

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**  
**PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 39/2023**

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**Government of Zimbabwe**

**STANDARD**

**BIDDING**

**DOCUMENT**

**For the**

**Procurement of Goods**



**September 2023**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**  
**PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 39/2023**

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**Standard Bidding Document For *Notebooks & Calendars***  
**The Procurement Of:**

**Procurement Reference No:** *ZIMRA Tender No. NCB 39/2023*

**Procuring Entity:** *Zimbabwe Revenue Authority*

**Date of Issue:** *September 22, 2023*

**Closing Date:** *October 19, 2023*



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**PART 1 BIDDING PROCEDURES**

**PART 1: BIDDING PROCEDURES**

**References:**

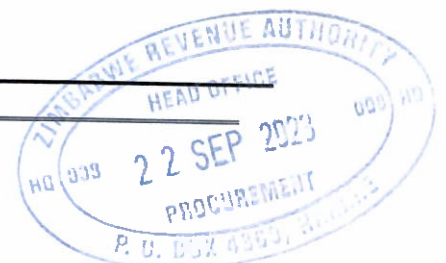
References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations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

**Procurement Reference Number: ZIMRA TENDER NO. NCB 39/2023**

**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 documentation:

<b>Item No.</b>	<b>Preliminary Evaluation Criteria</b>
1.	<b>The Bid Submission Sheet</b> in this Part (Bid Form). This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.
2.	<b>The Statement of Requirements in Part 2.</b> This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.
3.	<b>Delivery Schedule:</b> This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.
4.	<b>Technical Specification and Compliance Sheet:</b> This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.
5.	<b>A copy of every document</b> necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations; that is, the legal capacity to enter into a contract, under the law of any country, the bidder is not insolvent, bankrupt or being wound up; not debarred, not failed to comply with any obligation to pay taxes or social security contributions in Zimbabwe, no conflict of interest, not ineligible under the Act to be awarded a procurement contract, declaration of any litigation, etc. Should be on your company letterhead or from your attorney
6.	<b>Supplier Registration number</b> showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (for Zimbabwean companies only)
7.	<b>Completion of the Bid Securing Declaration.</b>
8.	<b>A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents</b>
9.	<b>A valid current tax clearance (for Zimbabwean companies only)</b>
10.	<b>A copy of your Company Profile.</b>
11.	<b>At least three (3) reference letters</b> showing bidders' direct experience in the successful supply and delivery of similar goods.
12.	<b>Mandatory submission of samples.</b>



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- |     |  |
|-----|--|
| 13. | <b>Payment Terms:</b> Bidders should indicate acceptance of (our) ZIMRA payment terms on a company letterhead. Failure to indicate as such confirms acceptance of ZIMRA payment terms. |
|-----|--|

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the PRAZ'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, 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:

**The Director, Procurement Management Unit**  
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 within **ten (10) days** from the date of publication and responses to questions / queries will be made in writing to all prospective bidders at least **seven (7) days** before tender closing.

**Pre-Bid Meeting**

There is **no** pre-bid meeting for this tender.

**Viewing of Samples**

**No** viewing of samples shall be held for this tender. Bidders shall be required to adhere to the description of the material expected on each line item per the Technical & Specification Compliance Sheet in the tender document

**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.



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**PART 1 BIDDING PROCEDURES**

**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 have completed the bid submission register.

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	<b>October 19, 2023</b>	Deadline Time:	<b>10:00 hours Harare time (GMT + 2 hours)</b>
Submission Address:	<b>The Director, Procurement Management Unit Zimbabwe Revenue Authority (ZIMRA) 10<sup>th</sup> Floor, ZB Centre Corner Kwame Nkrumah Ave/First Street Harare, Zimbabwe</b>		
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**

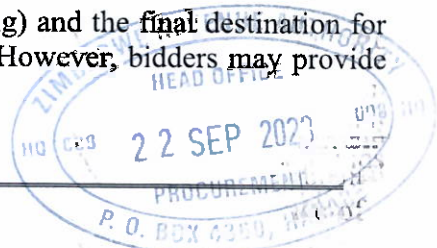
Bidders and their representatives shall witness the opening of bids on the date of tender closing.

