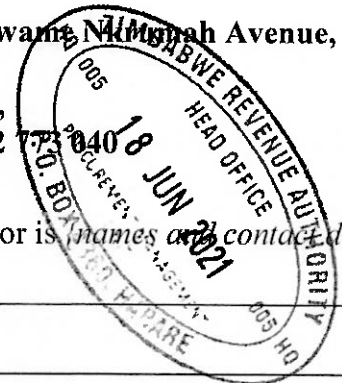
**Special Conditions of Contract**

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

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN  
INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF  
12 MONTHS**

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 17/2021

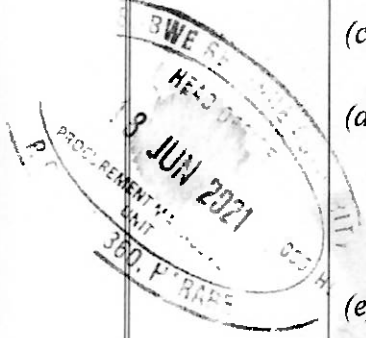
GCC reference	Special Conditions
GCC 3.6 and 8.1	<p><b>Authorised representatives:</b></p> <p>1. The authorised representative of the Procuring Entity is</p> <p align="center"><b>Director Procurement Management Unit, Zimbabwe Revenue Authority, 10<sup>th</sup> Floor, ZB Centre, Cnr First Street/Kwame Ninsin Avenue, Harare, Zimbabwe Switchboard:+263 242 790 811-4 Ext. 317, Mobile:+263 0719526953 Direct: +263 242 773 040 E-Mail: tshonhiwa@zimra.co.zw</b></p> <p>2. The authorised representative of the Contractor is <i>[names and contact details, including address for delivery of notices]</i>.</p>
GCC 7.5	<p><b>Eligible Countries:</b> Zimbabwe</p>
GCC 18.1	<p><b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Act shall apply. <b>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 a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled</b></p> <p><b>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.</b></p>
GCC 19.1	<p><b>Commencement of Services:</b> The date or period of time for commencement of services is signing date by contractor.</p>
GCC 20.1	<p><b>Completion of Services:</b> The date for completion of Services or the period within which the Services are required to be performed is 12 months after date of signing by contractor.</p>
GCC 22.2	<p><b>Contract price:</b> Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i>.</p>
GCC 22.3	<p><b>Payment schedule:</b> The terms of payment shall be <i>[State:</i></p> <p align="center"><i>i. One month after service delivery</i></p>
GCC 23.1	<p><b>Price adjustment:</b> <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i></p>
GCC 24.2	<p><b>Payment procedure: Transfer of ZWLS.</b></p>



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GCC reference	Special Conditions
GCC 28.1	<p><b>Insurance to be taken out by the Contractor:</b>  <i>[The risks and the coverage shall be as follows:</i></p> <ul style="list-style-type: none"> <li>(a) <i>Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Contractor or its Personnel or any Sub-Contractor or their Personnel, with a minimum coverage of [insert amount and currency];</i></li> <li>(b) <i>Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i></li> <li>(c) <i>professional liability insurance, with a minimum coverage of [insert amount and currency];</i></li> <li>(d) <i>employer's liability and workers' compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</i></li> <li>(e) <i>insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i></li> </ul> <p align="right"><i>[Note: Delete what is not applicable].</i></p>
GCC 30.1	<p><b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part VI of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is ZWL\$8,000.00.</p>
GCC 35.1	<p><b>Performance Security:</b> Performance Security is required is ZWL\$200,000.00 in Form of a Bank Guarantee from a Commercial Bank registered in Zimbabwe</p>



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