

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

PROCUREMENT REFERENCE NUMBER: NCB28/2022

STANDARD BIDDING DOCUMENT FOR

THE PROCUREMENT OF GOODS

DOMESTIC TENDER

ZIMRA NCB 28/2022



ZIMRA
Zimbabwe Revenue Authority

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

PROCUREMENT REFERENCE NUMBER: NCB28/2022

PROCUREMENT REFERENCE NUMBER: DOMESTIC TENDER ZIMRA NCB 28/2022

PROCURING ENTITY: ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE: 29 April 2022

CLOSING DATE: 27 May 2022



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

Table of Contents

Part 1: Bidding Procedures

Part 2: Statement of Requirements

Part 3: Contract



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

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.

Procurement Reference Number: ZIMRA NCB 28/2022

Part 1: Preparation of Bids

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

1. the Bid Submission in this Part;
2. the Statement of Requirements in Part 2;
3. Bid Security validity
4. proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe
5. a copy of your company profile
6. a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
7. a copy of Certificate of Incorporation, CR14, CR6, Company Profile, Current tax Clearance Certificate and VAT registration Certificate, NSSA Certificate,
8. Bid validity form for a minimum period of 90 days.
9. minimum of three (3) Reference letters showing bidders’ direct experience in the successful provision of similar goods.

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.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to 13 May 2022 and should be sent to



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

The Director Procurement Management
10th Floor ZB Centre
First Street & Kwame Nkrumah Avenue
Harare, Zimbabwe Or

Email: procurement@zimra.co.zw.

Validity of Bids

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

Lead Time

Bidders must state their delivery period, preferably 7-14 days.

Submission of Bids

Bids shall be submitted in both **soft copy (1) on a readable disk and hard copies 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	27 May 2022	Deadline Time:	1000Hours Harare time (GMT + 2 hours)
Submission address:	The Director Procurement Management Unit Zimbabwe Revenue Authority (ZIMRA) 6 th Floor ZB Centre Corner Kwame Nkrumah Ave/ First Street Harare, Zimbabwe		
	AND Soft copy on a readable disk		



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

Means of acceptance:	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.
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Bid opening

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

Withdrawal, amendment or modification of Bids

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

Bid Prices and Discounts

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

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

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

The bid security shall be valid for a period of 90 days after the end of the bidding period. Any bid not accompanied by a Bid security, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

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

Option 2

Submission of bank guarantee

A standard bank Guarantee of **ZWL150, 000.00** which is valid for 90 days, obtainable from a reputable registered Commercial Bank.



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

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

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

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

Option 3

If **Option 3** is chosen bidders must pay **ZWLS150,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZWLS30,000.00** that shall be non-refundable for cash bid bond establishment fee in line with Part 1V of the Procurement Regulations (S.I 299 of 2021). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare and is to be deposited into the following account numbers:

1. Non-Refundable (Local)

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

1. Refundable (Local)

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



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

Evaluation of Bids

Bids will be evaluated using the following methodology:

STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

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 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.

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.

1. Administrative Evaluation

Evaluation Parameter	Compliant / Non-Compliant
1. Bid Validity Must be 90 days.	
2. Bid Security of ZW\$150,000.00	
3. Statement of Requirements in Part 2	
4. Bid Security validity 90 days	
5. Proof of registration with the Procurement Regulatory Authority of Zimbabwe (2022).	
6. Valid Tax Clearance Certificate.	
7. Proof of registration with NSSA.	
8. Bidders must provide a minimum of three (3) references in form of reference letters on client letterhead showing direct experience on similar projects.	
9. Bidders must submit a signed bid submission sheet .	
10. Bidders Should state payment Terms	



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

11. Company Profile with, Certificate of Incorporation, CR6 now CR5 and CR14 now CR6 or other company registration documents.	
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2. Technical Evaluation

Technical evaluation shall be done using the technical specification and compliance sheet attached as well as the submitted samples.

<i>Item</i>	<i>Item description and full technical Specification required</i>
Bidders to submit samples	Good Quality Branded T-Shirt Cotton The message would be “# ImForZero”
1.	BLACK ROUND NECK T-SHIRTS
2.	RED ROUND NECK T-SHIRTS
3.	WHITE ROUND NECK T-SHIRTS
4.	NAVY BLUE ROUND NECK T-SHIRTS
5.	GREEN ROUND NECK T-SHIRTS

3. Financial Evaluation.

This shall be done using the prices submitted by bidders.

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;
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;



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act;
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.

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

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

Origin of Goods

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

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 United States Dollars (US\$) ONLY and Payment of the contract will be made in RTGS at the prevailing interbank rate.

Please note US\$ will be currency of evaluation.

Award of Contract

The 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.

The contract will only be valid subject to payment of annual contract administration fee which is determined when the bid is deemed successful.

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



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

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 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.



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

Bid Submission Sheet

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

Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives. Bidders should mark as "CONFIDENTIAL" information in their Bids, which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information}.

Procurement Reference Number:
Subject of Procurement:
Name of Bidder:
Bidder's Reference Number:
Date of Bid:

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

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

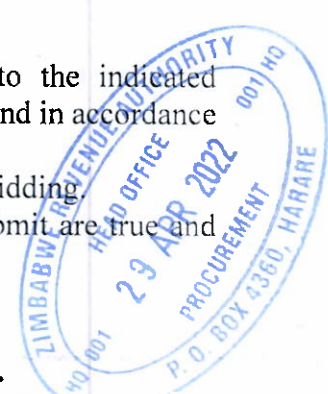
We declare that we are not debarred from bidding and that the documents we submit are true and correct.

