

Procurement Reference Number: ZIMRA NCB 09/2022

**Government of Zimbabwe**

**BIDDING**

**DOCUMENT**

**FOR THE**

**PROCUREMENT OF NON-**

**CONSULTANCY SERVICES**



**MAY 2022**

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE COVER TO ZIMRA ASSETS FOR A PERIOD OF 24 MONTHS**

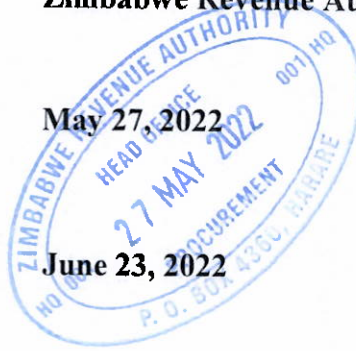
**Procurement Reference Number: ZIMRA NCB 09/2022**

**Standard Bidding Document for The Provision of Insurance Cover to ZIMRA Assets for the Period October 01, 2022 – September 30, 2024**

**Procuring Entity: Zimbabwe Revenue Authority**

**Date of Issue: May 27, 2022**

**Closing Date: June 23, 2022**



**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE COVER TO  
ZIMRA ASSETS FOR A PERIOD OF 24 MONTHS**

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**PART 1: BIDDING PROCEDURES**

**References**

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

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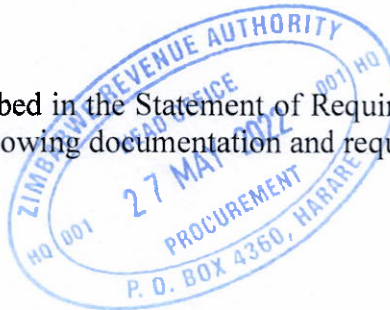
You are requested to bid for the items described in the Statement of Requirements below, by completing and submitting and providing the following documentation and requirements: Bidders for this tender must be reputable Local Zimbabwean Insurance Policy Companies or insurance brokers and must be able to meet the expectations of the Procuring Entity. The tender and any contract shall be governed by the Zimbabwe’s General Conditions of Contract and the Public Procurement and Disposal of Public Assets Act [Chap 22:23] and Regulations SI 5 of 2018. The Procurement Act and Regulations shall take precedence over the General Conditions of contract in case of conflict. The objective of this tender is to acquire a new Assets Insurance Policy Cover for the period of 24 Months from reputable and competent Insurance Policy suppliers.

**Preparation of Bids**

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

**Mandatory Requirements**

1. The Bid Submission in this Part;
2. Statement of Requirements in Part 2;
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
4. Copy of your company profile
5. Copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations
6. Copy of Certificate of Incorporation, CR14, CR6, Company Profile, Current tax Clearance Certificate.
7. A minimum of three (3) Reference letters showing bidders’ direct experience in the successful provision of similar services
8. Provide certificate of registration with the Insurance and Pensions Commission (IPEC).
9. A covering letter summarizing the offer e.g. total bid price, bid bond and documents detailing relevant experience and projects undertaken etc.
10. Pricing Structure to be used in case of any future variation.
11. Any discounts offered by the bidder should be on an approved letter by Insurance & Pensions Commission (IPEC)



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12. Clearly state the premium rate for each asset class.
13. Bidders **must** submit a document showing that they are a risk carrier.

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.

You are also required to pay the administration fee of **Z\$15,000.00** 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 (as amended). 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.

**Number of bids allowed**

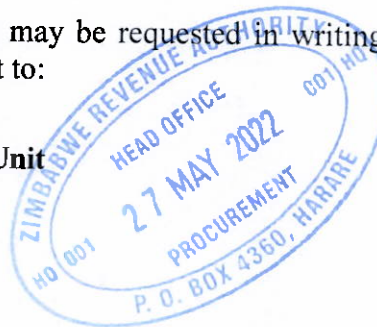
No Bidder may submit more than one Bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. A conflict of interest will be deemed to arise if Bids are received from more than one Bidder owned, directly or indirectly, by the same person.

**Clarification**

Clarification of the bidding document may be requested in writing by any bidder by on or before **June 9, 2022** and should be sent to:

**Director, Procurement Management Unit**  
10<sup>th</sup> Floor ZB Centre  
First Street/Kwame Nkrumah Avenue  
Harare Or

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



*To note is that queries raised after the cutoff date shall not be responded to.*

*NB: It shall be the responsibility of the potential bidders to ensure that any clarification emails are confirmed receipt by the procuring entity.*