**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. However, bidders may provide their proposed delivery period.



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**PART 1 BIDDING PROCEDURES**

**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** complete a Bid Securing Declaration as a form of Bid Security

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

**Evaluation of Bids**

Bids will be evaluated using the following methodology:

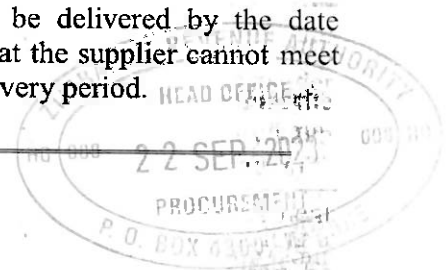
1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to 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. In the event that the supplier cannot meet the stated lead times, they should indicate their proposed delivery period.



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- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (GCC 30.1) in Part 3. A Bidder may propose a deviation from the schedule and is subject to negotiation with the Procuring Entity.
- (c) **Cost of major replacement components, mandatory spare parts, and service:** Bidders must state the unit prices for these items. The total cost of these items and quantities will be added to the Bid price, for evaluation purposes only.

**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 (for Zimbabwean companies only)
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  
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 (for Zimbabwean companies only)

Participation in this bidding procedure is open to both Zimbabwean and foreign bidders

**Eligibility Criteria**

<b>Evaluation Parameter</b>	<b>Compliant/Non-Compliant</b>
Proof of registration with the Procurement Regulatory Authority of Zimbabwe (for Zimbabwean companies only)	
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).	
A valid current tax clearance (for Zimbabwean companies only)	
A copy of your company profile	





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A valid NSSA Certificate

A VAT Registration Certificate

Bidders to declare **eligibility** in terms of Section 28 (1) of the Regulations

**Technical Evaluation 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.

Evaluation Parameter	Compliant/Non-Compliant
A signed Bid Securing Declaration	
A minimum of <b>three (3)</b> references in the form of reference letters on client letterhead indicating relevant <b>experience</b> in supply & delivery of corporate wear.	
Bidders to <b>indicate adherence</b> to ZIMRA payment terms on company letterhead otherwise failure to do so will be construed to <b>mean</b> the supplier is accepting our terms.	
Bidder <b>must indicate</b> delivery period on the Delivery Schedule. Failure to indicate as such will be construed as confirmation of acceptance of our delivery period.	
A fully completed & signed submission sheet	
Submission of Technical Specification & Compliance Sheet	
Submission of <b>sample(s)</b>	

**Currency**

Bids should be priced in United States Dollars (US\$). The currency of payment for local companies will be the Zimbabwean Dollars, using the prevailing RBZ interbank rate published by the Reserve Bank of Zimbabwe on the date of payment, see <http://www.rbz.co.zw/>.



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**PART 1 BIDDING PROCEDURES**

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**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.

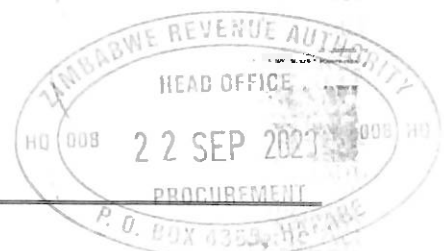
**Right to Reject**

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.

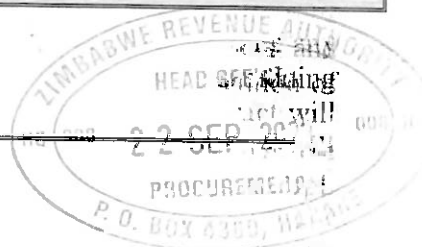
We declare that we are not debarred from bidding and that the documents we submit are true and correct.

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> .....	
.....	



**BID-SECURING DECLARATION**

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

Procurement Reference number:

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

Bidder's Reference Number:

To: {full name of Procuring Entity}

We, the undersigned, declare that:

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

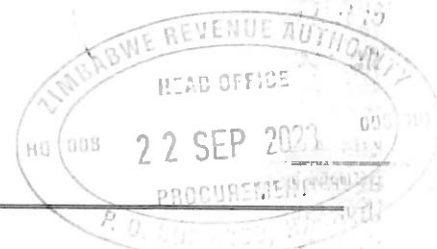
We accept that we may be debarred from bidding for any contract with a Procuring Entity in Zimbabwe for a period of time to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

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

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

<b>Signed</b> .....	<b>Name</b> .....
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<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 the partners to the Joint Venture that submits the Bid.*



**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

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**PART 3 CONTRACT**

Total

**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

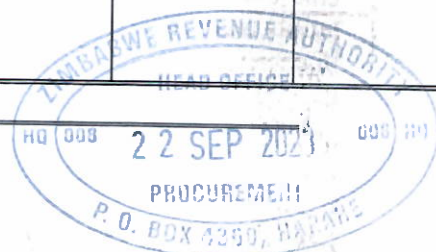
Bidder's Reference Number:

**List of Goods and Price Schedule**

Currency of Bid:.....

