

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN
INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF
12 MONTHS**

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 08/2023

Government of Zimbabwe

BIDDING DOCUMENT

FOR

THE PROCUREMENT OF NON- CONSULTANCY SERVICES

DOMESTIC TENDER

NCB 08/2023



MARCH 2023

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN
INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF
12 MONTHS**

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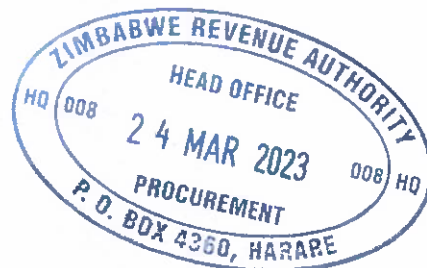
**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN
INSTALLATION AND MAINTAINANCE SERVICES TO ZIMRA FOR A PERIOD
OF 12 MONTHS**

PROCUREMENT REFERENCE NO: DOMESTIC TENDER ZIMRA NCB 08/2023

PROCURING ENTITY: ZIMRA

DATE OF ISSUE: 24 March 2023

TENDER CLOSING DATE: 21 April 2023



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS

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Part 1: Bidding Procedures and Bid Submission Sheet

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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 returning the following documentation:

1. The Bid Submission Sheet in this Part;1
The Statement of Requirements in Part 2;
1. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
2. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ 2023),
3. A Bid Security,
4. 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).
5. A valid current tax clearance (ITF 263),
6. A copy of your company profile,
7. Detail the qualifications for their skilled personnel
8. At least three (3) reference letters showing bidders’ direct experience in the successful provision of LAN installation and maintenance or 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.



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Clarification

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

**The Director Procurement Management Unit
Zimbabwe Revenue Authority (ZIMRA)
10th Floor, ZB Centre
Cnr Kwame Nkrumah / First Street
Harare, Zimbabwe.**

Or via Email to procurement@zimra.co.zw

Such queries should be submitted within 10 days from the date of publication and responses to questions / queries will be made in writing to all prospective bidders at least 3 days before tender closing

Pre-bid meeting

There is no pre-bid meeting for this tender.

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, the times of performance and the manpower, equipment and other resources required and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The 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;



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

Validity of Bids

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

Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their Bid with 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. **Three (3)** copies of the bid document should be submitted one original of the documents comprising the Bid should be clearly marked "ORIGINAL." and the other In addition, the Bidder must state the number of copies of the Bid and must mark each of them clearly "COPY." In the event of any discrepancy between the original and the copies, the original shall 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 document of the amended bid submission deadline.

Date of deadline: **21 April 2023**

Deadline Time: **1000hrs CAT**

Submission address:

**Zimbabwe Revenue Authority
Reception Area, 10th Floor, ZB Centre
Corner Kwame Nkrumah Ave/ First Street
Harare,
Zimbabwe.**

Means of acceptance:

Bids are to be sealed in envelopes and clearly marked with description of the tender. Bids are to be dropped in the tender box found at ZB Centre 10th Floor Corner First Street And Kwame Nkrumah Avenue, Harare



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Bid opening

Due to the COVID 19 pandemic, NO Bidders will be allowed to witness the opening of bids on the closing day.

Withdrawal, amendment or modification of Bids

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

Bid Prices and Discounts

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

Bid Security

The Bidder must include Bid Security of **US\$1,000.00** in *either* of the following forms;

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

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

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

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

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

Option 2

Submission of bank guarantee

A standard bank Guarantee of **US\$1,000.00** which is valid for **90 days**, obtainable from a reputable Registered Commercial Bank.

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

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



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11. All foreign Bank Guarantee to be confirmed by a local corresponding Commercial bank in Zimbabwe.

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

Option 3

If **Option 3** is chosen bidders must pay **US\$1,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **US\$200.00** that shall be non-refundable for cash bid bond establishment fee in line with Part 1V of the Procurement Regulations (S.I. 293of 2022). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited in the respective bank accounts below;

Refundable (Local)

Payment Instructions: This account is to be used for refundable bid security only

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

Non-Refundable (Local)

Payment Instructions: This Account is to be used for Bid establishment Fees / Non-Refundable fees

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

FCA Account (Foreign Deposits)

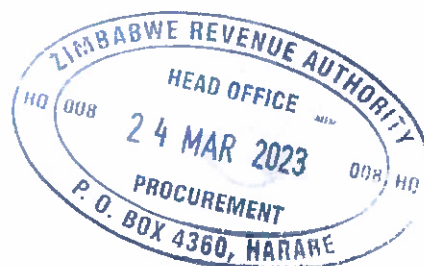
Payment Instructions:

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
Account Number: 01121064850040
Branch: Kwame Nkrumah

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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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.
2. Technical evaluation to determine their 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.