Bid security validity **90 days**

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:	

STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

PART 2: STATEMENT OF REQUIREMENTS

List of Goods and Price Schedule

Currency of Bid: ...US\$.....

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS
PROCUREMENT REFERENCE NO: DOMESTIC TENDER ZIMRA NCB 28/2022**

Item	Description of Goods	Quantity	Unit Price US\$	Total Price US\$
	Good Quality Branded T-Shirt Cotton The message would be "# ImForZero"		<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
	SIZES- SMALL, MEDIUM, LARGE, XL AND XXL			
1.	BLACK ROUND NECK T-SHIRTS	700		
2.	RED ROUND NECK T-SHIRTS	700		
3.	WHITE ROUND NECK T-SHIRTS	700		
4.	NAVY BLUE ROUND NECK T-SHIRTS	700		
5.	GREEN ROUND NECK T-SHIRTS	700		
	TOTAL	3500		



Note 1: Bidder (s) to avail samples for each colour required or submit one colour and confirm that the other colours are in stock.

Note 3: The description or quantity.
Material: **Cotton**

Note 4: Unit and total prices must be for delivery through to the final destination stated in Part 1.

STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

Note 5: No viewing of samples is required. Bidders are expected to adhere to the technical specifications given.

Note 6: It must be noted that Bids received without the samples will not be considered for items tendered for.

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}.

Item	Description of Goods	Quantity	Delivery Date Preferred by Procuring Entity	Bidder's offered Delivery period
	Good Quality Branded T-Shirt Cotton The message would be "# ImForZero"		7-14 days from last signature date	{to be provided by the Bidder}
1	BLACK ROUND NECK T-SHIRTS	700		
2	RED ROUND NECK T-SHIRTS	700		
3	WHITE ROUND NECK T-SHIRTS	700		
4.	NAVY BLUE ROUND NECK T-SHIRTS	700		
5.	GREEN ROUND NECK T-SHIRTS	700		
	TOTAL	3500		

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



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

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)]

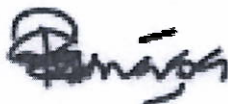
Column a Item	Column b Item description and full technical Specification required	Column c {Confirm full specification of items offered by Bidder and compliance of items to detail in this column }
	Good Quality Branded T-Shirt Cotton The message would be "# ImForZero"	
1.	BLACK ROUND NECK T-SHIRTS	
2.	RED ROUND NECK T-SHIRTS	
3.	WHITE ROUND NECK T-SHIRTS	
4.	NAVY BLUE ROUND NECK T-SHIRTS	
5.	GREEN ROUND NECK T-SHIRTS	

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. **Bidders are required to include technical literature to positively support the details provided in column c.**

Declaration by the Accounting Officer

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

RS Chinamasa



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

Part 3: Contract

CONTRACT AGREEMENT

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

Procurement Reference:

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

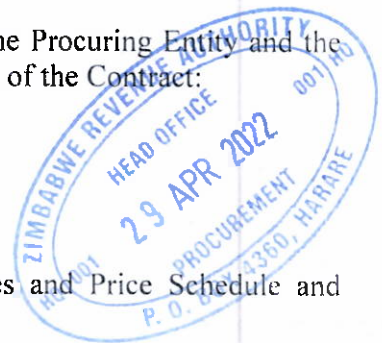
BETWEEN

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

WHEREAS the Procuring Entity invited Bids for certain viz., Supply and delivery of branded inscribed T-shirts and has accepted a Bid by the Contractor for the supply of those goods 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 SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

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 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>



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

General Conditions of Contract

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

Special Conditions of Contract

Procurement Reference Number: NCB28/2022

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 3.6 and 8.1	<p>Authorised representatives:</p> <p>1. The authorised representative of the Procuring Entity is</p> <p>The Director Procurement Management Unit Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe Switchboard:+263 242 790 811-4 Ext. 317, Mobile: +263 719 526 953, Direct: +263 242 706 56 E-Mail: tshonhiwa@zimra.co.zw</p> <p>2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</p>
GCC 7.4	<p>Ineligible countries: Only Zimbabwean companies are legible to participate</p>
GCC 18.1	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery or non-performance, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled</p> <p>NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.</p>
GCC 19.1	<p>Commencement of Services: The date or period of time for commencement of services is from date of contract signature</p>
GCC 20.1	<p>Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is Seven (7) to fourteen (14) days</p>



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRANDED T-SHIRTS

Procurement Reference Number: ZIMRA NCB 28/2022

GCC reference	Special Conditions
GCC 22.3	<p>Payment schedule: The structure of payments shall be: (On Acceptance: The Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective services 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.</p>
GCC 23.1	<p>Price adjustment: Prices will be fixed for the Contract Period</p>
GCC 24.2	<p>Payment procedure: Transfer or RTGS</p>
GCC 28.1	<p>Insurance to be taken out by the Contractor: Not Applicable</p>
GCC 30.1	<p>Performance security: The successful tenderer will be requested to provide a guarantee of 10% of the total tender amount endorsed by a registered Commercial Bank located in Zimbabwe acceptable to ZIMRA (Total tender amount is calculated according to the tender dossier) when countersigning the contract. The performance guarantee must be delivered within 14 days after receipt by the tenderer of the contract signed by ZIMRA. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next most economically advantageous, compliant tender.</p>
GCC 35.1	<p>Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee shall be advised by the Accounting Officer upon Award of the Contract.</p>