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the Zimbabwe Revenue Authority in the Schedule of Requirements.]*

Item	Description of Goods	Quantity <sup>2</sup>	Unit Price <sup>3</sup>	Total Price <sup>4</sup>
			[to be provided by the Bidder]	[to be provided by the Bidder]
<b>A5 Notebooks</b>	<p>PU Magnetic with outer front cover logo embossed, PU front cover with logo embossing, distance chart and public holidays, full colour inserts pages, etc. inner pages customized with ZIMRA logo and website at the bottom center</p> <p>Black/green with lime or gold contrast design notebooks with ZIMRA logo foiled on the front. Notebooks to have day-to page view on every page and ZIMRA logo, and planner on every first page of the month as well as reminder dates incorporated on the respective pages. PU leather, 92 sheets (184 pages) of lined pages, ivory colour, 80 gsm. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder.</p> <p>Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2024-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment</p>	<b>3,500</b>		

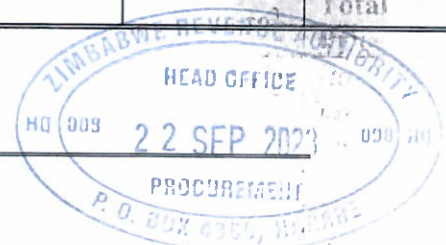


**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

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**PART 3 CONTRACT**

	calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map.			
<b>B5 Notebooks</b>	<p>B5 full case bound, PU magnetic with outer front cover logo embossed, PU front cover with logo embossing, distance chart and public holidays, full colour insert pages, etc, inner pages customised with ZIMRA logo and website at the bottom center.</p> <p>Note Books to have day-to page view on every page and ZIMRA logo, and planner on every first page of the month as well as reminder dates incorporated on the respective pages.</p> <p>PU leather, 183 sheets, 366 of lined pages, ivory colour, 80 gsm. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder.</p> <p>Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2024-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map.</p>	<b>600</b>		
<b>Desk Calendars</b>	<p>A2 landscape desk calendars, full colour pages bond paper, 12 pages, month to view, different image/s on every page, padded, with matching corners, 150gsm, back padded with 400gsm, public holidays, school holidays calendar, etc.</p> <p>A2 landscape calendars with one month to view, 250 gsm and personalised information, clipped/bound at the top rim to ensure firmness of the calendar.</p>	<b>350</b>		



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**PART 3 CONTRACT**

<p><b>Wall Calendars</b></p>	<p>A1 wall calendars, full colour, gloss paper 150gsm, public holidays, school dates, rimmed at the top., ZIMRA information to be provided.</p>	<p><b>3,500</b></p>		
<p><b>Executive Notebooks (30 Personalised for Board members &amp; Executive Management)</b></p>	<p>B5 Wiro Notebook, PU cover with stitching and embossed logo, PU and metal clip on front cover, Zimbabwe map, distance chart and public holiday, full color insert pages Black/green with red or gold contrast creative, notebooks with ZIMRA logo foiled on the front. Notebooks to have day-to-page view on every page and ZIMRA logo, and planner on every first page of the month as well as reminder dates incorporated on the respective pages. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder. Day-to-day page view on every page PU leather, 183 sheets, 366 of lined pages, ivory colour, 80gsm. Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2024-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map. With power bank and USB stick. Day-to-day page view on every page PU leather, 183 sheets, 366 of lined pages, ivory colour, 80gsm. 30 of the Executive notebooks to be personalised.</p>	<p><b>100</b></p>		

**Additional Notes:**

**Note 1:** Bidder (s) to avail a sample for each item.

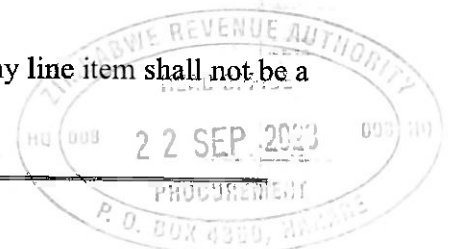
**Note 2:** The Authority corporate colours are usually green/black whereas bidder(s) may proffer alternative colours for consideration.

**Note 3:** The description or quantity must indicate the unit of measure where relevant.

**Note 4:** Unit and total prices must be for delivery through to the final destination stated in Part 1.

**Note 5:** All the costs must be inclusive of all taxes and duties.

**Note 6:** Award will be made on a line item basis and the award of any line item shall not be a condition for award of another/several line items.



