

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT,
MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW
STAND FOR 2022**

Procurement Reference Number: ZIMRA NCB 43/2022

Government of Zimbabwe

**BIDDING
DOCUMENT
FOR THE**

PROCUREMENT OF NON-CONSULTING SERVICES



JUNE 2022

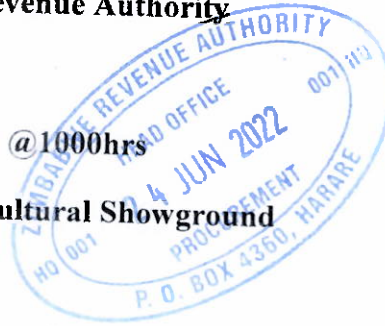
STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

Standard Bidding Document for the Provision of Stand designing concept, mounting and dismounting services for the Zimbabwe Agricultural Show Stand.

Procurement Reference No: ZIMRA NCB 43/2022

Procuring Entity: Zimbabwe Revenue Authority
Date of Issue: June 24, 2022
Site Visit Date: June 28, 2022 @ 1000hrs
Site visit Venue: Harare Agricultural Showground
Closing Date: July 07, 2022



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

Table of Contents

Part 1: Bidding Procedures and Bid Submission Sheet

Part 2: Statement of Requirements

Part 3: Contract



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

PART 1: BIDDING PROCEDURES

References

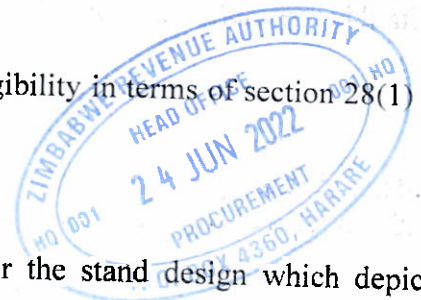
The definitions used in the Public Procurement and Disposal of Public Assets Act [*Chapter 22:23*] ("the Act"), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) ("the Regulations") and the General Conditions of Contract for the Procurement 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 43/2022

Preparation of Bids

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

1. The Bid Submission in this Part;
2. The Statement of Requirements in Part 2;
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe in line with the requirement.
4. A copy of your company profile.
5. A copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations.
6. A copy of Certificate of Incorporation, CR14/ CR5, CR6.
7. A valid Tax Clearance Certificate (ITF 263).
8. Bid Security
9. Bidders **must** make a submission of a creative concept for the stand design which depicts ZIMRA's core business.
10. Minimum of three (3) Reference letters showing bidders' direct experience in the successful provision of similar services



You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract, which are available on the Authority's website, before preparing your Bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above.

Number of bids allowed

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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

Clarification

Clarification of the bidding document may be requested in writing by any Bidder on or before **June 30, 2022** and should be sent to:

Director, Procurement Management Unit
10th Floor, ZB Centre
First Street & Kwame Nkrumah Avenue
Harare or

Email: procurement@zimra.co.zw.

Site Visit Meeting

There shall be a compulsory site visit on **June 28, 2022** at **Harare Agricultural Show Ground @1000 hours**. Failure to attend the site visit will lead to automatic disqualification. The costs of visiting the site will be at the Bidder's own expense.

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

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

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

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;

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

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.

Validity of Bids

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

Lead Time

The required lead time for completion of works is **3 - 5 days** however bidders may provide their proposed lead time.

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.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

Date of deadline	July 07, 2022	Deadline Time:	1000Hours Harare time (GMT + 2 hours)
Submission address:	Director, Procurement Management Unit Zimbabwe Revenue Authority (ZIMRA) 6 th Floor ZB Centre Corner Kwame Nkrumah Ave/ First Street Harare, Zimbabwe & Soft copy on a readable disk		
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.		

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

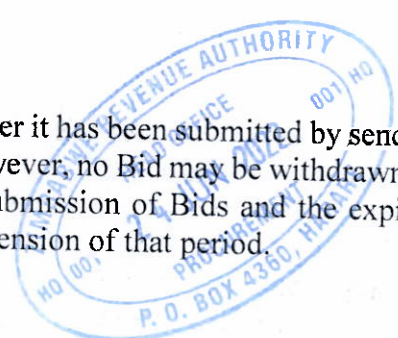
A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period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

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.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

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 of **Z\$150,000.00**, 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 **60 days** after the end of the bidding period. Any bid not accompanied by a Bid security, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive

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

Option 2

Submission of bank guarantee

A standard bank Guarantee of **Z\$150,000.00** which is valid for **60 days**, obtainable from a reputable registered Commercial Bank.

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

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

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

Option 3

If **Option 3** is chosen bidders must pay **Z\$150,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **Z\$20,000.00** 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).