Evaluation Parameter	Compliant / Non-Compliant
1. Bid Validity Must be 90 days.	
2. Bid Security of US\$1,000.00	
3. Proof of registration with the Procurement Regulatory Authority of Zimbabwe (2023).	
4. Company Profile.	
5. Bidders must submit a signed bid submission sheet.	
6. Valid Tax Clearance Certificate (ITF263).	
7. Valid NSSA Registration Certificate.	
8. Company Registration Documents. Certificate of Incorporation CR14 now CR6, CR6 now CR5.	
9. Detail the qualifications for their skilled personnel.	
10. Statement of commitment on mandatory requirements (clause 1.0.)	
11. Submission of at least 3 traceable reference letters, on clients’ letterhead for the provision of LAN installation and maintenance or similar services.	
12. Bidder must state their payment terms which are preferably within 30 days after delivery.	

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Failure to state will lead to automatic disqualification.	
Responsiveness	Responsive / Non- Responsive

PLEASE NOTE THAT PROSPECTIVE BIDDERS WHO STILL HAVE ZIMRA PENDING AND UNFULFILLED ORDERS OR CONTRACTS WILL NOT BE CONSIDERED SPECIFICALLY FOR THIS TENDER.

Currency

Bids should be priced in United States Dollars. The currency of payment will be the **Zimbabwean Dollars (ZWL\$)**, using the Reserve Bank of Zimbabwe Interbank rate on the date of payment.

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:

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 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:

Signature	Name:
Position:	Date:(DD/MM/Y Y)
Authorised for and on behalf of:	
Company	
Address:	
.....	

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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: USD

NCB 17/2021 FOR THE PROVISION OF LAN INSTALLATION AND MAINTENANCE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS

ITEM NO.	DESCRIPTION	QUANTITY	TOTAL PRICE USS INCL VAT	TOTAL PRICE ZWS INCL VAT
1	PROVISION OF LAN INSTALLATION AND MAINTENANCE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS			

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: Include any additional costs, such as installation or commissioning.



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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}.

PROVISION OF LAN INSTALLATION AND MAINTENANCE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS

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

The Project Site for delivery of the goods is the final destination: **ZIMBABWE REVENUE AUTHORITY
ICT DEPARTMENT, HARARE.**



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Name of Bidder:

Bidder's Reference Number:

The Related Services must comply with following Technical Specifications and Standards:

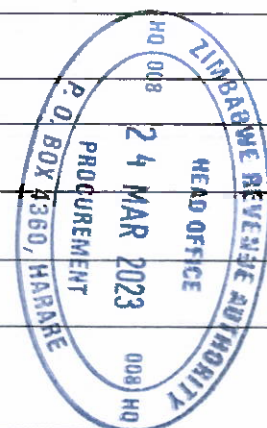
[Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

	A	b	C
	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
ITEM NO	DESCRIPTION/ FEATURES	MINIMUM REQUIREMENTS	
	PROVISION OF LAN INSTALLATION AND MAINTENANCE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS.	Expected LAN Works Requirements	
1.	Local Area Network Works	a. Installation, labelling and testing as required, of all UTP structured cabling and optic fibre – data & voice. b. Attend to faulty network points c. Repairs d. New installations and relocations. e. Cabling projects f. Commissioning of all completed works	
2.	Documentation	a. Soft copy documentation of general tests results, cable length, fibre length. b. Detailed layout diagrams c. As built diagrams	

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		d. Acceptance tests certificate	
		e. Clock in clock out register counter signed by ZIMRA	
		f. Signed job card	
3.	<u>Networking tools and equipment</u>	a. Fiber Optic Splicing Kit	
		b. OTDR Fiber Tester	
		c. Lan Tester - for structured CAT 6 cabling	
		d. Ladders – various sizes	
		e. Safety clothing for staff (work suits with company labels, safety shoes, helmets etc).	
		f. Staff Company Identity documents. (IDs)	
		g. General networking toolkit	
4.	<u>Pricing guidelines</u>	a. Prevailing AA rates mileage	
		b. Prevailing NEC labour rates	
		c. Accommodation rates	
		d. Travel and subsistence – breakfast, lunch and supper	
5.	<u>Administrative Hub (the basis for mileage charges)</u>	a. Harare stations – hub is Harare	
		b. Bulawayo stations – hub is Bulawayo	
		c. Mutare stations – hub is Mutare	
		d. Accommodation and Travel & Subsistence will not be charged for the hub and for stations within 50km of the hub	



1.0 MANDATORY REQUIREMENTS

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The following are basic mandatory requirements for prospective contractors and will be evaluated upon. Bidders are required to write and submit a **Statement of commitment** on each requirement and **failure to show commitment** on each requirement below will lead to disqualification:

- a. The staff doing maintenance services work shall be liable for searching by our security guards upon entering or leaving the building premises.
- b. The staff should put on a proper uniform for ease of identification.
- c. Identity cards are also to be provided.
- d. Bidders must attend to reported/requested faults within two hours.
- e. Bidders **must** show commitment that the service provider should be able to provide 24/7 support in case of emergency. Failure to state position on the above will lead to disqualification.
- f. Appropriate transport should be provided for to enable ample reaction e.g. vehicles, Ladders
- g. Ensure safety gear for staff (work suits with company labels, safety shoes, helmets etc).
- h. Staff Company Identity documents (IDs).
- i. Other LAN installation tools required for such works. (RJ45 crimping tool, tone tester, tone sender, punch down, screwdrivers, labelling kit).