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

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

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

**Documents establishing conformity of services**

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

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

**Eligibility and qualification requirements**

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

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

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

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

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**Validity of Bids**

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

**Submission of Bids**

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

<b>Date of deadline</b>	June 23, 2022	<b>Deadline Time:</b>	1000Hours Harare time (GMT + 2 hours)
<b>Submission address:</b>	Director, Procurement Management Unit Zimbabwe Revenue Authority (ZIMRA) 6 <sup>th</sup> Floor ZB Centre Corner Kwame Nkrumah Ave/ First Street Harare Zimbabwe		
<b>Means of acceptance:</b>	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 include Bid Security of **ZWS150,000.00** in *either* of the following forms;

**Option 1 ----- A certified Bank Cheque in the ZIMRA name.**

**Option 2 -----A Bank Guarantee in the ZIMRA name**

**Option 3 ----- A Cash Deposit to PRAZ**

The bid security shall be valid for a period of **90 days** after the end of the bidding period.

Any bid not accompanied by a Bid Security 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 **ZWS150,000.00** wwhich is valid for **90 days**, obtainable from a reputable Registered Commercial Bank.

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

1. Letterhead of registered commercial bank (i.e. the Supplier of the Bank Guarantee
2. The Header has to clearly state that it is a Bank Guarantee.
3. Purpose of the Bank Guarantee to be clearly stated.
4. The date when the Common Seal of the said Surety was effected should be clearly shown.
5. Conditions of the said Obligations must be stated.
6. The physical address of the Surety should be given.



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7. The validity period of the Bank Guarantee must be clearly stated.
8. Signature of surety and the date when it was endorsed must be clearly shown.
9. It must be an original document that is date stamped.
10. Bid Bonds from Insurance Companies are not acceptable.
11. All foreign Bank Guarantee to be confirmed by a local corresponding Commercial bank in Zimbabwe.

The Bank Guarantee of the unsuccessful bidders will be released immediately after the award of the tender while that of the winning bidder will only be released after signing of contract by both parties

**Option 3**

If **Option 3** is chosen bidders must pay **ZWS\$150,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **Z\$30,000.00 for Domestic Bidders** 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 as amended). 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

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

**Evaluation criteria**

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

*1. Eligibility Criteria*

No.	Evaluation Criterion
1	Bidders <b>must</b> submit a completed Bid Submission Sheet
2	Submitted a valid IPEC registration certificate
3	Bid validity of <b>90 days</b> must be stated
4	Bidders to submit a valid Current Tax Clearance Certificate
5	Submission of three (3) copies bidding documents
6	A <b>must</b> for bidders to submit a current company profile accompanied by company registration documents (CR14, CR 6 & Certificate of Incorporation).
7	Bidders <b>must</b> be registered with PRAZ on the relevant category (attach proof of registration)
8	A valid NSSA Certificate
9	A declaration of compliance with Section 28 (1) of the Procurement (General) Regulations (S.I. 5 of 2018). Bidders <b>must</b> ensure the declarations are provided by reputable lawyers registered with recognised associations i.e. Law Society of Zimbabwe.
10	Proof of payment of SPOC fees
11	Demonstration of the reinsurance capacity of the recommended underwriter. The reinsurance should be adequate to cover the required portfolio. Bidders <b>must</b> provide proof
12	Bidders <b>must</b> provide a summary of the quarterly & total annual premium per each asset class based on the tentative sums insured ( <b>refer to sums insured per Statement of Requirements</b> )

**NB:** *Previous performance and outstanding orders shall be considered on evaluation. It is therefore mandatory that the bidder make a declaration in this particular regard.*

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*2. Technical Evaluation*

**Retention Values:**

<b>Asset Class</b>	<b>Requirement (Z\$)</b>
Motor Vehicle insurance	$X \geq 100$ million
Biological Assets	$X \geq 5$ million
Buildings and Assets	$X \geq 1$ billion
Furniture & Fittings	$X \geq 750$ million
Plant & Equipment	$X \geq 750$ million
ICT Equipment	$X \geq 750$ million
Inventory (Stock)	$X \geq 100$ million
Mobile Scanners	$X \geq 150$ million

**X=the bidder's value**

<b>Asset Class</b>	<b>Local re-insurer (Z\$)</b>
Motor Vehicle insurance	$150\text{million} \leq X < 300\text{million}$
Biological Assets	$6\text{million} \leq X < 10\text{million}$
Buildings and Assets	$1.5\text{billion} \leq X < 2\text{billion}$
Furniture & Fittings	$1\text{billion} \leq X < 1.5\text{billion}$
Plant & Equipment	$1\text{billion} \leq X < 1.5\text{billion}$
ICT Equipment	$1\text{billion} \leq X < 1.5\text{billion}$
Inventory (Stock)	$150\text{million} \leq X < 500\text{million}$
Mobile Scanners	$200\text{million} \leq X < 300\text{million}$

**X=the bidder's value**

***Re-insurance capacity (submit written confirmation from lead reinsurer on reinsurance programme that they are supporting the terms submitted in the bid document.***

<b>No.</b>	<b>Evaluation Criterion</b>
1	Three (3) duly filed, signed & stamped Client Reference Forms (reference letters)
2	Professional Qualifications & experience of the Principal Officer (attach certificates & C.V.).
3	Professional qualifications & experience of two (2) other technical personnel (attach certificates & CV).

