

**BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT &
STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.**

PROCUREMENT REFERENCE No: NATIONAL TENDER ZIMRA NCB 30/2021

Government of Zimbabwe

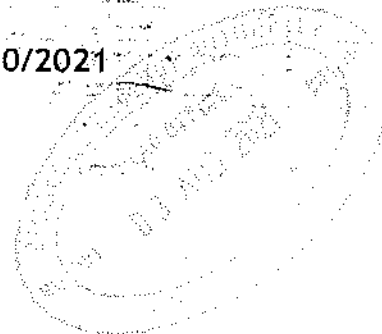
BIDDING DOCUMENT

FOR

THE PROCUREMENT OF NON-CONSULTANCY SERVICES

NATIONAL TENDER

ZIMRA NCB 30/2021



July 2021

**BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT &
STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.**

PROCUREMENT REFERENCE No: NATIONAL TENDER ZIMRA NCB 30/2021

PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES.

PROCUREMENT REFERENCE NUMBER: NATIONAL TENDER ZIMRA NCB 30/2021

PROCURING ENTITY: ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE: JULY 30, 2021

CLOSING DATE: AUGUST 31, 2021



**BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT &
STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.**

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

Table of Contents

Part 1: Bidding Procedures

Part 2: Statement of Requirements

Part 3: Contract



BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

Procurement Reference Number: NATIONAL TENDER ZIMRA NCB 30/2021

Preparation of Bids

You are requested to bid for the provision of static security guards & CIT services as specified in the Statement of Requirements, by completing and returning the following documentation:

Item No.	Preliminary Evaluation Criteria	Mandatory/ Compulsory
1.	The Bid Submission Sheet in this Part (Bid Form). This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
2.	The Statement of Requirements in Part 2. This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
3.	Proof of current registration with the Ministry of Home Affairs must be attached.	Mandatory
4.	Technical Specification and Compliance Sheet: This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
5.	A copy of every document necessary to demonstrate eligibility in terms of Section 28 (1) of the Regulations; that is, the legal capacity to enter into a contract, under the law of any country, the bidder is not insolvent, bankrupt or being wound up; not debarred, not failed to comply with any obligation to pay taxes or social security contributions in Zimbabwe, no conflict of interest, not ineligible under the Act to be awarded a procurement contract, declaration of any litigation, etc. Should be on your company letterhead or from your attorney	Mandatory
6.	Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (for Zimbabwean companies only)	Mandatory
7.	Proof of payment of bid security (attach receipt)	Mandatory

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

8.	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).	Mandatory
9.	A valid current tax clearance (for Zimbabwean companies only)	Mandatory
10.	A copy of your company profile	Mandatory
11.	Proof of purchase of a bidding document (attach receipt)	Not Applicable
12.	At least three (3) reference letters showing bidders' direct experience in the successful provision of security services to which at least two (2) of the reference letters <u>must</u> be from reputable commercial institutions.	Mandatory
13.	Proof of VAT Registration (attach registration certificate)	Mandatory
	Proof of a valid NSSA Registration (attach registration certificate) of which the proof <u>must</u> tally with the number of employees to be deployed for the lot.	
14.	POTRAZ Private Mobile Radio License	Mandatory
15.	Certificate of NEC Security Sector Membership	Mandatory
16.	Proof of Security Sector Association/Affiliation	Mandatory
17.	Declaration of no conflict of interest in relation business activities which may directly interfere with security services	Mandatory
18.	For all lots with the Cash in Transit (CIT) Services, proof of ownership or lease agreements of a fleet of armoured services <u>must</u> be submitted for consideration. The armoured cars must not be more than seven (7) years old from the date of manufacture.	Mandatory
19.	Proof of firearm licences for equivalent to the number of firearms required for the respective lot	Mandatory
20.	Provide proof of training in firearms handling proportionate to number of sites requiring firearms.	Mandatory
21.	Bidders <u>must</u> fully complete the cost breakdown and ensure the quoted prices meet the minimum NEC rates for the security sector industry (attach the most recent Collective Bargaining Agreement)	Compulsory

You are also required to pay the administration fee of ZW\$8,000.00 for Domestic Bidders and USD200.00 for International Bidders payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee (SPOC) in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations. The above stated fees shall be paid directly to the Procurement Regulatory Authority of Zimbabwe and bidders are required to enclose the proof of payment of the Administration fee together with their bids.

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

For Bank Transfers, use the below details:

Non Refundable (Local)

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

FCA Account (foreign deposits)

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

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the PRAZ's website, before preparing your Bid. **Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.**

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, the Bidder's name, and any reference number.

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. Where the procurement is divided into lots and packages, only one Bid can be submitted. 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 and should be sent to:

The Director, Procurement Management
Zimbabwe Revenue Authority (ZIMRA)
10th Floor, ZB Centre
Corner Kwame Nkrumah Ave/ First Street
Harare, Zimbabwe.

Or via Email to procurement@zimra.co.zw

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

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 5 days before tender closing.

