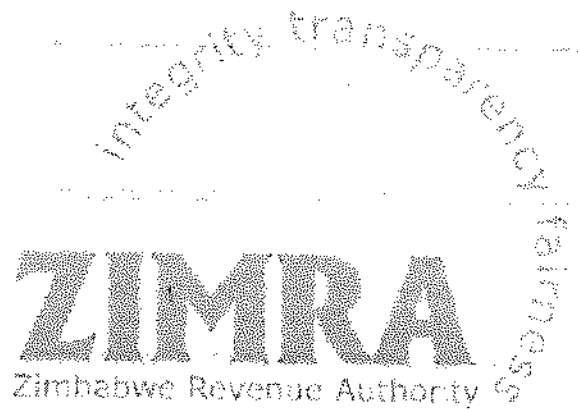
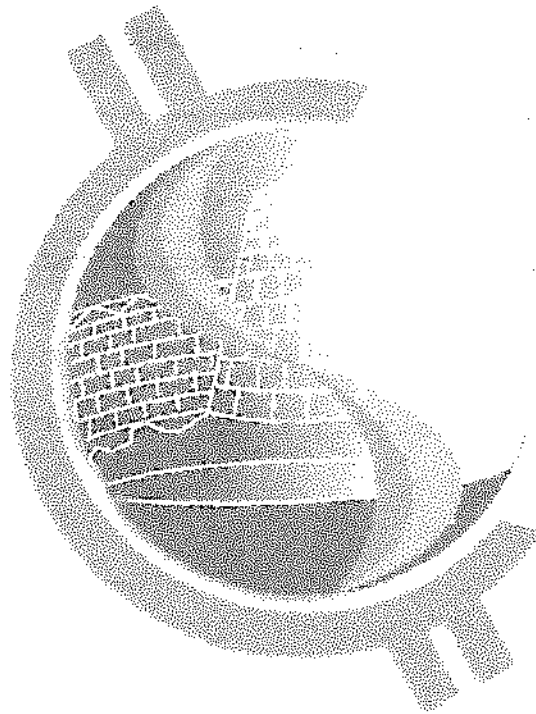


BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024



STANDARD BIDDING DOCUMENT
FOR THE
MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO
DOMESTIC TENDER
ZIMRA NCB 28/2024

JULY 2024



BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

STANDARD BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO

Procurement Reference No: Domestic Tender ZIMRA NCB 28/2024

Procuring Entity: Zimbabwe Revenue Authority (ZIMRA)

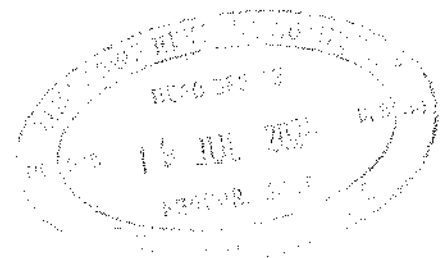
Date of Issue: 19 July 2024

Site meeting details

Venue	Date	Time
Harare: Kurima House, 89 Nelson Mandela Avenue.	2 August 2024	1000Hours
Masvingo ZIMRE Centre, Cnr Hughes str. / S Mazorodze Road.	5 August 2024	1000Hours
Bulawayo: Mhlahlandela Complex , 10 th Avenue/ Basch Str.	7 August 2024	1000Hours
Gweru: Megawatt Complex, along Bulawayo Road	9 August 2024	1000Hours

Closing date

27 August 2024



**BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY
INVESTMENT PORTFOLIO FOR 2 YEARS**

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

Table of Contents

Part 1: Bidding Procedures and Bid Submission Sheet

Part 2: Statement of Requirements

Part 3: Contract



**BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY
INVESTMENT PORTFOLIO FOR 2 YEARS**

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

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 Goods and 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: Domestic Tender ZIMRA NCB 28/2024

Preparation of Bids

You are requested to bid for the above items specified in the Statement of Requirements below, by completing and returning the following documentation:

1. Bid Submission Sheet in this Part p
2. The Statement of Requirements in Part 2;
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)
4. Signed Bid Securing Declaration form
5. A copy of CR 5, CR 6, CR14 and a Certificate of Incorporation
6. A valid tax clearance certificate (ITF 263)
7. A copy of your company profile
8. Site meeting certificate signed by ZIMRA on date of meeting
9. Must state the number of operational experience.
10. Proof of registration with the Estate Agents Council of Zimbabwe as evidenced by of a valid Compensation Fund certificate and having its employment a Principal registered estate agent
11. At least three (3) reference letters showing bidders' direct experience in the successful provision of similar quality of the required services
12. Declaration of any litigation, this must be on a company letter head and signed for from an Attorney or Legal Practitioner. Bidders should give, if there are any details of litigation which they may have been involved in and ant which they are involved in.

