

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR
SEALS MOVEMENT**

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

Government of Zimbabwe

BIDDING

DOCUMENT

**FOR THE
PROCUREMENT OF NON-CONSULTANCY SERVICES**



June 2023

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

Standard Bidding Document for the Provision of Courier Services for Seals Movement.

Procuring Entity:

Zimbabwe Revenue Authority

Date of Issue:

June 02, 2023

Closing Date:

June 29, 2023



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

Table of Contents

Part 1: Bidding Procedures and Bid Submission Sheet

Part 2: Statement of Requirements

Part 3: Contract



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

PART 1: BIDDING PROCEDURES

References

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

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

You are requested to bid for the items described in the Statement of Requirements below, by completing and submitting and providing the following documentation and requirements: Bidders for this tender must be reputable local Zimbabwean Courier Services companies and must be able to meet the expectations of the Procuring Entity. The tender and any contract shall be governed by the Zimbabwe’s General Conditions of Contract and the Public Procurement and Disposal of Public Assets Act [Chap 22:23] and Regulations SI 5 of 2018. The Procurement Act and Regulations shall take precedence over the General Conditions of contract in case of conflict. The objective of this tender is to acquire new Courier Services for the period of 12 Months from reputable and competent Courier Services companies.

Preparation of Bids

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

Mandatory Requirements

1. The Bid Submission in this Part;
2. Statement of Requirements in Part 2;
3. A copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations
4. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) for the relevant category.
5. Proof of payment of Bid Security.
6. A copy of CR14, CR6 & Certificate of Incorporation or equivalent documents.
7. A valid tax clearance certificate (ITF 263).
8. A copy of your company profile.
9. A minimum of three (3) trade reference letters showing bidders’ direct experience in the successful provision of similar services.
10. Proof of payment of Special Procurement Oversight Committee (SPOC) fees.

You are required 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.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

You are also required to pay the administration fee of **USD350.00** payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee (SPOC) in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations (as amended). The above stated fees shall be paid directly to the Procurement Regulatory Authority of Zimbabwe and bidders are required to enclose the proof of payment of the Administration fee together with their bids.

Number of bids allowed

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

Clarification

Clarification of the bidding document may be requested in writing by any bidder by on or before **June 09, 2023** and should be sent to:

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

Or

Email: procurement@zimra.co.zw

To note is that queries raised after the cutoff date shall not be responded to. Note: It shall be the responsibility of the potential bidders to ensure that any clarification emails are confirmed receipt by the procuring entity.

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, equipment and other resources required are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

Documents establishing conformity of services

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

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

Eligibility and qualification requirements

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

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

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

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

Validity of Bids

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

Submission of Bids

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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

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 **June 29, Deadline Time: 1000Hours Harare time 2023 (GMT + 2 hours)**

Submission address: **The Director, Procurement Management Unit**
Zimbabwe Revenue Authority (ZIMRA)
10th 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

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.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

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 **USD250.00** in *either* of the following forms;

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

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

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

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

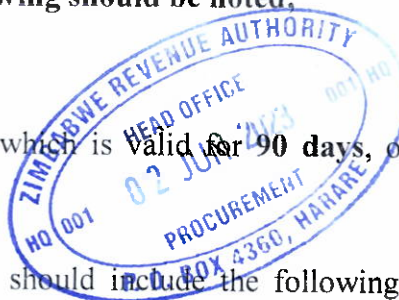
Any bid not accompanied by a Bid Security where this is a requirement of bidding, will be rejected as non-responsive.

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

Option 2

Submission of bank guarantee

A standard bank Guarantee of **USD250.00** 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.
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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

If **Option 3** is chosen bidders must pay **USD250.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **USD200.00 for Domestic Bidders** that shall be non-refundable for cash bid bond establishment fee in line with Part 1V of the Procurement Regulations (S.I.5 of 2018 as amended). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited in the respective bank accounts below;

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

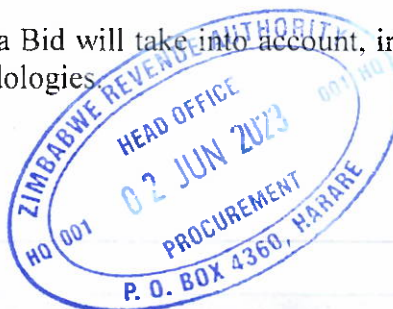
The Bid Security of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security must be in the names of all intended partners.

Evaluation criteria

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

1. Eligibility Criteria

No.	Evaluation Criterion
1	Bidders must submit a completed Bid Submission Sheet
2	Confirmation of the Statement of Requirements in Part 2 of the bidding document.
3	Bid validity of 90 days must be stated



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

4	Bidders to submit a valid Current Tax Clearance Certificate
5	Submission of three (3) copies bidding documents
6	A must for bidders to submit a current company profile accompanied by company registration documents (CR14, CR 6 & Certificate of Incorporation).
7	Bidders must be registered with PRAZ on the relevant category (attach proof of registration)
8	A valid NSSA Certificate
9	A declaration of compliance with Section 28 (1) of the Procurement (General) Regulations (S.I. 5 of 2018). Bidders must ensure the declarations are provided by reputable lawyers registered with recognised associations i.e. Law Society of Zimbabwe.
10	Proof of payment of the relevant SPOC fees as required.
11	Proof of payment of Bid Security
12	Three (3) trade reference letters showing bidders' direct experience in the successful provision of similar quality services.