Pre-bid meeting

There is no pre-bid meeting for this tender.

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **120 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 that has 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.

Bids should be submitted in triplicate with one (1) original copy marked "ORIGINAL" and two (2) copies each marked "COPY" All 3 copies should be in sealed envelopes, clearly marked with the details of the tender, and should be deposited in a tender box situated at the below address. In the event of any discrepancy between the original and the copies, the original will 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 documents of the amended bid submission deadline.

Date of deadline:	August 31, 2021	Deadline Time:	10:00 hours Harare Time GMT+2 hours
Submission address:	The Director, Procurement Management Zimbabwe Revenue Authority (ZIMRA) 10 th Floor, ZB Centre Corner Kwame Nkrumah Ave/First Street Harare, Zimbabwe		
Means of acceptance:	of Bids in the sealed envelopes shall be deposited in a tender box situated at the above address. All the bidders should record their bids in the tender submission register situated thereto, in the format prescribed in the register.		

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

Bid opening

Bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

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.

Delivery Requirements

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2. However bidders may provide their proposed delivery 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 below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods
 - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
 - (ii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
 - (iii) Any other applicable import taxes;
 - (iv) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
 - (v) Any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the Schedule of Requirements: the price of each item comprising the Related Services (inclusive of any applicable taxes).

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

Bid Security

The Bidder must include Bid Security of **ZW\$175,000.00** (or equivalent for international bidders), 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 **120 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 **ZW\$175,000.00** (or equivalent for international bidders), which is valid for 120 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.
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

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

Option 3

If Option 3 is chosen bidders must pay ZW\$175,000.00 (or equivalent for international bidders), for the Bid Security that shall be Refundable at the end of the bid validity period plus another ZW\$28,000.00 & USD350.00 for Domestic Bidders & International Bidders respectively 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 or to be deposited in the respective bank accounts below;

For international tenders, foreign bidders shall establish their bid security in the currency of their bids.

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

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

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.

2. Technical evaluation to determine 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.

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee especially sensitive or especially valuable contracts. This procurement requirement is subject to review by the Special Procurement Oversight Committee hence, at least two identical copies of the bid document are required. Where the copies are not identical, the contents of the bid marked original will alone be considered. Bidders are required to pay administration of ZW\$8,000.00 for Domestic Bidders and USD200.00 for International Bidders for contracts subject to review by the Special Procurement Oversight Committee.

Evaluation criteria

The Procuring Entity's evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies.

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.

Eligibility and Qualification Criteria

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidders must

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;

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

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.

Participation in this bidding procedure is open to Zimbabwean bidders

Technical Criteria

The Technical Specifications Sheet details the **minimum specification** of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification. No alternatives to technical specifications given shall be accepted for evaluation.

Currency

Bids should be priced in both Zimbabwean (Z\$) and United States Dollars (USD). The currency of evaluation will be Zimbabwean Dollars (Z\$) and the currency of payment for local companies will be the Zimbabwean Dollars.

Award of Contract

The lowest evaluated bid, after 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 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 Bids or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

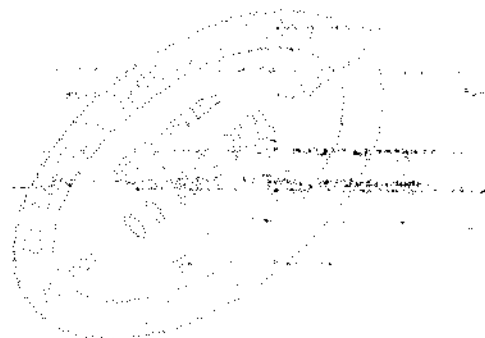
The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE No: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

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 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 the sanctions under section 74 (1) of the Regulations; and
3. Any conflict of interest on the part of the Bidder must be declared.



BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 1 BIDDING PROCEDURES

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:

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

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

PART 2: STATEMENT OF REQUIREMENTS

List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Currency of Bid: USD/ZW\$

DURATION OF THE CONTRACT IS TWO (2) YEARS, STARTING FEBRUARY 1, 2022 TO JANUARY 31, 2024.

Item No ¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Monthly Price ¹	Total Price ²
Lot 1	Region 1 & Head Office See Annexures For more details on deployments					
Lot 2	Region 2 See Annexures For more details on deployments					
	Mphoengs Services CIT					
	Maitengwe Services CIT					
	Kazungula Services CIT					
	Plumtree Border Post CIT Services					
Lot 3	Region 3 & Forbes See Annexures For more details on deployments					
	Mt. Selinda Services CIT					
	Chiredzi CIT Services					
	Beitbridge Border					

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Lot 4	Post See Annexures For more details on deployments				
			Other additional costs		
			VAT		
			Total		

MANDATORY NOTES:

Note 1: Include VAT and other taxes applicable.

Note 2: No service provider shall bid in more than two lots

Note 3: The service provider cannot bid in a lot where it has been providing other services.