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4	Proof of financial soundness (bidder to submit audited financial statements for the last three (3) years). Liquidity ratio must be at least 1:1 ratio per year. Bidder <b>must</b> demonstrate liquidity in their submission.
5	Re-insurance programme in Zimbabwean Dollars (Z\$). Alternatively USD, where applicable.
6	Claims paying ability ( <b>rating</b> ). The bidder is required to state its proposed underwriter's credit rating for claims paying ability & provide documentary support. The proposed underwriter rating must be at least BB+
7	Conditions of the insurance cover (bidders to demonstrate innovativeness from the common average conditions)
8	Conditions of claims settlements

The award shall be based on the premium rate offered by the bidder who meet the minimum tender requirements/specifications. ZIMRA may share the award among the compliant bidders.

**Administrative Evaluation**

Bidders shall not be permitted to alter their bids once their bids have been submitted with the exception of arithmetical errors which shall be adjusted based on the offered unit price. The total bid.

1. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;
2. Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid.

*All responses to the issues above should be supported by documentary evidence by the Supplier. Bids failing the technical stage will be eliminated and not considered in subsequent stages.*

**Currency:**

Bids should be priced in United States Dollars (USD). The currency of evaluation will be United States Dollars (USD) and the currency of payment will be the Zimbabwean Dollars, using the prevailing interbank exchange rates published by the Reserve Bank of Zimbabwe on the date of payment, see <http://www.rbz.co.zw/>.

**Award of Contract**

The lowest evaluated bid, after the application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this Bidding Document will be recommended for award of the contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act, which will be effective until signature of the contract documents in accordance with Part 3: Contract.

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Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

**Right to Reject**

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

**Corrupt Practices**

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

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

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**Bid Submission Sheet**

*{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the 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.

**The validity period of our bid is ..... days from the date of submission.**

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

**Bid Authorised by:**

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



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**Part 2: Statement of Requirements**

**List of Services and Price Schedule**

Procurement Reference Number: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Bidder's Reference Number: \_\_\_\_\_

**Note to Bidders: Complete the quarterly premium for each of the asset classes as listed below.**

Currency of Quotation/Contract: USD

Description of the Asset Class(es)	Provisional Sums Insured (USD)	Premium Rate
		[to be provided by the Bidder]
1. Motor Vehicle insurance	13,500,000.00	
2. Biological Assets	33,125.00	
3. Buildings and Assets	107,261,107.98	
4. Furniture & Fittings	1,148,719.14	
5. Plant & Equipment	18,034,336.64	
6. ICT Equipment	3,568,838.80	
7. Inventory (Stock)	855,469.68	
8. Mobile Scanners	6,599,749.10	
<b>Total</b>	<b>151,001,346.34</b>	

**NOTE:**

1. For this tender, bidder (s) are advised that the award of the contract is primarily based on the competitive premium rate.
2. The above total assets sums are provisional whereas the winning bidder shall be furnished with the re – valued agreed total sums for the insurance cover prior to contract commencement.

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**Conditions**

The insurance Scheme should cover a period of twenty-four (24) months commencing from effective date of appointment.

**Determination of Values**

A schedule of assets and items to be covered can be inspected from the Director, Procurement Management Unit's Office 10<sup>th</sup> Floor of ZB Centre, Corner First Street/ Kwame Nkrumah Avenue, Harare.

**Quarterly Review of Premiums**

The bidder should specifically provide that premiums will be based on the approved rate subject to coverage of any new assets in any class acquired during the subsistence of the duration of the tender contract and that should the assets in any class decline in value due to impairment, obsolescence, disposal or depreciation, the premium will be reviewed, accordingly.

The bidder should also propose a method for catering any changes in the value of assets due to acquisition, impairment, obsolescence, disposal or depreciation that occur in between the quarterly review periods.

**The Proposal Should Cover**

Resume of insurance company and capacity to manage the portfolio. Contact details and level of persons for managing the portfolio should be included. Premium discounts and payment terms should be stated.

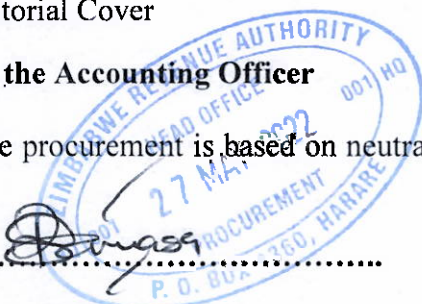
Show quarterly premiums inclusive of VAT stating clearly the premium rates.