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.

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

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

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 requirements are 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)
10th Floor, ZB Centre, Corner Kwame Nkrumah Ave/ First Street
Harare, Zimbabwe.**

Or via Email to procurement@zimra.co.zw

Such queries should be submitted within 10 days from the date of publication and responses to questions / queries will be made in writing to all prospective bidders at least 5 days before tender closing.

Site meetings

Compulsory site meetings will be held as follows:

Venue	Date	Time
Harare: Kurima House, 89 Nelson Mandela Avenue.	2 August 2024	1000Hours
Masvingo ZIMRE Centre, Cnr Hughes str. / S Mazorodze Road.	5 August 2024	1000Hours
Bulawayo: Mhlahlandela Complex 10 th Avenue/ Basch Str.	7 August 2024	1000Hours
Gweru: Megawatt Complex along Bulawayo Road.	9 August 2024	1000Hours

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

Services to be performed, location(s) and other requirements

The services to be performed under the Contract, the location or locations where these services are to be performed, the times of performance and the manpower, equipment and other resources required and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

Documents establishing conformity of services

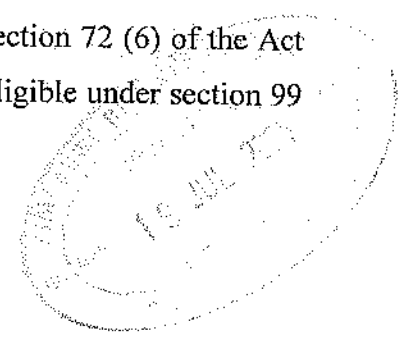
To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

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;



BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations;

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

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

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 shall be submitted via the **Zimbabwe Electronic Government Procurement portal (e-GP)**, no later than the date and time of the deadline below.

Date of deadline	27 August 2024	Deadline Time:	1000Hours Harare time (GMT + 2 hours)
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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.

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.
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated Commission rate charged on gross proceed to determine the lowest evaluated Bid.

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

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

Evaluation criteria

1. Eligibility and Qualification Criteria

Evaluation Parameter	Compliant /Non - Compliant
Suppliers must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) - Category SP009 for Property Evaluation and Estate Agents Services and proof of registration must be submitted with the bid.	
Submit NSSA registration certificate	
A valid tax clearance certificate (ITF 263)	
A copy of CR 14, CR6, a Certificate of Incorporation or equivalent documents.	
Site meeting certificate signed by ZIMRA on date of meeting	
Declaration of any Litigation. It must be from Bidder's Attorney/Legal Practitioner on company letter head and signed for. If any, Details of Litigation should be specified and how this may affect the contract. If the declaration directly affect the evaluation processes or if ZIMRA has proof that the bidder has pending fraud case/litigation, then the bidder will be automatically disqualified.	
Bidders must confirm in writing the following on their Company letterhead and signed for:	

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

Evaluation Parameter	Compliant /Non - Compliant
<ol style="list-style-type: none"> 1. to have the legal capacity to enter into a contract; 2. not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances 3. Not owing ZIMRA any proceeds from any Auctioneering service rendered Bidders with outstanding proceeds from auctioneering services will automatically be disqualified 	

2. Administrative compliance

Evaluation Parameter	Compliant /Non - Compliant
Bid validity of 90 days	
Bid Securing Declaration form	
Signed Bid Submission Sheet in this Part;	
The Statement of Requirements in Part 2	
A copy of your company profile	
Submit VAT certificate or Proof of registration for VAT.	
Must state the number of operational experience.	
Proof of registration with the Estate Agents Council of Zimbabwe as evidenced by a valid Compensation Fund certificate and having its employment a Principal registered estate agent	

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

At least three (3) reference letters showing bidders' direct experience in the successful provision of similar quality of the required services	
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Financial proposal

Lot No.	Station	No of units	Item description	Compliant /Non-compliant
1	Harare	5	Management fees as a % of rentals collected	
			Reimbursable fees per visit	
2	Bulawayo	6	Management fees as a % of rentals collected	
			Reimbursable fees per visit	
3	Gweru	2	Management fees as a % of rentals collected	
			Reimbursable fees per visit	
4	Masvingo	1	Management fees as a % of rentals collected	
			Reimbursable fees per visit	

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.