Note 4: A bidder cannot participate in a lot they have provided the services for the past three (3) services.

Note 5: Award will be made on a lot by lot basis and the award of each lot shall not be a condition for award of another/several lots.

Note 6: Any request for additional deployments of Static Security Guards &/or CIT Services shall be awarded to the service provider covering the respective lot as per award through direct engagement.

Note 7: The cost for further deployments with respect to Note 3 above shall be aligned to the prevailing rates at the time the contract variation is agreed.

Note 8: All requirements shall be subject to confirmation after contract award whereas any identified non-conformity shall lead to the ultimate termination of the contract.

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

The Goods and 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)]

The following are basic mandatory requirements for all security guards and will be evaluated upon - bidders to submit a statement of commitment and/or compliance on each requirement:

	A	B	C
Item No.	Description	MINIMUM technical Specification required (or Equivalent of) (including applicable standards) weight for items to be ferried	{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}
1.	Training	All guards must have proof of formal training by way of certificate	
2.	Criminal Vetting	All guards must have proof of valid criminal vetting from the ZRP at engagement.	
3.	Uniform	All guards must have appropriate gear - meaning that they should wear full uniform from head to toe - neither own hats nor shoes even when it is cold. They should therefore have appropriate gear for all weather with common identity like trench coats in winter. This is important for common identity and standard. Guards should have safety shoes or boots. It would be important for all guards to have handcuffs, baton sticks, torches and whistles.	
4.	Communication Equipment	All stations must, as a minimum, have communication equipment (two way radios) plus reflective jackets supplied by contractor.	
5.	Insurance Cover for Liability	Direct compensation for any losses/burglaries or destruction of goods/property guarded will be the responsibility of the security company. Proof of relevant insurance cover to be submitted.	
6.	Transport	Appropriate transport should be provided for to enable ample reaction e.g. bicycles, motorbikes, patrol vehicles and vans depending on matching distance and reaction when called for.	

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

	A	B	C
Item No.	Description	MINIMUM technical Specification required (or Equivalent of) (including applicable standards) weight for items to be ferried	{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}
7.	Security Reviews	Occurrences or observations books should be available for inspection by client management and for downloading into consolidated records for security review purposes.	
8.	Supervision	The winning bidder must provide sufficient security service supervision.	
9.	Site Instructions	Site instructions are mandatory and service provider must ensure they are in place. The contractor must engage with site management during development of the site instructions.	
10.	Recycling of Guards	Recycling of guards from previous service providers with known misconduct cases is not accepted (the onus is on bidder to ensure such guards are excluded)	
11.	Mobile Phones	Guards are not allowed to carry mobile phones during tour of duty.	
12.	Cash in Transit	For Cash-in-transit (CIT) there must be proof of adequate and relevant vehicles for pick up points. Experience in provision of CIT services to banks and big corporates will be an added advantage. CIT to be quoted separately. Preference will be given to static guards winning bidder.	
13.	Control Room	Appropriate Control Room manned 24hours should be available.	
14	Code of Conduct	Submission of copy of Employee Code of Conduct expected. Expect due diligence inspections of shortlisted companies.	
15.	Staff Welfare	Winning bidder to make a commitment statement to pay guards salaries on agreed dates monthly or provide a schedule on pay dates to client.	
17.	General Experience	The contracted security company must have been in operations for 5 years	
18.	Specific Experience	The contracted security company must have 3 years' experience in financial institutions and minerals sector (evidence based).	
19.	Solvency	Must produce audited financial statements for the past 2 years	

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

	A	B	C
<i>Item No.</i>	<i>Description</i>	<i>MINIMUM technical Specification required (or Equivalent of) (including applicable standards) weight for items to be ferried</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
20.	Past Engagements	Detail past performance with ZIMRA	
21.	Litigation Status	Disclose any subsisting court cases (litigation, if any)	

Insurance and Other Mandatory Requirements for Security Services

- 1) A Public Liability Insurance of US\$5,000,000.00 or Zimbabwean dollar equivalent at prevailing RBZ auction rate must be submitted with the bid. Failure to provide insurance will lead to automatic disqualification. This Public Liability Insurance threshold shall be verified by Insurance Pension Commission (IPEC) for authenticity
- 2) Subletting/ Subcontracting

No part of the contract shall be assigned or sub-contracted by the Contractor without the prior written permission of ZIMRA. This permission that will not be unreasonably withheld, shall not in any way be interpreted as releasing the Contractor from his/her liabilities and obligations under the contract

NB: The tender award to be communicated to bidder at least one month before the date of assumption of contract - this should allow service provider ample time to mobilise all contract resources and deploy in time for beginning of new contract.

Declaration by the Accounting Officer:

[Signature]

30/07/2021

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

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

PART 3 CONTRACT

Contract Agreement

Procurement Reference: National tender ZIMRA NCB 30/2021

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

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (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 Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are 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) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity's Notification of Contract Award;
 - (g) *[Add here any other document(s)]*.