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

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:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation, and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.

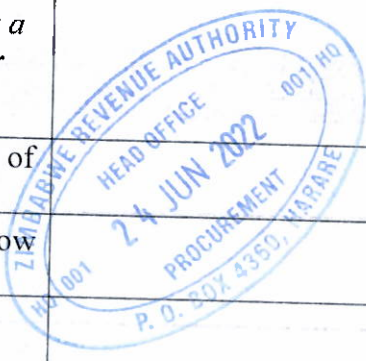
1. Administrative Evaluation Criteria

Evaluation Parameter	Compliant / Non-Compliant
Bid validity for 60 days.	
Bid Security of Z\$150,000.00	
Statement of Requirements in Part 2	
Bid Security valid of 60 days	
Three (3) copies of the bid documents	
Proof of registration with the Procurement Regulatory Authority of Zimbabwe (2022) in the relevant category.	
A valid Tax Clearance Certificate.	
A valid NSSA Certificate.	

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

Bidders must provide a minimum of three (3) references in form of reference letters on client letterhead showing direct experience in the provision of similar services.	
A copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations (a declaration from a reputable registered law firm).	
Bidders must submit a signed bid submission sheet .	
Bidders should state payment terms (<i>In the event a bidder does not indicate payment terms; it shall be presumed that a bidder agrees to our payment terms of within 30 days after successful provision of the services</i>).	
The delivery period must be within 3 – 5 days before start of the event	
A Certificate of Incorporation, CR6 now CR5 and CR14 now CR6 or other company registration documents.	
A company profile	



2. Technical Evaluation Criteria

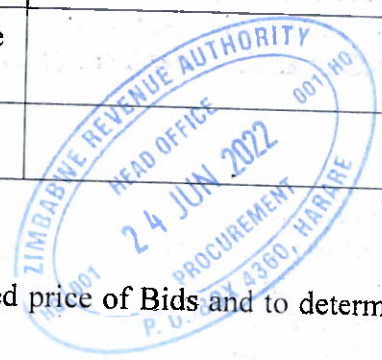
Technical evaluation to determine their substantial responsiveness to the specifications below and in the Statement of Requirements. **The designer should submit a creative delivery, but not limited to the following:**

Evaluation Parameter	Compliant / Non-Compliant
Provision of a creative concept which is in line with ZIMRA's core business; e.g. depiction of a mini border post.	
Designer to note that the stand is an open space and should state the type of material s/he will use for his modular structure	
Provision of four (4) reception areas clearly marked Customs and Excise, Domestic Taxes; Fiscalisation and E-Services.	
Provision of three (3) chairs per counter two for the stand manners and one for the visitor.	
Provide Exhibition shade for two (2) dog handlers and sniffer dogs.	
Provision of six (6) LED posters with material provided by ZIMRA in word.	
Provide four (4) large live flowers	

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

Provide four (4) small fresh flowers for each counter.	
Provide and mount a 64 inch LED TV	
Provide six (6) electrical banners and installations.	
Provide other electrical installations and LED lighting on the stand.	
Submit a Proposed Methodology, Work Plan and Schedule for the project.	



3. Financial Evaluation Criteria

Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid.

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

Currency

Bids should be priced in United States Dollars (USD). payable in local currency (Z\$) at the prevailing RBZ interbank rate on the date of payment. The United States Dollars (USD) value shall be used for evaluation purposes and to track the RBZ interbank rate published by the Reserve Bank of Zimbabwe for payment ONLY.

Award of Contract

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

Right to Reject

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

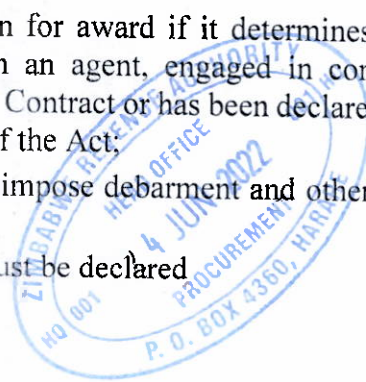
Corrupt Practices

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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

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



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

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.

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:	e:
Authorised for and on behalf of:	Date:(DD/MM/YY)
Company	
Address:	
.....	

