

Procurement Reference Number: ZIMRA NCB 44/2022

STANDARD BIDDING DOCUMENT FOR

THE PROCUREMENT OF GOODS

ZIMRA NCB 44/2022



ZIMRA
Zimbabwe Revenue Authority



JUNE 2022



**STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF EXHIBITION
SAFARI SHIRTS FOR ZIMBABWE AGRICULTURAL SHOW(ZAS) 2022**

Procurement Reference Number: ZIMRA NCB 44/2022

Procuring Entity: ZIMBABWE REVENUE AUTHORITY

Date of Issue: 24 JUNE 2022

Closing Date: 07 JULY 2022



**STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF EXHIBITION
SAFARI SHIRTS FOR ZIMBABWE AGRICULTURAL SHOW(ZAS) 2022**

Procurement Reference Number: ZIMRA NCB 44/2022

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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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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. Bid –Securing Declaration in this part.
3. The Statement of Requirements in Part 2.
4. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe in line with the requirement.
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.
8. Minimum of three (3) reference letters showing bidders’ direct experience in the successful supply 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 29 June 2022 and should be sent to:

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

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Email: procurement@zimra.co.zw

Responses to questions / queries will be made in writing to all prospective bidders by **04 July 2022**.

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.

Validity of Bids

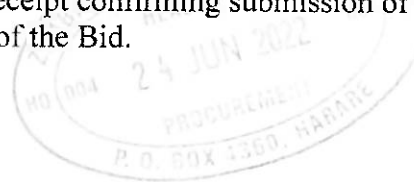
The minimum period that the Bidder's bid must remain valid is 90days from the deadline for the submission of bids.

Lead Time

The required lead time for the delivery of goods 2 weeks 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.



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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	07 July 2022	Deadline Time:	1000Hours Harare time (GMT + 2 hours)
Submission address:	Director, Procurement Management Unit Zimbabwe Revenue Authority (ZIMRA) 10 th Floor ZB Centre Corner Kwame Nkrumah Ave/ First Street Harare, Zimbabwe AND Soft copy on a readable disk		
Means acceptance:	of	Bids in the sealed envelopes shall be deposited in a tender box situated at the above address. All the bidders should record their bids in the tender submission register situated thereto, in the format prescribed in the register.	

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.

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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 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 Securing Declaration

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

Any bid not accompanied by a Bid securing declaration form, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

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. Administrative Evaluation Criteria

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.

Evaluation Parameter	Compliant / Non-Compliant
Bid Validity Must be 90 days.	
Statement of requirements in part 2.	
Bidders must submit a fully completed & signed bid securing declaration form.	
Proof of registration with the Procurement Regulatory Authority of Zimbabwe (2022).	

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Valid Tax Clearance Certificate.	
Proof of registration with NSSA.	
Bidders must provide a minimum of three (3) references in form of reference letters on client letterhead showing direct experience on similar promotional materials.	
Bidders must submit a fully completed & signed bid submission sheet.	
A Company Profile with, Certificate of Incorporation, CR6 now CR5 and CR14 now CR6 or any other company registration documents.	

2. Technical Evaluation Criteria:

Technical evaluation to determine their substantial responsiveness to the specifications below and in the Statement of Requirements in part 2;

Lot No.1	Description of Goods	Quantity
	GOOD QUALITY SAFARI SHIRTS Sizes- Small, Medium, Large, XL and XXL,XXXL	
a.	BLACK SHORT-SLEEVED SHIRT	100
b.	LIGHT KHAKI SHORT-SLEEVED SHIRT	100
c.	DARK KHAKI SHORT-SLEEVED SHIRT	100
	TOTAL	300
Lot No. 2	Description of Goods	Quantity
	Good Quality Branded T-Shirt Material-Cotton	
a.	Sizes- Small, Medium, Large, XL and XXL,XXXL	
b.	Yellow Round Neck T-Shirts	100

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c.	Red Round Neck T-Shirts	100
	Lime green Round Neck T-Shirts	100
	Total	300

Note 1: Bidder (s) to avail samples for each colour required, failure to submit samples of all the colours will lead to automatic disqualification

Note 2: Bidders must bid for a full lot. The tender will be awarded per lot.

Note 3: Unit and total prices must be for delivery through to the final destination stated in this Part.

Note 4: The award of one lot should not be conditional to the award of other lots.

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

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:

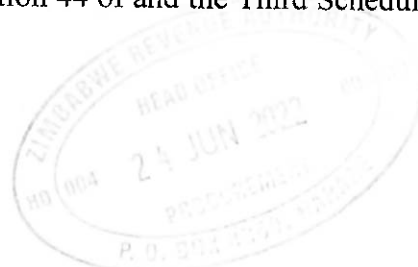
Bids should be priced in United States Dollars (US\$) for evaluation purposes, the contract price shall be payable in local currency (ZW\$) at the prevailing RBZ interbank rate on the date of payment (www.rbz.co.zw).