- Conditions under which the insurance of the ZIMRA Assets shall be adequately covered throughout the period of the insurance cover
- Claims Settlements
- Various Insurance Considerations
  - a) Scope of cover
  - b) Limits of liability
  - c) Exclusions
  - d) Inclusions Excess Applicable Policy Long Term Agreements
  - e) Warranties
  - f) Profit Share Agreements
  - g) Territorial Cover

**Declaration by the Accounting Officer**

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

.....  
  
.....



.....  
20/5/2022  
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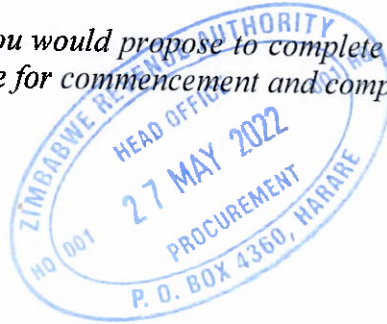


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**Proposed Methodology, Work Plan and Schedule**

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



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**Part 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 6<sup>th</sup> floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street Harare (hereinafter called "the Procuring Entity"), and
- (2) *[TBA]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Services, viz., **provision of Insurance Cover for ZIMRA Assets** and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

**THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement;
  - (b) Special Conditions of Contract;
  - (c) General Conditions of Contract;
  - (d) Schedule of Requirements;
  - (e) The Contractor's Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and Schedule;
  - (f) The Procuring Entity's Notification of Contract Award;
3. This Contract Agreement shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE COVER TO ZIMRA ASSETS FOR A PERIOD OF 24 MONTHS**

**Procurement Reference Number: ZIMRA NCB 09/2022**

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.

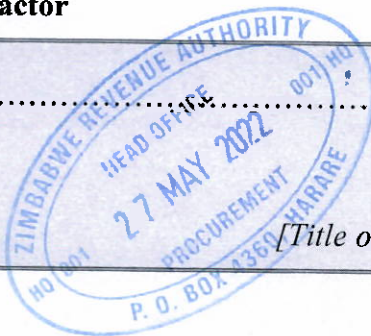
IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

**For and on behalf of the Procuring Entity**

Signed: .....
Name:
In the capacity of: <span style="float: right;"><i>[Title or other appropriate designation]</i></span>

**For and on behalf of the Contractor**

Signed: .....
Name:
In the capacity of: <span style="float: right;"><i>[Title or other appropriate designation]</i></span>



**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE COVER TO ZIMRA ASSETS FOR A PERIOD OF 24 MONTHS**

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**General Conditions of Contract**

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

**Special Conditions of Contract**

Procurement Reference Number: NCB 09/2022

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><b>Authorised representatives:</b></p> <p>1. The authorised representative of the Procuring Entity is  <b>Director, Procurement Management Unit</b>                      Zimbabwe Revenue Authority,                      10th Floor, ZB Centre, Corner First Street/Kwame Nkrumah Avenue,                      Harare, Zimbabwe</p> <p><b>Switchboard:+263 242 790 811-4 Ext. 317,</b>  <b>Mobile:+263 719 526 953,  Direct: +263 242 773 040</b></p> <p><b>E-Mail: <a href="mailto:procurement@zimra.co.zw">procurement@zimra.co.zw</a></b></p> <p>2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</p>
GCC 7.4	<p><b>Ineligible countries:</b> Only Zimbabwean companies are legible to participate</p>
GCC 18.1	<p><b>Liquidated Damages:</b> 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><b>NB.</b> 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><b>Commencement of Services:</b> The date or period of time for commencement of services is from date of contract signature</p>
GCC 20.1	<p><b>Completion of Services:</b> The date for completion of Services or the period within which the Services are required to be performed is twenty (24) months from the effective date of appointment</p>

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE COVER TO ZIMRA ASSETS FOR A PERIOD OF 24 MONTHS**

**Procurement Reference Number: ZIMRA NCB 09/2022**

GCC reference	Special Conditions
GCC 22.3	<p><b>Payment schedule:</b> The structure of payments shall be:</p> <p>(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.</p> <p>For any other necessary payments, 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><b>Price adjustment:</b> Prices will be fixed for the Contract Period</p>
GCC 24.2	<p><b>Payment procedure:</b> Transfer or RTGS</p>
GCC 24.1	<p><b>Performance security:</b></p> <p>The winning bidder must furnish ZIMRA with a performance guarantee within 14 days after contract signature by the last party. 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 in Zimbabwe.</p>
GCC 28.1	<p>Insurance to be taken out by the Contractor: <b>Re-insurance cover</b></p>
GCC 35.1	<p><b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract.</p>