2.0 LOTS

The lots for the tender shall be as follows:

HARARE	STATIONS
LOT 1	Kurima House
	ZB Centre
	Harare RGM Airport (AGS, NHS & Arrivals)
	Harare Central Sorting Office
	BAK Storage
	New BAK Storage
	Manica Condep
	Bindura
	NOIC (Msasa, Mabvuku & Feruka)
	Nyamapanda
	Chinhoyi
	Kariba (Border & Heights)
	Chirundu Border Post
	Marlborough



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	Kwekwe
	Kadoma
	Marondera
	Charles Prince airport
	Belgravia
	Old Mutual Centre

BULAWAYO	STATIONS
LOT 2	Bulawayo Mhlahlandlela
	Bulawayo Custom House (Port)
	J. Mqabuko Airport
	Bulawayo Condep
	New Bulawayo office
	Plumtree Border
	Beitbridge Border
	Beitbridge Town
	Beitbridge Malindi
	Beitbridge Manica
	Beitbridge Transit Shed
	Gweru
	Zvishavane



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MUTARE	STATIONS
LOT 3	Mutare Town
	Forbes Border
	GMS
	Bulwark
	NOIC Feruka
	Masvingo
	Chiredzi
	Sango Border
	Rusape
	Mt Selinda Border
	New Mutare Office
	Sango Border

3.0 MAINTENANCE MATERIALS:

The materials for the works will be supplied by the Zimbabwe Revenue Authority.

4.0 Pricing Guidelines:

The quotation must be made up as follows for EACH lot:

1. Mileage –Prevailing AA rates must be applied from the administrative hub (Administrative Hubs – Lot 1 Harare, Lot 2 Bulawayo and Lot 3 Mutare)
2. Labour rates – Bidders must state labour rates per hour for all works (daytime, overtime and holiday labour rates based on NEC requirements and ongoing rates indicating class per trade per hour).
3. Material – ZIMRA will supply all networking accessories required for the works.
4. Accommodation and subsistence charges per person per day and conditions

Bidders should clearly show the breakdown of associated costs of the whole works tendered per EACH LOT, as given in the table below.

Failure to provide this will lead to automatic disqualification.

- The total number of Lots is three (3)



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NB: Highest combined score is selected for award on each Lot.

Category	Accommodation/day	Subsistence/day	Labour rates/ hour skilled worker	Labour rates/ hour unskilled worker	Mileage/km	Total Score
Weighting Matrix	25	25	20	15	15	100
Installation and maintenance services						

Notes:

- i. Evaluation criteria scoring (the least price is equivalent to highest score; other scores are evaluated as an inverse of the least price).
- ii. Bidders will be ranked according to the scores.
- iii. Highest combined score is selected for award on each lot.
- iv. When tendering for more than one lot, the award of one lot must not be conditional to the award of several/ other lots.
- v. The lowest evaluated tender to specifications shall be accepted as referred to Section 2.22.
- vi. In order to spread risk, bidders shall be awarded not more than two (2) Lots.
- vii. Bidders are required to observe NEC requirements
- viii. Tenders will be awarded to the best advantage of the Authority

Declaration by the Accounting Officer

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

[Handwritten Signature]



20.03.2023

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Proposed Methodology, Work Plan and Schedule

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



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PART 3: CONTRACT

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... Tender NCB 08/2023

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: Zimbabwe
GCC 8.1	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, 10th Floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street, Harare Zimbabwe. 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	Liquidated Damages: (Not applicable) 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.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 08/2023

<p>GCC 21.2</p>	<p>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</p> <p>The documents to be furnished by the Contractor are:</p> <ol style="list-style-type: none">1. A negotiable bill of lading when the goods are coming by sea2. An airway bill, when the goods are coming by Air3. A road consignment note, when the goods are coming by road <p>Sample provision - For Goods supplied from abroad:</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">(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 copy of delivery note, document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract(iii) One original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied; <div data-bbox="699 1355 1109 1646" data-label="Image"></div>
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**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF LAN
INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF
12 MONTHS**

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 08/2023

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) One copy of delivery note, document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;
- (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 PROVISION OF LAN INSTALLATION AND MAINTENACE SERVICES TO ZIMRA FOR A PERIOD OF 12 MONTHS

Procurement Reference Number: **DOMESTIC TENDER ZIMRA NCB 08/2023**

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 acceptable by ZIMRA. If delivery is done within 14 days from contact signing the requirement for performance security will be waived.
GCC 24.4	Reduction of performance security (Not applicable)
GCC 25.1	Warranty: State warranty period.
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 29.1	Price adjustments: The following price adjustments are applicable. 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
GCC 30.1	Terms of Payment: The structure of payments shall be: within 30 days after delivery and acceptance by ZIMRA. 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.
GCC 31.1	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 is US\$600.00.