Award of Contract

The lowest evaluated bid per lot, 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



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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:

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



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Bid-Securing Declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference
number:

Date:[date (in day, month and year format)]

Bidder's Reference Number:

To: *{full name of Procuring Entity}*

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from bidding for any contract with a Procuring Entity in Zimbabwe for a period of time to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, either when we receive your notification to us of the name of the successful Bidder, or twenty-eight days after the expiration of our Bid, whichever is the earlier.

Signed	Name
	:
In capacity of:	Date:(DD/MM/Y)
	Y)
Duly authorised for and on behalf of:	
Company	
Address:	

Corporate Seal (where appropriate)	



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PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

CURRENCY OF BID: ...US\$.....

Lot No. 1	Description of Goods	Quantity	Unit Price US\$	Total Price US\$
	GOOD QUALITY SAFARI SHIRTS Sizes- Small, Medium, Large, XL and XXL,XXXL		[to be provided by the Bidder]	[to be provided by the Bidder]
a.	BLACK SHORT-SLEEVED SHIRT	100		
b.	LIGHT KHAKI SHORT-SLEEVED SHIRT	100		
c.	DARK KHAKI SHORT-SLEEVED SHIRT	100		
	TOTAL	300		
	Delivery Period must be stated. Preferably shorter delivery period.			
	<i>Bidders Should state payment Terms. Preferably within 30 days after service completion.</i>			
Lot No. 2	Description of Goods	Quantity	Unit Price US\$	Total Price US\$
	Good Quality Branded T-Shirt Material-Cotton		[to be provided by the Bidder]	[to be provided by the Bidder]
	Sizes- Small, Medium, Large, XL and XXL,XXXL			
a.	Yellow Round Neck T-Shirts	100		
b.	Red Round Neck T-Shirts	100		
c.	Lime green Round Neck T-Shirts	100		
	Total	300		



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	Delivery Period must be stated. Preferably shorter delivery period.			
	<i>Bidders Should state payment Terms. Preferably within 30 days after service completion.</i>			

Note 1: Bidder (s) to avail samples for each colour required, failure to submit samples of all the colours will lead to automatic disqualification

Note 2: Bidders must bid for a full lot. The tender will be awarded per lot.

Note 3: Unit and total prices must be for delivery through to the final destination stated in this Part.

Note 4: The award of one lot should not be conditional to the award of other lots.**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.



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Delivery Schedule

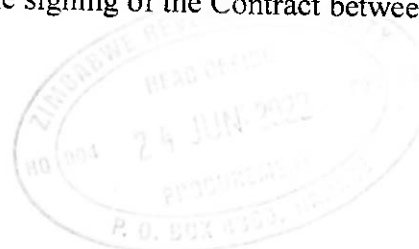
Name of Bidder:

Bidder's Reference Number:

{NOTE TO BIDDERS: IF THE DELIVERY PERIOD OFFERED, OR ANY OTHER DETAILS, DIFFER FROM THE REQUIREMENTS BELOW, THIS SHOULD BE STATED IN YOUR TENDER}.

Lot No.1	Description of Goods	Quantity	Delivery Date Required by Procuring Entity	Bidder's offered Delivery period
	GOOD QUALITY SAFARI SHIRTS Sizes- Small, Medium, Large, XL and XXL,XXXL		<i>14 days from last signature date</i>	<i>[to be provided by the Bidder]</i>
a.	BLACK SHORT-SLEEVED SHIRT	100		
b.	LIGHT KHAKI SHORT-SLEEVED SHIRT	100		
c.	DARK KHAKI SHORT-SLEEVED SHIRT	100		
	TOTAL	300		
Lot No. 2	Description of Goods	Quantity	Delivery Date Required by Procuring Entity	Bidder's offered Delivery period
	Good Quality Branded T-Shirt Material-Cotton		<i>14 days from last signature date</i>	<i>[to be provided by the Bidder]</i>
a.	Sizes- Small, Medium, Large, XL and XXL,XXXL			
b.	Yellow Round Neck T-Shirts	100		
c.	Red Round Neck T-Shirts	100		
	Lime green Round Neck T-Shirts	100		
	Total	300		

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



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Technical Specification and Compliance Sheet

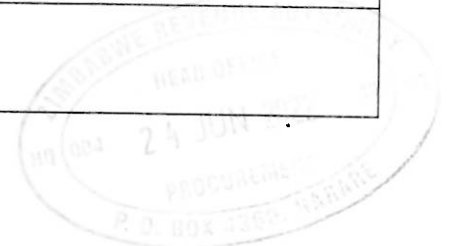
Name of Bidder:

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)]

Lot No. 1	Description of Goods	Quantity	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in this column }</i>
	GOOD QUALITY SAFARI SHIRTS Sizes- Small, Medium, Large, XL and XXL,XXXL		
a.	BLACK SHORT-SLEEVED SHIRT	100	
b.	LIGHT KHAKI SHORT-SLEEVED SHIRT	100	
c.	DARK KHAKI SHORT-SLEEVED SHIRT	100	
	TOTAL	300	
Lot No. 2	Description of Goods	Quantity	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in this column }</i>
	Good Quality Branded T-Shirt Material-Cotton		
a.	Sizes- Small, Medium, Large, XL and XXL,XXXL		
b.	Yellow Round Neck T-Shirts	100	
c.	Red Round Neck T-Shirts	100	
	Lime green Round Neck T-Shirts	100	
	Total	300	



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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.

.....*D. M. M. M.*.....

.....17.06.2022.....



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**PART 3 CONTRACT
Contract Agreement**

Procurement Reference: Domestic tender ZIMRA NCB 44/2022

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

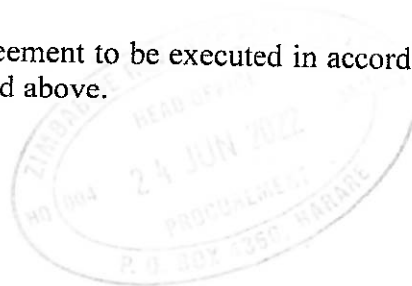
- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of ... of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (hereinafter called "the Procuring Entity"), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity's Notification of Contract Award;
 - (g) *[Add here any other document(s)]*.
3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

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



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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>



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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 Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number... **NCB 44/2022**

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 7.5	Eligible Countries: All countries are eligible,
GCC 8.1	<p>Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be;</p> <p>Director, Procurement Management Unit 10th Floor ZB Centre, Corner Kwame Nkrumah Avenue/First Street, Harare Zimbabwe.</p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i></p>
GCC 19.1	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled</p> <p>NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.</p>



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GCC 21.2

Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1

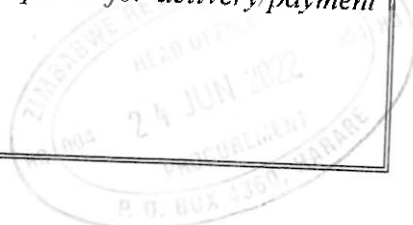
The documents to be furnished by the Contractor are:

1. A negotiable bill of lading when the goods are coming by sea
2. An airway bill, when the goods are coming by Air
3. A road consignment note, when the goods are coming by road
4. Insurance certificate,
- 5.

Sample provision - For Goods supplied from abroad:

Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of Goods sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;
- (iii) two copies of the packing list identifying contents of each package;
- (iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies *[state whether inspection is required]*;
- (vii) *[any other procurement-specific documents required for delivery/payment purposes]*.
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);
- (vii) *[other procurement-specific documents required for delivery/payment purposes]*.



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF EXHIBITION SAFARI SHIRTS FOR ZIMBABWE AGRICULTURAL SHOW(ZAS) 2022

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Sample provision - For Goods from within Zimbabwe

Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;
- (iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (iv) four copies of the packing list identifying contents of each package;
- (v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;

The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF EXHIBITION SAFARI SHIRTS FOR ZIMBABWE AGRICULTURAL SHOW(ZAS) 2022

Procurement Reference Number: ZIMRA NCB 44/2022

GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured in accordance with the specified Incoterms.
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: 100% inspection on technical compliance.
GCC 24.1	Performance security: After the award of the tender, and before the contract is signed; the winning bidder must furnish ZIMRA with performance guarantee within 14 days after notification of the award. This guarantee will be in the form of a Performance Bond or guarantee equivalent to the value of 10% of the total cost of the supplier's proposal, valid for the duration of the contract and endorsed by a registered reputable Commercial Bank
GCC 24.4	Reduction of performance security (<i>Not applicable</i>)
GCC 25.1	Warranty: The period of the warranty shall be one (1) year manufacturer warranty.
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be (30) days
GCC 30.1	Terms of Payment: The structure of payments shall be: Acceptance: The Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity. Payment will be made to local suppliers in Zimbabwe Dollars (ZWS) at the prevailing RBZ rate of date and time of closure of the tender. In the event that advance payment is required, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Part VI of the of the Procurement Regulations (S.I.299 of 2021) is due upon the signing of the Contract and the applicable Fee.



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF EXHIBITION SAFARI SHIRTS FOR ZIMBABWE AGRICULTURAL SHOW(ZAS) 2022

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Bank Guarantee for Performance Security

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

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

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

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

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

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

Signature

Signature