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

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 of 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 Goods and 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 of the provision of the Goods and 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 of: <i>[Title or other appropriate designation]</i>

For and on behalf of the Contractor

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

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number National tender NCB 30/2021


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

GCC reference	Special Conditions
GCC 7.5	Eligible Bidders: Zimbabwean,
GCC 8.1	<p>Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be, 10th Floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street, Harare Zimbabwe.</p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be</p> <p>{state name of contact}</p>
GCC 19.1	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery of goods, 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</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>

**BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT &
STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.**

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

GCC reference	Special Conditions
GCC 21.2	<p data-bbox="427 331 1505 443">Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1</p> <p data-bbox="427 477 1217 510">The documents to be furnished by the Contractor are:</p> <ol data-bbox="475 528 1066 562" style="list-style-type: none">1. Public Liability Insurance Certificate, 

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

GCC reference	Special Conditions
	<p>Sample provision - For Goods from within Zimbabwe</p> <p>Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:</p> <ul style="list-style-type: none">(i) One original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;(ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;(iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;(iv) four copies of the packing list identifying contents of each package;(v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied; <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p>

**BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT &
STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.**

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured in accordance with the specified Incoterms.
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: 100% inspection on technical compliance.
GCC 24.1	Performance security: After the award of the tender, and after the contract is signed; the winning bidder must furnish ZIMRA with performance guarantee within 14 days after notification of the award. This guarantee will be in the form of a Performance Bond or guarantee equivalent to the value of 10% of the total cost of the supplier's proposal, valid for the duration of the contract and endorsed by a registered reputable Commercial Bank
GCC 24.4	Reduction of performance security (Not applicable)
GCC 25.1	Warranty: N/A
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be (30) days
GCC 29.1	Price adjustments: The following price adjustments are applicable: When the application of price adjustment would modify the initial price by more than twenty per centum or would modify the balance owing under the contract by more than twenty per centum, the procuring entity may terminate the contract
GCC 30.1	Terms of Payment: The structure of payments shall be: Acceptance: The Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity. 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
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Part VI of the Fifth Schedule of the Regulations (as amended) is due upon the signing of the Contract and the applicable fee per year shall be communicated by PRAZ upon SPOC Review

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Bank Guarantee for Performance Security

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

We have been informed that *[name of supplier]* (hereinafter called "the Supplier") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract") for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature

--	--

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Annexure A

DEPLOYMENTS

Security services will be required at the following sites/stations:

LOT 1, REGION 1 AND HEAD OFFICE

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
Kurima House	Commissionaire's Main Entrance	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	Refuse Area /Basement exit	1	0	Mon- Fri Sat	0	0	0600-1800 0600-1300
	Barclays Bank	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Annex	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	SAP	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	ICT	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Basement	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	Central Stores	2	1	Mon-Sun	0	0	0600-1800 1800-0600
	Parkade	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	Marlborough	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Belgravia	3	2	Mon-Sun	0	0	0600-1800 1800-0600
	Kensington	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Lynton	1	1	Mon-Sun	0	0	0600-1800 1800-0600

REGION 1 CUSTOMS AND GREATER HARARE.

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
Harare Port	Cash Office	1	0	Mon- Fri Saturday	0	0	0800-1700 0800-1230
	NRZ State Warehouse	1	1	Mon-Sun	0	1	0600-1800 1800-0600
	NRZ Warehouse	1	1	Mon-Sun	0	0	0600-1800 1800-0600
RGM Airport	State Warehouse	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Airfreight Building	1	1	Mon-Sun	0	0	0600-1800 1800-0600

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

REGION 1 CUSTOMS.

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
Kanyemba	ZIMRA House	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Office	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	CIT Services	1	1	Once per month	0		Distance from Kanyemba to Guruve (185km) to and from 370km
Mukumbura	ZIMRA house	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Office	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	CIT Services	1	1	Twice every month	0		Distance from Mukumbura to Mount Darwin(105km) to and fro 210km
Chinhoyi Customs Office	Customs Car Pound	1	1	Mon-Sun	0	0	0600-1800 1800-0600
Nyamapanda	Zimra borehole	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Zim Entry & Exit boom Gate 2	2	1	Mon-Sun	0	0	0600-2000 1800-0600
	Search bay Gate & Traffic control	1	0	Mon-Sun	0	0	0600-2000
	Zim Entry & Exit boom Gate 3	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	State Warehouse	1	1	Mon-Sun		0	0600-1800 1800-0600
	Vehicles Impounded yard	1	1	Mon-Sun	1 [night]	0	0600-1800 1800-0600
	Entry into Border Boom Gate 1	2	1	Mon-Sun	0	0	0600-1800 1800-0600
	Gate 4	1	0	Mon-Sun	0	0	0600-1800
	Cash Office	1	0	Mon-Sun	0	1	0600-2000
	Supervisor's Mess.	0	1	Mon-Sun	0	0	1800-0600
	Zimra Flat.	0	1	Mon-Sun	0	0	1800-0600
	CIT Services	1	1	Mon - Saturday	0		Distance from Nyamapanda Border Post to Kotwa (20km) to and from 40km