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**PART 3 CONTRACT**

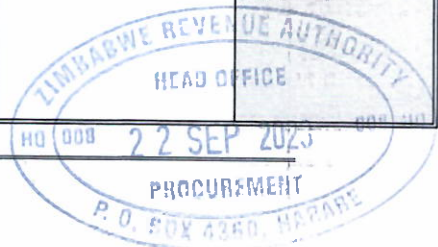
**Delivery Schedule**

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}.*

Item	Description of Goods	Quantity	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
			<i>[Completed by Procuring Entity]</i>	<i>{to be provided by the Bidder}</i>
<b>A5 Notebooks</b>	<p>PU Magnetic with outer front cover logo embossed, PU front cover with logo embossing, distance chart and public holidays, full colour inserts pages, etc. inner pages customized with ZIMRA logo and website at the bottom center</p> <p>Black/green with lime or gold contrast design notebooks with ZIMRA logo foiled on the front. Notebooks to have day-to page view on every page and ZIMRA logo, and planner on every first page of the month as well as reminder dates incorporated on the respective pages. PU leather, 92 sheets (184 pages) of lined pages, ivory colour, 80 gsm. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder.</p> <p>Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2024-year planner. Next pages to have</p>	<b>3,500</b>	<b>20 weeks</b>	



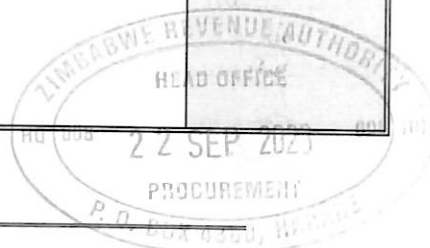


**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

**PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 39/2023**

**PART 3 CONTRACT**

	<p>personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map.</p>			
<p><b>B5 Notebooks</b></p>	<p>B5 full case bound, PU magnetic with outer front cover logo embossed, PU front cover with logo embossing, distance chart and public holidays, full colour insert pages, etc, inner pages customised with ZIMRA logo and website at the bottom center.</p> <p>Note Books to have day-to page view on every page and ZIMRA logo, and planner on every first page of the month as well as reminder dates incorporated on the respective pages.</p> <p>PU leather, 183 sheets, 366 of lined pages, ivory colour, 80 gsm. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder.</p> <p>Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2024-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map.</p>	<p>600</p>	<p>20 weeks</p>	

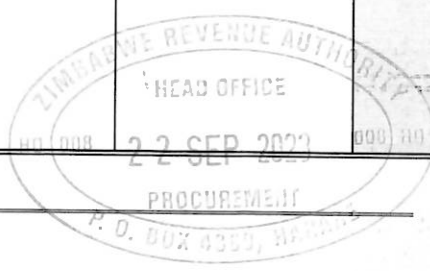


**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

**PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 39/2023**

**PART 3 CONTRACT**

<p><b>Desk Calendars</b></p>	<p>A2 landscape desk calendars, full colour pages bond paper, 12 pages, month to view, different image/s on every page, padded, with matching corners, 150gsm, back padded with 400gsm, public holidays, school holidays calendar, etc.</p> <p>A2 landscape calendars with one month to view, 250 gsm and personalised information, clipped/bound at the top rim to ensure firmness of the calendar.</p>	<p><b>350</b></p>	<p><b>20 weeks</b></p>	
<p><b>Wall Calendars</b></p>	<p>A1 wall calendars, full colour, gloss paper 150gsm, public holidays, school dates, rimmed at the top., ZIMRA information to be provided.</p>	<p><b>3,500</b></p>	<p><b>20 weeks</b></p>	
<p><b>Executive Notebooks (30 Personalised for Board members &amp; Executive Management)</b></p>	<p>B5 Wiro Notebook, PU cover with stitching and embossed logo, PU and metal clip on front cover, Zimbabwe map, distance chart and public holiday, full colour insert pages Black/green with red or gold contrast creative, notebooks with ZIMRA logo foiled on the front. Notebooks to have day-to-page view on every page and ZIMRA logo, and planner on every first page of the month as well as reminder dates incorporated on the respective pages. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder. Day-to-day page view on every page PU leather, 183 sheets, 366 of lined pages, ivory colour, 80gsm. Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2024-year planner. Next pages to have personalised ZIMRA</p>	<p><b>100</b></p>	<p><b>20 weeks</b></p>	