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

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.

Bidders must bid for the entire Lot, as the tender will be awarded per lot. The award of one Lot must not be conditional to the award of other lots.

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.

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

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 so as 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.

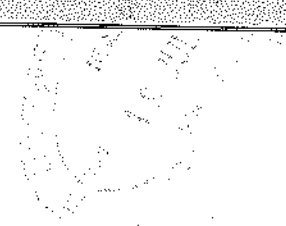
We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

**BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY
INVESTMENT PORTFOLIO FOR 2 YEARS**

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

Bid Authorised by:

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



BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

Statement of requirements:

List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

BIDDERS MUST QUOTE IN THE FOLLOWING FORMAT

Lot No.	Station	No of units	Item description	Management Costs Inclusive of VAT
1	Harare	5	Management fees as a % of rentals collected	
			Reimbursable fees per visit	US\$.....
2	Bulawayo	6	Management fees as a % of rentals collected	
			Reimbursable fees per visit	US\$.....
3	Gweru	2	Management fees as a % of rentals collected	
			Reimbursable fees per visit	US\$.....
4	Masvingo	1	Management fees as a % of rentals collected	
			Reimbursable fees per visit	US\$.....

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

Note 2: Bidders must bid for a full lot as the award will be made per lot.

Note 3: The award of one lot should not be conditional to the award of other lots

A bid without information as requested above will automatically be disqualified

**BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY
INVESTMENT PORTFOLIO FOR 2 YEARS**

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

Terms of Reference: Estate Agent – Property Manager

1. During the management period, the Property Manager will:
2. Manage the Landlord's properties to the best advantage of the Landlord in a business-like manner and will carry out its duties in respect of the properties in a way that is reasonable and customary for a manager of properties;
3. Further, the Property Manager undertakes to exercise all due diligence and care in such management and in particular to follow the code and conduct recommended by the Real Estate Institute in Zimbabwe;
4. Negotiate, draw up and sign all agreements of lease in a form approved by the Landlord;
5. Collect rents and other monies due by tenants and others;
6. Upon the prior written consent of the landlord, instruct attorneys and institute proceedings on behalf of the Landlord for the collection of unpaid rentals and other monies;
7. Upon prior written consent of the Landlord, engage, supervise and pay all the staff employed on behalf of the Landlord in the day to day maintenance and running of the properties;
8. Upon prior written consent of the Landlord, enter into and pay for maintenance agreements with suitable contractors for the upkeep of the properties;
9. Inspect once every three (3) months or any lesser period if required, the properties and prepare a schedule of dilapidations and / or maintenance report;
10. engage on the Landlord's behalf contractors, workmen and other specialists for all emergency repairs upon approval by the Landlord in writing; provided that if the need for emergency repairs arises from the failure of the Property Manager to discharge any of its function in terms of the agreement, the costs of such repairs shall be for the account of the Property Manager;
11. Bring to the notice of the Landlord any major defects which may become apparent whether of a structural nature or otherwise, proffer recommendations and provide cost estimates for making good;
12. Ensure timeous payment of all rates, taxes where applicable and other outgoings in respect of the property;
13. Render to the Landlord not later than the 7th day of each month, revenue and expenditure costs relating to each and all of the properties;
14. Provide advice on utilities management for each property;
15. Advise the Landlord regarding the appropriate licenses, permissions or approvals, statutory or otherwise, necessary in respect of the property and procure or obtain such licenses, permissions or approvals as is enunciated in its methodology and work plan.
16. Provide monthly and quarterly reports with regards to the performance of the Property Investment Portfolio.