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

Part 2: Statement of Requirements

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

List of Services and Price Schedule

Procurement Reference Number: _____
 Bidder's Name: _____
 Bidder's Reference Number: _____

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

Currency of Quotation/Contract: USD

Item No.	Description of services	Quantity	Total Price VAT Incl.(USD)
The designer should submit a creative delivery, but not limited to the following:			[to be provided by the Bidder]
1.	Provision of a creative concept which is in line with ZIMRAs core business; e.g. depiction of a mini border post.	n/a	
2.	Designer to note that the stand is an open space and should state the type of material s/he will use for his modular structure.	n/a	
3.	Provision of four (4) reception areas clearly marked Customs and Excise, Domestic Taxes; Fiscalisation and E-Services.	4	
4.	Provision of 3 chairs per counter two for the stand manners and one for the visitor.	12	
5.	Provide Exhibition shade for 2 dog handlers and sniffer dogs.	1	
6.	Provision of 6 LED posters with material provided by ZIMRA in word.	6	
7.	Provide large live flowers	4	
8.	Provide small fresh flowers for each counter.	4	
9.	Provide and mount a 64 inch LED TV	1	
10.	Provide 6 electrical banners and installations.	6	

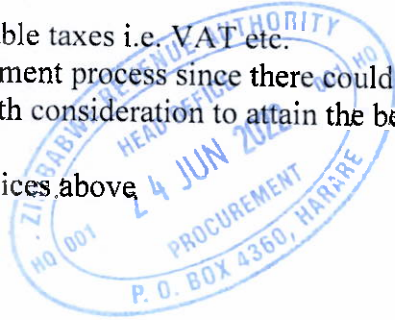
STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

11.	Provide other electrical installations and LED lighting on the stand.	n/a	
12.	Unequalled Business Opportunities: Accessibility, Accountability and Abundance.	n/a	n/a
	Any other additional costs		
Total			

Additional Notes:

1. The contract price shall be including all applicable taxes i.e. VAT etc.
2. Site visit minutes shall form part of the procurement process since there could be other emergent issues to be raised by the bidders worth consideration to attain the best stand design.
3. Creative design shall embrace all the listed services above.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

Technical Evaluation

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

Location of the Stand: Harare Agricultural Show Ground

Stand Size: Stand designers to measure the actual dimensions during the site visit.

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

- Provision of a creative concept which is in line with ZIMRA's core business; e.g. depiction of a mini border post.
- Designer to note that the stand is an open space and should state the type of material s/he will use for his modular structure.
- Provision of four (4) reception areas clearly marked Customs and Excise, Domestic Taxes; Fiscalisation and E-Services.
- Provision of three (3) chairs per counter two for the stand manners and one for the visitor.
- Provide Exhibition shade for two (2) dog handlers and sniffer dogs.
- Provision of six (6) LED posters with material provided by ZIMRA in word.
- Provide four (4) large live flowers
- Provide four (4) small fresh flowers for each counter.
- Provide and mount a 64 inch LED TV
- Provide six (6) electrical banners and installations.
- Provide other electrical installations and LED lighting on the stand.

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

Declaration by the Accounting Officer

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



20.06.2022

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

Proposed Methodology, Work Plan and Schedule

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



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

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 Services, viz., ***Provision of Stand Designing Concept, Mounting and Dismounting Services for the Zimbabwe Agricultural Show Stand for 2022*** 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 STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

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 PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

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: **NCB 43/2022**

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

GCC reference	Special Conditions
<p>GCC 3.6 and 8.1</p>	<p>Authorised representatives:</p> <p>1. The authorised representative of the Procuring Entity is</p> <p style="padding-left: 40px;">Director, Procurement Management Unit Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe</p> <p style="padding-left: 40px;">Switchboard: +263 242 790 811-4 Ext. 317,</p> <p style="padding-left: 40px;">Mobile: +263 719 526 953, Direct: +263 242 773 040</p> <p>E-Mail: <u>procurement@zimra.co.zw</u></p> <p>2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</p>
<p>GCC 7.4</p>	<p>Ineligible countries: Only Zimbabwean companies are legible to participate</p>
<p>GCC 18.1</p>	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery or non-performance, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to 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>
<p>GCC 19.1</p>	<p>Commencement of Services: The date or period of time for commencement of services is from date of contract signature</p>

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGNING CONCEPT, MOUNTING AND DISMOUNTING SERVICES FOR THE ZIMBABWE AGRICULTURAL SHOW STAND FOR 2022

Procurement Reference Number: ZIMRA NCB 43/2022

GCC reference	Special Conditions
GCC 20.1	Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is 3 - 5 days .
GCC 22.3	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.
GCC 23.1	Price adjustment: Prices will be fixed for the Contract Period. However, the contract price shall be payable at the prevailing RBZ interbank rate on the date of payment.
GCC 24.2	Payment procedure: Transfer or RTGS
GCC 28.1	Insurance to be taken out by the Contractor: Not Applicable
GCC 30.1	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 fourteen (14) days after receipt by the tenderer of the contract signed by ZIMRA. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next most economically advantageous, compliant tender.
GCC 35.1	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable fee shall be advised upon contract award.