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	information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map. With power bank and USB stick. Day-to-day page view on every page PU leather, 183 sheets, 366 of lined pages, ivory colour, 80gsm. 30 of the executive notebooks to be personalised			
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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 (ZIMRA)**  
61 -63 Plymouth Road  
Enfield Complex  
Southerton  
**Harare,**  
**Zimbabwe**

**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

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**PART 3 CONTRACT**

**Technical Specification and Compliance Sheet**

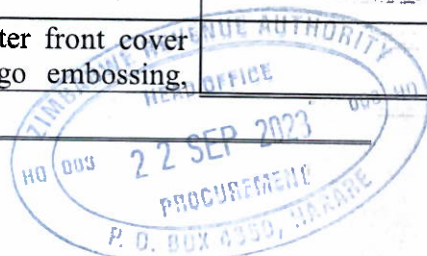
Name of Bidder:

Bidder's Reference Number:

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

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

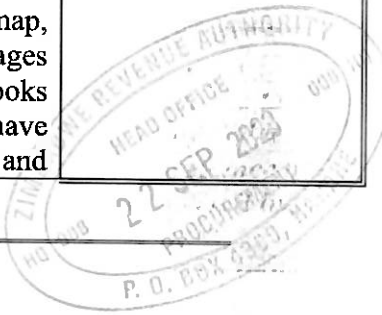
<b>Item (a)</b>	<b>Item description and full technical Specification required (b)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in this column } ©</b>
<p><b>A5 Notebooks</b></p>	<p>PU Magnetic with outer front cover logo embossed, PU front cover with logo embossing, distance chart and public holidays, full colour inserts pages, etc. inner pages customized with ZIMRA logo and website at the bottom center</p> <p>Black/green with lime or gold contrast design notebooks with ZIMRA logo foiled on the front. Notebooks to have day-to page view on every page and ZIMRA logo, and planner on every first page of the month as well as reminder dates incorporated on the respective pages. PU leather, 92 sheets (184 pages) of lined pages, ivory colour, 80 gsm. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder.</p> <p>Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2023-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map.</p>	
	<p>B5 full case bound, PU magnetic with outer front cover logo embossed, PU front cover with logo embossing,</p>	



**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

**PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 39/2023**

**PART 3 CONTRACT**

<b>Item (a)</b>	<b>Item description and full technical Specification required (b)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in this column } ©</b>
<b>B5 Notebooks</b>	<p>distance chart and public holidays, full colour insert pages, etc, inner pages customised with ZIMRA logo and website at the bottom center.</p> <p>Note Books to have day-to page view on every page and ZIMRA logo, and planner on every first page of the month as well as reminder dates incorporated on the respective pages.</p> <p>PU leather, 183 sheets, 366 of lined pages, ivory colour, 80 gsm. Every page to have ZIMRA logo and customised ZIMRA information provided to the winning bidder.</p> <p>Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2024-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map.</p>	
<b>Desk Calendars</b>	<p>A2 landscape desk calendars, full colour pages bond paper, 12 pages, month to view, different image/s on every page, padded, with matching corners, 150gsm, back padded with 400gsm, public holidays, school holidays calendar, etc.</p> <p>A2 landscape calendars with one month to view, 250 gsm and personalised information, clipped/bound at the top rim to ensure firmness of the calendar.</p>	
<b>Wall Calendars</b>	<p>A1 wall calendars, full colour, gloss paper 150gsm, public holidays, school dates, rimmed at the top. ZIMRA information to be provided.</p>	
	<p>B5 Wiro Notebook, PU cover with stitching and embossed logo, PU and metal clip on front cover, Zimbabwe map, distance chart and public holiday, full colour insert pages Black/green with red or gold contrast creative, notebooks with ZIMRA logo foiled on the front. Notebooks to have day-to-page view on every page and ZIMRA logo, and</p>	

**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

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**PART 3 CONTRACT**

<b>Item (a)</b>	<b>Item description and full technical Specification required (b)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in this column } ©</b>
<b>Executive Notebooks</b>	<p>planner on every first page of the month as well as reminder dates incorporated on the respective pages. Every page to have ZIMRA logo and customised ZIMRA information, which will be provided to the winning bidder. Day-to-day page view on every page PU leather, 183 sheets, 366 of lined pages, ivory colour, 80gsm. Two sheet board for the first two pages to have Zimbabwe map on gloss, next pages to have Zimbabwe distance chart, Zimbabwe school calendar and public holidays, emergency numbers, and international information such as country, capital, currency and dialling code as well as 2024-year planner. Next pages to have personalised ZIMRA information on ZIMRA contacts, vision, mission and core values, tax payment calendar and anti-corruption hotline information. 2 sheet board for the last 2 pages at the back with world map. With power bank and USB stick. Day-to-day page view on every page PU leather, 183 sheets, 366 of lined pages, ivory colour, 80gsm. 30 of the executive notebooks to be personalised.</p>	