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Chirundu	Entry Gate 1	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Entry Gate 2	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Exit Gate 1	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Exit Gate 2	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Riverside Gate	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Borids Office Zambia Gate 1 Entry	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Motor Traffic Zambia Gate- Passenger	1	0	Mon-Sun	0	0	0600-1800 1800-2200
	Commercial Zambia Entry Gate 2	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Scanner Shed	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	VID entry/exit gate to Scanner	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	VID Impound area	1	0	Mon-Sun	0	0	0600-1800
	VID Offices [controlling traffic]	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Roving guard Entry side	0	1	Mon-Sun	0	1	1800-0600
	Roving guard Exit side	0	1	Mon-Sun	0	1	1800-0600 1800-0600
	Cash Office	1	1	Mon-Sun	0	1	0600-1800
	Car Park - Staff	1	0	Mon-Sun	0	0	0600-1800
	State w/house & Search bay Entry side	1	0	Mon-Sun	0	0	0600-2200
	State w/house & Search bay Exit side	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	State warehouse extension	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Boom Gate	1	1	Mon	0	1 (night)	0600-1800
	Main Flat	1	0	Mon-Sun	0	0	0600-1800
	Station Mgr.'s house & Girls Mess	1	0	Mon-Sun	0	0	0600-1800
	Boys Mess	1	0	Mon-Sun	0	0	0600-1800
	Cottages	1	0	Mon-Sun	0	0	0600-1800

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Phase 2							
Kariba	Boom Gate	1	1	Mon-Sun	0	1 [night]	0600-1800 1800-0600
	Entry Side	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Exit Side	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	CIT Services (Kariba)	1	1	Mon - Saturday	0		Distance from Kariba Border Post to Nyamhunga (15km) to and from 30km

REGION 1: DOMESTIC TAXES

Domestic Taxes Region 1	Reception - Ex Barclays Office	1		Mon - Sat	0	0	0600-1800 Sat 0600-1230
	Large Client Office - Belgravia Office	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Medium Client Office/Marlborough	1	1	Mon-Sun	0	0	0600-1800 1800-0600

HARARE ENVIRONS

Station	Site	Day Guards	Night Guards	Days	Dog(S)	Gun(S)	Coverage
Chinhoyi	Main Entrance & Car Park	1	1	Mon-Sun	0	0	0600-1800 1800-0600
Marondera	Main Entrance & Car Park	2	1	Mon-Sun	0	0	0600-1800 1800-0600
Bindura	Main Entrance	1(Sat, Sunday and Public Holidays only)	1	Mon-Sun	0	0	0600-1800
Kariba Most High	Main Entrances	2	2	Mon-Sun	0	0	1700-0700 0700-1700

LOT 2, REGION 2:

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
	Search bay Gate & Traffic control	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Interior Exit Gate	1	0	Mon- sun	0	0	0600-1800 1800-0600
	State warehouse	1	1	Mon-Sun	0	0	0600-1800 1800-0600

**BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT &
STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.**

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Victoria Falls	Banking/Clearing Hall	1(Armed)	1(Armed)	Mon-Sun	0	1	Daily - distance to boarder is Approx. 2 km
	Town office	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	ZB office	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	VID	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Binga Office (when open)	1	1	Mon-Sun	0	0	0600-1800 1800-0600
Kazungula Border Post	Search bay Gate & Traffic control	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Interior Exit Gate	1	1	Mon-Sun	0	0	1800-0600 0600-1800
	State warehouse	1	1	Mon-Sun	0	0	0600-1800 0600-1800
	Banking/Clearing Hall	1(Armed)	1(Armed)	Mon-Sun	0	1	0600-1800 1800-2200
	CIT Services Distance from Vic Falls town to Kazungula (70km) to and fro 140km			Mon - Sat			
Pandamatenga	Border	1	1	Mon-Sat			0600-1800 1800-2200
	CIT Services Distance from Vic Falls town to Pandamatenga (to and fro 130km)						Once a week when operational
Hwange	Office	1	1	Mon-Sun	0	0	1800-0600 0600-1800
Regional Office	Florian Court (when not contracted)	1	1	Mon-Sun	0	0	0600-1800 1800-0600
Bulawayo	Condep	1	2 (Armed)	Mon- Sun	0	1	1800-0600
	Bulawayo Port	3	2(Armed)	Mon-Fri	0	1	0600-1800 1800-0600
		3	2(Armed)	Sat	0	1	0600-1200
		2	2(Armed)	Sun	0	1	0600-1800 1800-0600
	JM Nkomo Airport	1	0	Mon-Fri Sat-Sun	0	0	0600-1800 0600-1800
	Mlambapele	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	Mlambapele Border CIT (when operational)						Once per week
	Gwanda CIT (To and from Gwanda 250)						
Gwanda	1	1	Mon -Sun	0	1	0600-1800 1800-0600	

**BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT &
STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.**

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

	Gwanda Warehouse (when operational)	1	2 (Armed)	Mon - Sun	0	1	0600-1800 1800-0600
Plumtree Border Post	Main gate Entry	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	Main gate Exit	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	State Warehouse	1	0	Mon-Sun	0	0	0800-1700
	Car Pound	0	1	Mon-Sun	0	0	1800-0600
	Exit Side Parking (Zimra Vehicles)	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	Banking/Travelers hall	2	2	Mon-Sun	0	1	0600-1800 1800-0600
	Search Bay	3	3	Mon-Sun	0	0	0600-1800 1800-0600
	Roving Guard	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Round About	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Scanner Shed (Mobile Scanner Shed & Boom gate)	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	Boom gate for anti- smuggling (Chain)	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Car Park and whole of Exit Side	1	1	Mon-Sun	0		0600-1800 1800-0600
	Cash Office	1	1	Mon-Sun	0	1	0800-1700
	Zimra Mangwe Flats	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	207, 202, 199, 203 Hebron House	1	1	Mon-Sun	0	0	0600-1800 1800-0600
Maitengwe	Border Office, Banking Halls, Exit and Entrance	3	3	Mon-Sun	0	0	0600-1800 1800-0600
	Maitengwe House	1	1	Mon-Sun	0	1	0600-1800 1800-0600
CIT- Maitengwe	Cash in Transit (200Km to and From) Maitengwe border post						Once a week
Mphoengs CIT - Mphoengs	Border Post Banking Entrance and Exit	3	3	Mon-Sun	0	0	0600-1800 1800-0600
	Mphoengs House	1	1	Mon-Sun	0	1	0600-1800 1800-0600
	Cash in Transit Services (96 Km to and 96 Km from) Mphoengs border post						Once a week

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

LOT 3, REGION 3 & FORBES:

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
Chiredzi	609 Baobab Road	1	1	Mon-Sun	0	0 1	0600-1800 1800-0600
	606 Baobab Road	1	1	Mon- Sun	0	1	1700-0800
	601 Strychnos road, Chiredzi. (Customs State Ware House)	1	1	Mon-Sunday	0	1	0600-1800 1800-0600
	Number 19 Old Mill House, Hippo Valley Chiredzi. (Station Manager`s house)	1	1	Mon-Sunday	0	1	0600-1800 1800-0600
	Number 309 Inyati Road, Chiredzi (Customs burnt house) NB: If the house is refurbished, security will be removed	1	1	Mon-Sunday	0	1	0600-1800 1800-0600
Sango Border	Main Entrance Gate	1	1	Mon-Sun	0	0 1	0600-1800 1800-0600
	Main Exit Gate	1	1	Mon-Sun	0 1	0	0600-1800 1800-0600
	Traveler`s Hall(Thursdays only)	1	0	Mon-Sun	0	1	0600-1800
	Travelers` Hall (Night Patrols)	1		Monday-Sunday	0	1	1800-0600
	TOTALS	4	4		1	3	

Chiredzi CIT Services

Station	frequency	Days of service	Distance from the Bank
Sango Border Post	Once per Week	Every Monday	150km single trip

Gweru Offices:

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
Gweru	Drummond House	1	1	Mon-Sun	0	1	0600-1800 1800-0600
	Megawatt Building	1	1	Mon-Sun	0	0	0600-1800 1800-0600

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Masvingo

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
Masvingo	Zimre Centre Office - Main Entrance	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Office Car Park...Along Hughes street	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Car Park. Along Simon Mazorodze street	1	1	Mon-Sun	0	1	0600-1800 1800-0600
	NRZ Warehouse	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	CSC Warehouse	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Car pound 4334 Industrial site, Masvingo	1	1	Mon-Sun	0	1	0600-1800 1800-0600
	Oliver Street Commercial Stand (Proposed new site once fence is installed)	1	1	Mon-Sun			0600-1800 1800-0600
	Zvishavane Office - Main Gate.	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Zvishavane Warehouse	1	1	Mon-Sun	0	0	0600-1800 1800-0600

MUTARE

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
ZIMRE Centre Mutare	Main Entrance	1	1	Mon-Sun	0	1	0600-1800 1800-0600
	Cash office	0	0	Mon- Fri Sat	0	0	00800-1700 800-12.30
Customs Warehouse	Warehouse	1	1	Mon-Sun	0	1	0600-1800 1800-0600
Rusape	Office	1	1	Mon-Sun	0	0	0600-1800 1800-0600

MT SELINDA

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
Mt Selinda	Main Gate Entry (Armed with Gun at Night)	1	1	Mon-Sun	0	1	0600-1800 1800-0600
	Main Gate Exit	1	1	Mon- Sun	0	0	0600-1800 1800-0600

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

CIT Services - Mt Selinda

Station	Frequency	Days of service	Distance from station to the Bank
Mount Selinda	Once a week	Every Friday	36km

