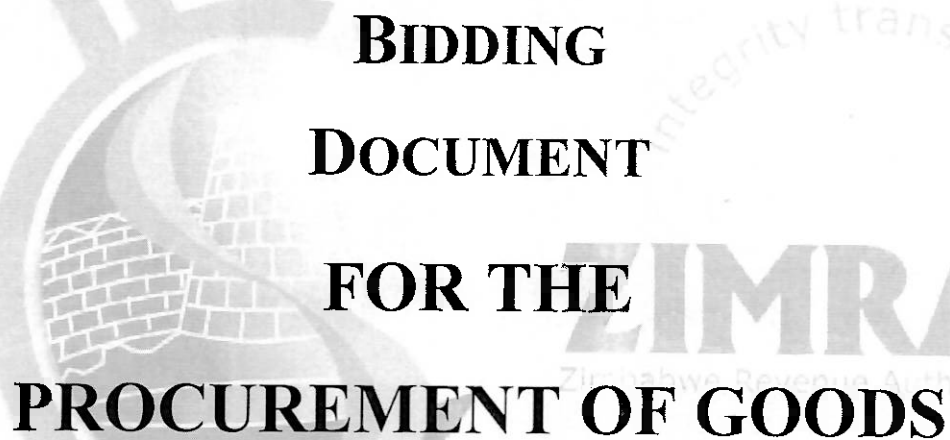


# Government of Zimbabwe



**BIDDING  
DOCUMENT  
FOR THE  
PROCUREMENT OF GOODS**

November 2022

BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION OF CURTAINS AT  
BEITBRIDGE STAND 480 BLOCK OF FLATS

PROCUREMENT REFERENCE NO.: DOMESTIC TENDER ZIMRA NCB 60/2022

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BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION OF CURTAINS AT  
BEITBRIDGE STAND 480 BLOCK OF FLATS

PROCUREMENT REFERENCE NUMBER: DOMESTIC TENDER ZIMRA NCB 60/2022

PROCURING ENTITY: ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE: 11 NOVEMBER 2022

PRE-TENDER SITE VISIT: 24 NOVEMBER 2022 AT 1100HOURS

CLOSING DATE: 9 DECEMBER 2022

## **Table of Contents**

**Part 1: Bidding Procedures**

**Part 2: Statement of Requirements**

**Part 3: Contract**

## PART 1: BIDDING PROCEDURES

### References:

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

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 60/2022**

### Preparation of Bids

You are requested to bid for the supply of the goods specified in the Statement of Requirements below, by completing and returning the following **mandatory** documentation:

1. The Bid Submission Sheet in this Part;
2. The Statement of Requirements in Part 2;
3. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
4. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
5. A Bid Securing declaration form (Completed and Signed)
6. A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents (foreign companies should submit similar company documents from country of company registration)
7. A valid current tax clearance (ITF 263)
8. A copy of your company profile
9. At least three (3) traceable reference letters showing bidders' direct experience in the successful provision of similar quality of the required goods/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. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.

The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

### Number of bids allowed

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

### Clarification

Clarification of the bidding document may be requested in writing by any Bidder and should be sent to;

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**PART 1 BIDDING PROCEDURES**

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

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

Such queries should be submitted on or before 28 November 2022 and responses to questions / queries will be made in writing to all prospective bidders on or before 1 December 2022.

**Pre-bid meeting**

There shall be a compulsory site meeting for this tender. A site meeting has been scheduled for Thursday 24 November 2022, at exactly 1100hours, at the Block of flats, Stand 480, Beitbridge. (ZIMRA new flats next to blue flat). Directions may be sought from ZIMRA Beitbridge Administration Personnel.

**Validity of Bids**

The minimum period for which 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.

Date of deadline: **9 December 2022** Deadline Time: **1000Hours  
CAT**

Submission address: **Zimbabwe Revenue Authority  
Reception Area, 6<sup>th</sup> Floor, ZB Centre  
Corner Kwame Nkrumah Ave/ First Street  
Harare,  
Zimbabwe.**

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**

**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION OF CURTAINS AT BEITBRIDGE STAND 480 BLOCK OF FLATS**

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**PART I BIDDING PROCEDURES**

Bids shall be opened immediately after deadline of submission in the presents of ZIMRA officials from the Compliance Section. Bidders may not be able to witness the bid opening session due the prevalence of the Covid19 pandemic

**Withdrawal, amendment or modification of Bids**

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

**Delivery Requirements**

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2.

**Bid Prices and Discounts**

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.

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

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

the price of each item comprising the Related Services (inclusive of any applicable taxes).

**Bid Security**

The Bidder must include a completed and signed Bid Securing Declaration. Any bid not accompanied by a Bid Securing Declaration 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:

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**PART 1 BIDDING PROCEDURES**

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1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

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

**Evaluation criteria**

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

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

**Preference**

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, will apply.