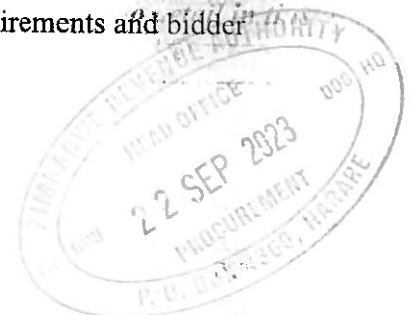
The detailed technical evaluation will examine the technical specifications of the items offered in column C and determine whether this meets the minimum specification in column b. Bidders must complete column C or their tender will be rejected. **Bidders are required to include technical literature to positively support the details provided in column c.**

**Declaration by the Accounting Officer**

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

.....  


.....  
 18/09/2023



PART 3 CONTRACT

Contract Agreement

Procurement Reference:

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

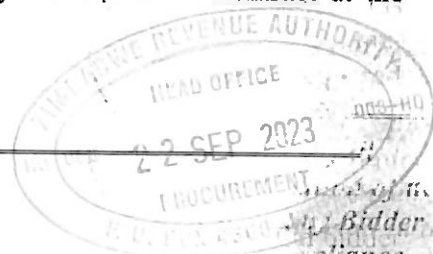
BETWEEN

- (1) Zimbabwe Revenue Authority (ZIMRA) a corporate body established by the Revenue Authority Act (Chapter 23:11) having its principal offices at 6<sup>th</sup> 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 manufacturing, supply and delivery of staff uniforms and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of [TBA] (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;
3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.



**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

**PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 39/2023**

**PART 3 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>





**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

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**PART 3 CONTRACT**

**General Conditions of Contract**

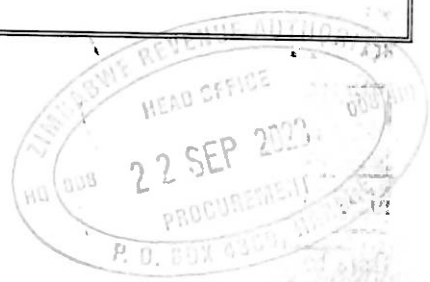
Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

**Special Conditions of Contract**

Procurement Reference Number: **ZIMRA TENDER NO. NCB 39/2023**

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	<b>Eligible Countries:</b> Zimbabwe companies only.
GCC 8.1	<p><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:</p> <p><b>The Director, Procurement Management Unit</b> Zimbabwe Revenue Authority, 10<sup>th</sup> Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe Mobile: +263 712 840 055  Direct: +263 242 773 040</p> <p>Email address: <a href="mailto:procurement@zimra.co.zw">procurement@zimra.co.zw</a> For the Contractor, the address shall be as given in the Bid and the contact shall be {state name of contact}</p>
GCC 19.1	<p><b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Public Procurement &amp; Disposal of Public Assets Act (Chapter 22:23) shall apply. In the case of delays in the delivery of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled</p> <p><b>NB.</b> The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.</p>



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**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. Suitable Export packaging.</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>For Goods from within Zimbabwe:</b> 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> <ol 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> <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> </ol> <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 PROCUREMENT OF THE SUPPLY AND DELIVERY OF NOTEBOOKS & CALENDARS**

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**PART 3 CONTRACT**

GCC reference	Special Conditions
GCC 22.1	<b>Insurance:</b> Not Applicable
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	<b>Performance security:</b> No performance guarantee shall be required for this tender since payment shall be done after delivery, inspection & certification of the goods
GCC 24.4	<b>Reduction of performance security.</b> Not Applicable
GCC 25.1	<b>Warranty:</b> The period of the warranty shall be <b>one (1) month.</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 <b>30 days.</b>
GCC 29.1	<b>Price adjustments:</b> 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	<b>Terms of Payment:</b> The structure of payments shall be: <b>Acceptance:</b> The Contract Price shall be paid to the Contractor within <b>thirty (30) days</b> after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity
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 applicable Fee to be advised by the Procuring Entity

