



STANDARD BIDDING DOCUMENT FOR BRANDING ZIMRA MOTOR VEHICLES

PROCUREMENT REFERENCE NUMBER: ZIMRA TENDER NO.
NCB23/2024

Government of Zimbabwe Bidding Document

For The

Procurement of Non-Consulting Services



Branding ZIMRA Motor Vehicles

Procurement Reference No: ZIMRA Tender No. 23/2024	
Procuring Entity:	Zimbabwe Revenue Authority
Date of Issue:	12 July 2024
Closing Date:	26 July 2024



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PART 1: BIDDING PROCEDURES

References

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

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Preparation of Bids

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

1. The Bid Submission in this Part;
2. The Statement of Requirements in Part 2;
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe in line with the requirement.
4. A copy of your company profile.
5. A copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations.
6. A copy of Certificate of Incorporation, CR14/ CR5, CR6.
7. A valid Tax Clearance Certificate (ITF 263).

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.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder on or before **22 July 2024** and should be sent to:

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



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Or

Email: procurement@zimra.co.zw.

Queries maybe be submitted on or before 22 July 2024 and clarification will be given on or before 24 July.

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 Supervisor from ZIMRA Administration will work closely with the service provider 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;
4. Have no conflict of interest in relation to this procurement requirement;
5. Have not been 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;



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6. Have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. Have been registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) 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.

No advance payment should be requested from the Procuring Entity

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 of the submission of bids.

Lead Time

The lead time for the completion of works is **within fourteen (14) days** after approval of the designs as well as signing of the contract.

Submission of Bids

Online submission on eGP portal.

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline through the same platform eGP.

Date of deadline	26 July 2024	Deadline Time:	1000Hours Harare time (GMT + 2 hours)
Submission address:	eGP platform		
Means of acceptance:	eGP platform.		



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Bid Opening

Bidders will be notified through eGP platform.

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.

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 Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.

1. Administrative Evaluation Criteria

Evaluation Parameter	Compliant / Non-Compliant
Bid validity is 90 days from Tender Submission Date	
Proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) (2024) in the category SS01	
A valid Tax Clearance Certificate (ITF263).	
A valid NSSA Certificate (attach)	
Bidders <u>must</u> provide a minimum of three (3) references in form of Reference Letters on client letterhead showing direct experience in the provision of similar services (excluding ZIMRA).	
Bidders <u>must</u> submit a signed bid submission sheet.	
Bidders should state payment terms (<i>in the event a bidder does not indicate payment terms; it shall be presumed that a bidder agrees to our payment terms of within 30 days after successful provision of the services</i>).	



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A Certificate of Incorporation, CR5, CR6 or other company registration documents.	
A detailed company profile	
Lead Time of <i>at most</i> fourteen days	

NOTE: Your Cover page should have the following information:

1. Name of bidder (your organisation)
2. Tender Price
3. Reference-point person from your organisation with his/her Direct Line, Cell and e-mail address.

2. Technical Evaluation Criteria

Technical evaluation to determine their substantial responsiveness to the specifications below and in the Statement of Requirements.

ZIMRA to provide a sample of stickers and bidders will be required to produce the same

3. Financial Evaluation Criteria

Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated Bid.

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

Currency

Bids should be priced in United States Dollars. The contract price is payable in Zimbabwean Currency at the prevailing RBZ 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 fourteen (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.



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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

Bid Security is required and the section below applies where bid security is required

The Bidder must include Bid Security of **US\$200.00**, 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 the Authority (PRAZ)

The bid security shall be valid for a period of 120 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 by the Procuring Entity 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\$200.00** which is valid for 90 days, obtainable from a reputable Registered Commercial Bank redeemable in **Zimbabwe**.

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



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1. Letterhead of a **registered commercial bank** acceptable to Zimbabwe Revenue Authority – ZIMRA (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 submission of the Performance Bond as specified in the tender document section.

Option 3

If **Option 3** is chosen bidders must pay **US\$200, 00 or equivalent ZiG** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **US\$100 or equivalent ZiG** 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). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited into the following Account numbers:

1. NON-REFUNDABLE - LOCAL

BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
ACCOUNT NUMBER: 011 210 648 50 020
BRANCH: KWAME NKRUMAH

2. FCA ACCOUNT (FOREIGN DEPOSIT)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
ACCOUNT NUMBER: 011 210 648 50 040
BRANCH: KWAME NKRUMAH



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Bid Submission Sheet

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

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

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

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

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

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

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

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

Bid Authorised by:

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



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Part 2: Statement of Requirements

The following specific requirements for the Non-Consulting Services to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

List of Services and Price Schedule

Procurement Reference Number: _____
Bidder's Name: _____
Bidder's Reference Number: _____

Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.

Currency of Quotation/Contract: **USD**

Item No.	Description of services	Quantity	Total Price VAT Incl.(USD)
			<i>[to be provided by the Bidder]</i>
1.	(a) SUPPLYING AND DELIVERING MATERIALS TO BRAND FORTY (40) ZIMRA MOTOR VEHICLES (b) BRAND THE FORTY (40) VEHICLES PROCUREMENT REFERENCE NUMBER: ZIMRA TENDER NO. NCB23/2024		
	Any other additional costs		
	VAT etc.		
Total			

Additional Notes:

1. The contract price shall be including all applicable taxes i.e. VAT etc.
2. Bidder should clearly indicate **any additional costs** in their bid price.



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The bidder must take note of the following technical specifications when quoting:

a	b	c
<i>Item No.</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>
Branding ZIMRA Motor Vehicles.		
1. External Branding forty (40) Vehicles	<ul style="list-style-type: none">• ZIMRA Logo x 2 = 80• Rainbow Stripes x 2 = 80• "We are here to serve" motto x 2 = 80• Report Corruption Contact Numbers x 1 = 40	

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





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Declaration by the Accounting Officer

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

[Signature]

3/7/24



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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., **Design, Supply & Installation of Billboards** 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;



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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 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: *[Title or other appropriate designation]*

For and on behalf of the Contractor

Signed:

Name:

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



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General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of 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: **ZIMRA Tender No. NCB 23/2024**

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	<p>Authorised representatives:</p> <p>1. The authorised representative of the Procuring Entity is</p> <p>Director, Procurement Management Unit Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe</p> <p>Switchboard: +263 242 790 811-4 Ext. 317, Mobile: +263 719 526 953, Direct: +263 242 773 040</p> <p>E-Mail: procurement@zimra.co.zw</p> <p>2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</p>
GCC 7.4	Ineligible countries: Only Zimbabwean companies are legible to participate
GCC 18.1	<p>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</p> <p>NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.</p>



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GCC reference	Special Conditions
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 <i>within seven (30) days</i> .
GCC 22.3	Payment schedule: The structure of payments shall be: (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. No advance payment should be requested, however, in the event that advance payment is required, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.
GCC 23.1	Price adjustment: Prices will be fixed for the Contract Period. However, the contract price shall be payable at the prevailing RBZ interbank rate on the date of payment.
GCC 24.2	Payment procedure: Transfer
GCC 28.1	Insurance to be taken out by the Contractor: <i>Not Applicable</i>
GCC 30.1	Performance security: <i>Not Applicable</i>
GCC 35.1	Contract Administration Fee: The Contract Administration Fee of US200 set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable fee shall be advised upon contract award