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

List of investment properties

Lot No.	Property Address	Location	Property description
1	11 Truro Road Mabelreign	Harare	3 bedroomed house with separate kitchen, dining sitting room and two roomed cottage
	106 Rembrandt Flat Josiah Chinamano Street	Harare	2 bedroomed flat unit with separate kitchen and sitting room
	26 Mount batten Drive Marlborough	Harare	4 bedroomed house with separate kitchen, dining sitting room and two roomed cottage
	Lynton Court flats 76 Airport Road Hatfield Harare	Harare	2 Blocks of flats of 8 Units each two bedroomed, kitchen and dining room
	4863 -51 st Crescent Glen View 3	Harare	3 bedroomed house with separate kitchen, dining sitting room and ensuite
2	2 Weir close Hillside	Bulawayo	3 bedroomed house with separate kitchen, dining sitting room
	11 Melbourne flat Cnr 6 th and Samuel Parirenyatwa Street	Bulawayo	1 bedroomed kitchen , dining room and sitting room
	12 Melbourne flat Cnr 6 th and Samuel Parirenyatwa Street	Bulawayo	1 bedroomed kitchen , dining room and sitting room
	13 Melbourne flat Cnr 6 th and Samuel Parirenyatwa Street	Bulawayo	1 bedroomed kitchen , dining room and sitting room
	Florian Court 709 Bulawayo T/ship	Bulawayo	Block of 8 units flats
3	122 Mutondo Drive Bushmead	Masvingo	4 bedroomed house with separate kitchen, dining sitting room
	54 Mcghie Avenue Rhodene	Masvingo	3 bedroomed house with separate kitchen, dining sitting room
4	21 Clay bank Road Windsor Park	Gweru	3 bedroomed house with separate kitchen, dining sitting room and two roomed cottage

Declaration by the Accounting Officer

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

.....


17/07/2024

**BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY
INVESTMENT PORTFOLIO FOR 2 YEARS
Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024**

Part 3: Contract

CONTRACT AGREEMENT

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

Procurement Reference: Domestic tender ZIMRA NCB 28/2024

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

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of ... of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (hereinafter called "the Procuring Entity"), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Services, viz., *[insert brief description of 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;

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

- (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.
 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>

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

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: Domestic tender NCB 28/2024

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	Authorised representatives: 1. The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i> . 2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i> .
GCC 7.4	Ineligible countries: Nationals of the following countries are ineligible to be a Contractor or Sub-Contractor under this Contract. <i>Non Zimbabwean Nationals</i>
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 of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

GCC reference	Special Conditions
GCC 19.1	Commencement of Services: The date or period of time for commencement of services is <i>from Contract Signature</i>
GCC 20.1	Completion of Services: The period within which the Services are required to be performed is two (2) years
GCC 22.2	Contract price: Costs specifically excluded from the Contract price are : <i>N/A</i>
GCC 22.3	<p>Terms of Payment: The structure of payments shall be:</p> <p>On Acceptance: The percentage (%) of commission shall be paid to the property manager within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.</p>
GCC 30.1	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 at the applicable fee per year.
GCC 35.1	<p>Performance security:</p> <p>The successful tenderer will be requested to provide a bank guarantee of US\$1,000.00 payable in ZIG at the prevailing RBZ rate on the date of payment endorsed by a registered Commercial Bank located in Zimbabwe acceptable to ZIMRA when countersigning the contract. The performance guarantee must be delivered after 30 days from the date of the last party signature. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next most economically advantageous, compliant tender.</p>

BIDDING DOCUMENT FOR THE MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

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.

Signed	Name
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Company	
Address:	
.....	

{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 MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO FOR 2 YEARS

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 28/2024

SITE VISIT CERTIFICATE:

CERTIFICATE OF ATTENDANCE WILL BE ISSUED DURING THE MEETING

The original signed certificate of Site meeting must be submitted together with the tender document.

Tender	NCB 28/ 2024	MANAGEMENT OF ZIMRA PROPERTY INVESTMENT PORTFOLIO	
Name of Company			
Name of Company Representative		Signature	
Designation			
Date of Site meeting		Time 1000 hours	
Location:			
Name of ZIMRA Representative		Signature & Stamp	
Designation			

This original Site meeting certificate must be attached together with your tender documents on or before the closing date and time on submission of the tenders.

Tenders without the completed site meeting certificate shall be rejected.

The site meeting certificate must be signed by the designated representative of the tenderer on the day of the meeting.