Forbes Border Post

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
FORBES	Main Gate Entry (Armed with Gun at Night)	1	1	Mon-Sun	0	1	0600-1800 1800-0600
	Main Gate Exit	1	1	Mon-Sun	0	0	0600-1800 0800-0600
	Cash Office	1	0	Mon-Sun	0	1	0600-2000
	Cash Office GMS	1	0	Mon-Sun	0	1	0600-2000
	General Yard & Car park (Clamping and Touts Control)	1	0	Mon-Sun	0	0	0600-1800
	GMS (Container Depot)	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	Customs House	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	BAK	1	2	Mon-Sun	0	0	0600-1800 1800-0600
	TOAZ	2	2	Mon-Sun	0	0	0600-1800 1800-0600
	Regional Manager	1	1	Mon-Sun	0	0	0600-1800 1800-0600
	Totals		12	10		0	3

Kwekwe & Kadoma

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
Kwekwe	CAIPF Building Ground Floor	1	-	Mon-Sun	0	0	0600-1800
	CAIPF Building Ground Floor		1	Mon-Sun		1	1800-0600
	Kadoma Office	1		Mon-Sun	0		0600-1800
	Kadoma Office		1	Mon-Sun	0	1	1800-0600

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Kadoma	Kadoma Customs Pound	1		Mon-Sun	0	0	0600-1800
	Kadoma Customs Pound		1	Mon-Sun	0	1	1800-0600

LOT 4, BEITBRIDGE BORDER POST

Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage
Anti-Smuggling Rump	1	1	Monday to Sunday			1x24 Hr
Baggage Scanner (Imports)	1	1	Monday to Sunday			1x24 Hr
Exports Scanner Shed (Exports)	1	1	Monday to Sunday			1x24 Hr
Export Scanner Workshop & old warehouse	1	1	Monday to Sunday	1		1x24 Hr
Vehicle Impound	1	1	Monday to Sunday	1		1x24 Hr
Counters Area	2	2	Monday to Sunday		1	2x24 Hr
Traffic Control Eastern Yard (Exports)	1	1	Monday to Sunday			1x24 Hr
Traffic Control Western Yard (Imports)	3	3	Monday to Sunday			3x24 Hr
Cash Office	1	2	Monday to Sunday		1	1x24 Hr & 1x12 Hr Night
Western Car Park Truck Yard (Imports)	3	3	Monday to Sunday		1	3x24 Hr
Traffic Control Green Route (Imports Shed)	1	1	Monday to Sunday			1x24 Hr
Traffic Control Red Route (Imports Shed)	1	1	Monday to Sunday			1x24 Hr
Pedestrian Baggage Scanner (Exports Side)	1	1	Monday to Sunday			1x24 Hr
Official Zimra Car Park & Staff Car Park	1	1	Monday to Sunday			1x24 Hr
Imports Clearance Shed (Malume Light Commercial Clearance Zone)	1	1	Monday to Sunday			2x24 Hr
General Car Park Yard (Exports)	1	1	Monday to Sunday			1x24 Hr
Reaction Patrol Team	4	4	Monday to Sunday	2	4	4x24 Hr
Panic Baton Alarm Reaction System with Control Room Surveillance (10 panic button in 8 offices & Guard Room outside Border)	1	1	Monday to Sunday			1x24 Hr

**BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT &
STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.**

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

Last Man - Imports	1	1	Monday to Sunday			1x24 Hr
NRZ Warehouse	1	1	Monday to Sunday			1x24 Hr
Truck Entrance Exports Gate	2	2	Monday to Sunday			2x24 Hr
Malindi Transit Yard	3		Monday to Sunday			1x14 Hr 6am - 10 pm
Manica Transit Yard	3		Monday to Sunday			1x14 Hr 6am -10pm
Manica Transit - warehouses	4	4	Monday to Sunday			4 x 24 Hr
Beitbridge Transit Shed	3		Monday to Sunday			1x14 Hr 6am - 10pm
Water Tanks	1	1	Monday to Sunday			1x24 Hr
Container Depot	1	-	Monday to Sunday			1x14 Hr 6am - 10pm
Pedestrian Hall Imports	1	1	Monday to Sunday			1x24 Hr
Lastman Exports	1	1	Monday to Sunday			1x24 Hr
Border Eastern (Exports Side)	1	1	Monday to Sunday			1x24 Hr
Imports Scanner Relocatable (Imports)	1	1	Monday to Sunday			1x24 Hr
Intersection Truck Control (Imports)	1	1	Monday to Sunday			1x24 Hr
Beitbridge Express	2	2	Monday to Sunday			1x24 Hr
36 Hagel thorn	1	1	Monday to Sunday			1x24 Hr
44 Hagel thorn	1	1	Monday to Sunday			1x24 Hr
72/74 Justicia	1	1	Monday to Sunday			1x24 Hr
86/87 Impala	1	2	Monday to Sunday			1x24 Hr & 1x12 Hr Night
109 Impala	1	1	Monday to Sunday			1x24 Hr
115 Eland Road	1	1	Monday to Sunday			1x24 Hr
297/8 Flamboyant	1	2	Monday to Sunday			1x24 Hr & 1x12 Hr Night
258 Limpopo View	1	1	Monday to Sunday	1		1x24 Hr
480 Limpopo View	1	1	Monday to Sunday	1		1x24 Hr Under Construction
123 Impala Drive	1	1	Monday to Sunday			1x24 Hr
184 Impala Drive	1	1	Monday to Sunday			1x24 Hr
1259 Impala Ext	1	1	Monday to			1x24 Hr