- (a) The percentage of preference to be given to women-owned businesses is *N/A*
- (c) Eligibility for the margin of preference will be based on the following factors: ownership, location of bidder or production facilities, origin of labour, raw material or components, extent of proposed sub-contracting or association with local partners
- (d) Documentation required from the Bidder as evidence of eligibility for the margin of preference is/are: CR14, CR6, Certificate of Incorporation and other relevant or equivalent documents.

**Eligibility and Qualification Criteria**

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

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. not have a conflict of interest in relation to this procurement requirement;
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.

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**PART 1 BIDDING PROCEDURES**

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Participation in this bidding procedure is open to Zimbabwean bidders **ONLY**.

**Origin of Goods**

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

**Technical Criteria**

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

**Currency**

Bids should be priced in United States Dollars. The currency of evaluation will be United States Dollars. The Currency of payment shall be the Zimbabwean Dollars, using the prevailing RBZ Auction rate.

**Award of Contract**

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

**Right to Reject**

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

**Corrupt Practices**

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

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



## **Bid Submission Sheet**

*{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.*

*Bidders must mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information}.*

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

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

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

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

The validity period of our bid is: ..... {days} from the date of submission.

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

### **Bid Authorised by:**

<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> .....	
.....	

**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION OF CURTAINS AT  
BEITBRIDGE STAND 480 BLOCK OF FLATS**

**PROCUREMENT REFERENCE NO.: DOMESTIC TENDER ZIMRA NCB 60/2022**

**PART 2 STATEMENT OF REQUIREMENTS**

## **PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

### **List of Goods and Price Schedule**

Currency of Bid: **ZWS**

Description of Goods	Quantity <sup>2</sup>	Unit Price <sup>3</sup>	Total Price <sup>4</sup>
		<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
<b>Supply, delivery, installation of curtains at beitbridge stand 480 block of flats, as specified in the statement of requirements, for;</b>			
<b>Lounge – Double door and side lights 3.86m wide</b>	<b>12</b>		
<b>Bedroom – Window 1.97m wide</b>	<b>36</b>		
<b>Bedroom – Window 0.47m wide</b>	<b>36</b>		
<b>Total (Inclusive of VAT)</b>			

#### **KEY NOTES**

Note 1: The description or quantity must indicate the unit of measure where relevant.

Note 2: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 3: Acceptance testing: the equipment will be deemed acceptable only when it has been tested by the ZIMRA Projects Team

Note 4: All the costs must be inclusive of all taxes and duties.

Note 5: For purposes of uniformity, all the works shall be awarded to one bidder.

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**PART 2 STATEMENT OF REQUIREMENTS**

## **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}.*

	<b>Description of Goods</b>	<b>Quantity</b>	<b>Delivery Date Required by Procuring Entity and applicable INCOTERM</b>	<b>Bidder's offered Delivery period</b>
			<i>[Completed by Procuring Entity]</i>	<i>{to be provided by the Bidder}</i>
	<b>Supply, delivery, installation of curtains at beitbridge stand 480 block of flats, as specified in the statement of requirements below</b>	<b>1</b>	<b>14 days</b>	

The expected delivery period is 14 days and is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

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**PART 2 STATEMENT OF REQUIREMENTS**

**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:*

**SUPPLY, DELIVERY, INSTALLATION OF CURTAINS AT BEITBRIDGE STAND 480 BLOCK OF FLATS, AS SPECIFIED IN THE STATEMENT OF REQUIREMENTS BELOW**

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No.	Space	Opening Dimensions	Total Openings	Curtain Description	Accessories per opening	Bidder to confirm compliance
1	Lounge	Double door and side lights 3.86m wide	12	Sun block curtains with self-lining (size 15m wide x 2.5m high.) Rain drop lace (size 14m wide x 2.4m high)	4200mm x 32mm powder coated wrought iron rods  4000mm x 25mm powder coated wrought iron rods 3 x powder coated brackets (double rod type), 2 x end caps, 2 x spiral finials or equally approved, 10 x 8mm anchor screws, 2 x tie backs complete with finials, and 80 eyelet rings.	
2	Bedroom	Window 1.97m wide	36	Sun block curtains with self-lining (size 8m wide x 2.5m high.) Rain drop lace (size 7m wide x 2.4m high)	2400mm x 32mm powder coated wrought iron rods  2200mm x 25mm powder coated wrought iron rods 3 x powder coated brackets (double rod type), 2 x end caps, 2 x spiral finials or equally approved, 10 x 8mm anchor screws, 2 x tie backs complete with finials, and 50 eyelet rings.	

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**PART 2 STATEMENT OF REQUIREMENTS**


No.	Space	Opening Dimensions	Total Openings	Curtain Description	Accessories per opening	Bidder to confirm compliance
3	Bedroom	Window 0.47m wide	36	Sun block curtains with self-lining (size 2m wide x 2.5m high.) Rain drop lace (size 1.5m wide x 2.4m high)	900mm x 32mm powder coated wrought iron rods  800mm x 25mm powder coated wrought iron rods 2 x powder coated brackets (double rod type), 2 x end caps, 2 x spiral finials or equally approved, 6 x 8mm anchor screws, 1 x tie backs complete with finials, and 12 eyelet rings.	