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

2. *Technical Evaluation*

NO. EVALUATION CRITERION

1	Bidder must attach a national letter size to reflect capability & reliability for the service required
2	Bidder must provide a valid proof of Goods In Transit Insurance.
3	Provide a brief summary of the contingency plan in case of breakdown to ensure seamless carriage of the seals
4	Bidder to confirm presence of a storage facility before dispatch to respective intended destinations

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

Administrative Evaluation

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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

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

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

Currency:

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

Award of Contract

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

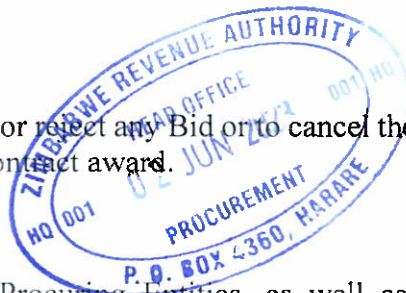
Right to Reject

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.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the Price Schedule and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, otherwise you commit to complying fully with these Requirements.

Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

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

- Procurement Reference Number:
- Subject of Procurement:
- Name of Bidder:
- Bidder's Reference Number:
- Date of Bid:

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

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


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

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

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

Bid Authorised by:

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



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

Part 2: Statement of Requirements

List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Bidders must quote for collection & delivery of seals to all destinations indicated.

Currency of Quotation/Contract: USD

Day of the Week	Activity	Total Cost (VAT Inclusive)
		<i>[to be provided by the Bidder]</i>

Monday	Collection of Seals from Chirundu Border Post
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Tuesday	Delivery of Split Seals to Forbes and Beitbridge Border Posts
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Wednesday	Collection of Seals from Chirundu Border Post
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Thursday	Delivery of Seals to Forbes Border Post with exception of when traffic is low.
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Friday	Collection of Seals from Chirundu & Nyamapanda Border Posts
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Saturday	Delivery of Split Seals to Forbes and Beitbridge Border Posts
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Sunday	No activity
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Any other incidental charges attributed to the carriage of the seals i.e. weight, etc.

Total Weekly Cost



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

Additional Notes:

The above schedule is supported by the following clarifications for the ideal courier services required;

- i The quote should include all applicable taxes.
- ii Seals from Chirundu Border Post are bound to split and require delivery to above prescribed destinations at the specified days of the week.
- iii All disarmed seals at Chirundu Border Post must be collected without limit on weight at any given time. Thus the quote should indicate the minimum charge per routes indicated above. It is therefore mandatory that **EVERY** bidder indicate weight implications on the quotes given.
- iv Chirundu Border Post moves on average 800kgs per consignment whereas Nyamapanda Border Post moves around 350kgs per consignment (bidders to take note of the average weight from the collection points mainly Chirundu & Nyamapanda Border Posts which are eventually split as indicated on the table above).
- v Bidders should quote for all trips.
- vi The tender is to be awarded to a **SOLE** contractor.

Declaration by the Accounting Officer

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



30/6/2023.....

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

Part 3: Contract

CONTRACT AGREEMENT

{For completion with the authorised representative of the Procuring Entity following Notification of Contract Award.}

Procurement Reference:

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

BETWEEN

- (1) Zimbabwe Revenue Authority (ZIMRA) a corporate body established by the Revenue Authority Act (Chapter 23:11) having its principal offices at 6th floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street Harare (hereinafter called “the Procuring Entity”), and
- (2) *[TBA]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain Services, viz., **Provision of Courier Services** and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called “the Contract Price”).

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

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

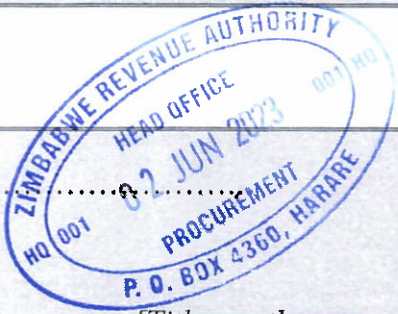
IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed:	
Name:	
In the capacity of:	<i>[Title or other appropriate designation]</i>

For and on behalf of the Contractor

Signed:	
Name:	
In the capacity of:	<i>[Title or other appropriate designation]</i>



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

General Conditions of Contract

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

Special Conditions of Contract

Procurement Reference Number: **NCB 05/2023 Re -Tender**

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

GCC reference

Special Conditions

GCC 3.6 and 8.1

Authorised representatives:

1. The authorised representative of the Procuring Entity is

Director, Procurement Management Unit
Zimbabwe Revenue Authority,
10th Floor, ZB Centre, Corner First Street/Kwame Nkrumah Avenue,
Harare, Zimbabwe

Switchboard: +263 242 790 811-4 Ext. 317,
Mobile: +263 719 526 953, | Direct: +263 242 773 040

E-Mail: procurement@zimra.co.zw

2. The authorised representative of the Contractor is *{names and contact details, including address for delivery of notices}*.



GCC 7.4

Ineligible countries: Only Zimbabwean companies are legible to participate

GCC 18.1

Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery or non-performance, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled

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.

GCC 19.1

Commencement of Services: The date or period of time for commencement of services is from date of contract signature

GCC 20.1

Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is twelve (12) months from the effective date of appointment

GCC 22.3

Payment schedule: The structure of payments shall be:

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF COURIER SERVICES FOR SEALS MOVEMENT

Procurement Reference Number: ZIMRA NCB 05/2023 RE - TENDER

(On Acceptance: The Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective services issued by the Procuring Entity.

For any other necessary payments, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.

- GCC 23.1 Price adjustment:** Prices will be fixed for the Contract Period. However, the USD prices will track the RBZ interbank exchange rate on the date of payment.
- GCC 24.2 Payment procedure:** Transfer or RTGS
- GCC 24.1 Performance Security:** Not Applicable
- GCC 28.1 Insurance to be taken out by the Contractor:** Goods in Transit Insurance
- GCC 35.1 Contract Administration Fee:** The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract.