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

			Sunday			
1639 Impala Extension	1	1	Monday to Sunday			1x24 Hr
1694 Impala Extension	1	1	Monday to Sunday			1x24 Hr
1735 Impala Extension	1	1	Monday to Sunday			1x24 Hr
317 Acacia Drive	1	1	Monday to Sunday			1x24 Hr
577 Acacia	1	1	Monday to Sunday			1x24 Hr
580 Acacia Drive	1	1	Monday to Sunday	1		1x24 Hr
596 Baobab	1	1	Monday to Sunday			1x24 Hr
597 Baobab	1	1	Monday to Sunday			1x24 Hr
605 Baobab	1	1	Monday to Sunday			1x24 Hr
625 Baobab	1	1	Monday to Sunday			1x24 Hr
659 Baobab	1	1	Monday to Sunday			1x24 Hr
730 Baobab Rd House & Cottage	1	1	Monday to Sunday			1x24 Hr
412 Hagel thorn Road	1	1	Monday to Sunday			1x24 Hr
744 Hagel thorn Road	1	1	Monday to Sunday			1x24 Hr
756 Medium Density	1	1	Monday to Sunday			1x24 Hr
757 Medium Density	1	1	Monday to Sunday			1x24 Hr
824 Medium Density	1	1	Monday to Sunday			1x24 Hr
871 Medium Density	1	1	Monday to Sunday			1x24 Hr
967 Medium Density	1	1	Monday to Sunday			1x24 Hr
1056 Medium Density	1	1	Monday to Sunday			1x24 Hr
Flats 542 Pound Road	1	1	Monday to Sunday			1x24 Hr
Flats 543 Pound Road	1	1	Monday to Sunday	1		1x24 Hr
409-410 Jastacia (White Flat)	1	1	Monday to Sunday			1x24 Hr
35 Park Road	1	1	Monday to Sunday			1x24 Hr
78 Cactus Road	1	1	Monday to Sunday			1x24 Hr

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

ANNEXURE "B"

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

Currency of Quotation/Contract: _____ ZWL

Bidders should clearly show the breakdown of associated costs required, as given in the table below. *Failure to provide this will lead to automatic disqualification.*

Item	Provision of Cash In Transit & Static Security Services for a period of 2 years	Qty	Unit Rate (12hrs) (insert)	Total Monthly Fee	Cost element as a % of sum (supervisory and staff costs)
1	Management Costs				
2	Supervisory Costs				
3	Staff Costs (basic), Holiday and Sick pay (Attach NEC Rates)				
4	Cover for Staff absences				
5	Repair, Recruitment and vetting costs				
6	Training (basic)				
7	Training (Specific to contract)				
8	Uniforms				
9	Equipment				
10	Consumables (please specify)				
11	Insurances				
12	Other direct costs (please specify)				
13	Other overheads (please specify)				
14	Profit				
Monthly Service Fee Incl VAT in ZWL\$					
Annual Service Fee Incl VAT in ZWL\$					

For and on behalf of the Contractor

Signed:
Name:
In the capacity of: [Title or other appropriate designation]

BIDDING DOCUMENT FOR THE PROVISION OF CASH IN TRANSIT & STATIC SECURITY GUARDS SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE NO: NATIONAL TENDER ZIMRA NCB 30/2021

PART 3 CONTRACT

ANNEXURE "C"

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

Currency of Quotation/Contract: _____ ZWL

Bidders should clearly show the breakdown of associated costs required, as given in the table below. *Failure to provide this will lead to automatic disqualification.*

Item	Provision of Cash In Transit & Static Security Services for a period of 2 years	Qty	Unit Rate (12hrs) (insert)	Total Monthly Fee	Cost element as a % of sum (supervisory and staff costs)
1	Management Costs				
2	Supervisory Costs				
3	Staff Costs (basic), Holiday and Sick pay (Attach NEC Rates)				
4	Cover for Staff absences				
5	Repair, Recruitment and vetting costs				
6	Training (basic)				
7	Training (Specific to contract)				
8	Uniforms				
9	Equipment				
10	Consumables (please specify)				
11	Insurances				
12	Other direct costs (please specify)				
13	Other overheads (please specify)				
14	Profit				
Monthly Service Fee Incl VAT in ZWL\$					
Annual Service Fee Incl VAT in ZWL\$					

For and on behalf of the Contractor

Signed:
Name:
In the capacity of: [Title or other appropriate designation]