The detailed technical evaluation will examine the technical specification of the items offered in and determine whether this meets the minimum specification provided. Bidders must compliance to specification or their tender will be rejected.

**Bidders are required to include technical literature (technical data sheets) to positively support the details provided.**

**Declaration by the Accounting Officer**

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

.....  
  
 .....  
 .....  
 .....

## PART 3 CONTRACT

### Contract Agreement

#### Procurement Reference: Domestic Tender ZIMRA NCB 60/2022

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.

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**PART 3 CONTRACT**

4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

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

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

Signed: .....

Name:

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

**For and on behalf of the Contractor**

Signed: .....

Name:

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

## 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...**Domestic tender NCB 60/2022**

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	<b>Eligible Countries:</b> All countries are eligible,
GCC 8.1	<b>Notices:</b> 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, <b>6th Floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street, Harare Zimbabwe.</b>  For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i>
GCC 19.1	<b>Liquidated Damages:</b> 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  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.



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**PART 3 CONTRACT**

GCC reference	Special Conditions
GCC 21.2	<p><b>Packing, Marking and Documentation:</b> The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1</p> <p>The documents to be furnished by the Contractor are:</p> <ol style="list-style-type: none"> <li>1. A negotiable bill of lading when the goods are coming by sea</li> <li>2. An airway bill, when the goods are coming by Air</li> <li>3. A road consignment note, when the goods are coming by road</li> <li>4. Insurance certificate,</li> </ol> <p><b>Sample provision - For Goods supplied from abroad:</b></p> <p>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:</p> <ol style="list-style-type: none"> <li>(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;</li> <li>(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;</li> <li>(iii) two copies of the packing list identifying contents of each package;</li> <li>(iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;</li> <li>(v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;</li> <li>(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies <i>[state whether inspection is required]</i>;</li> <li>(vii) <i>[any other procurement-specific documents required for delivery/payment purposes]</i>.</li> <li>(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);</li> <li>(vii) <i>[other procurement-specific documents required for delivery/payment purposes]</i>.</li> </ol>

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**PART 3 CONTRACT**

<b>GCC reference</b>	<b>Special Conditions</b>
	<p><b><i>Sample provision - For Goods from within Zimbabwe</i></b></p> <p>Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"><li>(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;</li><li>(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;</li><li>(iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;</li><li>(iv) four copies of the packing list identifying contents of each package;</li><li>(v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;</li></ul> <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p>

**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION OF CURTAINS AT  
BEITBRIDGE STAND 480 BLOCK OF FLATS**

**PROCUREMENT REFERENCE NO.: DOMESTIC TENDER ZIMRA NCB 60/2022**

**PART 3 CONTRACT**

GCC reference	Special Conditions
GCC 22.1	<b>Insurance:</b> The Goods shall be insured in accordance with the specified Incoterms.
GCC 23.1 & 23.2	<b>Inspections and tests:</b> 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	<p><b>Performance security:</b></p> <p>The successful tenderer will be requested to provide a guarantee of 10% of the total tender amount endorsed by a registered Commercial Bank located in Zimbabwe acceptable to ZIMRA (Total tender amount is calculated according to the tender dossier) when countersigning the contract. The performance guarantee must be delivered within 14 days after receipt by the tenderer of the contract signed by ZIMRA. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next most economically advantageous, compliant tender.</p> <p>In the event that the tenderer delivers, in full, within 14 days after contract signing the requirement for performance security is automatically waived.</p>
GCC 24.4	<b>Reduction of performance security ( Not applicable)</b>
GCC 25.1	<b>Warranty: ( Not applicable)</b>
GCC 25.6	<b>Failure to remedy a defect:</b> The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be thirty (30) days
GCC 29.1	<p><b>Price adjustments:</b> The following price adjustments are applicable.</p> <p>When the application of price adjustment would modify the initial price by more than twenty per centum or would modify the balance owing under the contract by more than twenty per centum, the procuring entity may terminate the contract</p>
GCC 30.1	<p><b>Terms of Payment:</b> The structure of payments shall be:</p> <p>Contracts with local suppliers will be signed in USD and paid in Zimbabwean Dollars using the RBZ interbank rate on the date of payment.</p> <p><b>Acceptance:</b> The Contract Price shall be paid to the Contractor within fourteen (14) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.</p> <p>In the event that advance payment is required, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.</p>
GCC 31.1	<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 and the

## 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

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**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION OF CURTAINS AT  
BEITBRIDGE STAND 480 BLOCK OF FLATS**

**PROCUREMENT REFERENCE NO.: DOMESTIC TENDER ZIMRA NCB 60/2022**

**PART 3 CONTRACT**

**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 being eligible for bidding for any contract with a Procuring Entity in Zimbabwe for a period 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, upon our receiving 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.

<b>Signed</b> .....	<b>Name:</b> .....
	...
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/Y Y)
<b>Duly authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	
<b>Corporate Seal (where appropriate)</b>	

*{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the Bid.}*