

**STANDARD BIDDING DOCUMENT FOR THE BUILDING REPAIRS AND  
MAINTENANCE SERVICES TO ZIMBABWE REVENUE AUTHORITY (2025 - 2027)**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58 /2024**

# **Government of Zimbabwe**

**BIDDING DOCUMENT  
FOR  
THE PROCUREMENT OF NON-CONSULTANCY SERVICES  
DOMESTIC TENDER  
NCB 58/2024**



**DECEMBER 2024**

**STANDARD BIDDING DOCUMENT FOR THE BUILDING REPAIRS AND  
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**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2024**

**STANDARD BIDDING DOCUMENT FOR THE REPAIR AND MAINTENANCE  
SERVICES TO THE ZIMBABWE REVENUE AUTHORITY (2025 – 2027)**

**PROCUREMENT REFERENCE NO: DOMESTIC TENDER ZIMRA NCB 58 /2024**

**PROCURING ENTITY: ZIMRA**

**DATE OF ISSUE: 13 DECEMBER 2024**

**CLOSING DATE: 17 JANUARY 2025**

**CLOSING TIME: 1000HRS**



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MAINTENANCE SERVICES TO ZIMBABWE REVENUE AUTHORITY (2025 - 2027)**

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# STANDARD BIDDING DOCUMENT FOR THE BUILDING REPAIRS AND MAINTENANCE SERVICES TO ZIMBABWE REVENUE AUTHORITY (2025 - 2027)

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## PART 1: BIDDING PROCEDURES

### References

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

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### Preparation of Bids

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

1. The Bid Submission Sheet in this Part;
1. The Statement of Requirements in Part 2;
2. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) (SB004)
4. A copy of CR14, CR6 and a Certificate of Incorporation or equivalent documents (foreign companies should submit similar company documents from country of company registration)
5. A valid current tax clearance (ITF 263)
6. Valid Value Added Tax (VAT) registration Certificate
7. SPOC Fees of **US\$350.00**
8. Bid security of **US\$ 1,500.00**
9. Valid NSSA Certificate
10. Bid validity of 120 days
11. A copy of your company profile
12. Detail the qualifications for their skilled personnel
13. At least three (3) reference letters showing bidders' direct experience in the successful provision of Repairs and Maintenance services in the following; Brickwork, Plumbing, Mechanical works and Electrical works for the past (2) two years.
14. Signed and stamped pre bid meeting certificate issued by ZIMRA (**Bidders must attend at least 1 site meeting**)
15. Bidders **must** attach at least 2 verified Journeyman certificates of **Class 1 or Class 2** in the following trades; a) Bricklayer (b) Plumber (c) Electrician (d) Fit and Turner and failure will lead to automatic disqualification.



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.

Participation pro

Number of bids allowed

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## Clarification

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

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



Or via Email to [procurement@zimra.co.zw](mailto:procurement@zimra.co.zw)

Such queries should be submitted by the 9<sup>th</sup> of January 2025 and responses to questions / queries will be made in writing to all prospective bidders at least 3 days before tender closing

## Pre-bid meeting

There is compulsory pre-bid meeting for this tender.

Station	Address	Date	Time
Harare	ZIMRA Kurima house Cnr 4 <sup>th</sup> /G Slundika	17 December 2024	1000Hrs
Masvingo	ZIMRE Center /ZIMRA Town Office	18 December 2024	1000Hrs
Bulawayo	Bulawayo Port- Cnr 8 <sup>th</sup> /Forty Street	20 December 2024	1000Hrs

Note-Bidders **must** attend at least (1) one site meeting in order to obtain a site meeting certificate and failure to have a certificate will lead to automatic disqualification.

**One (1)** certificate issued can be used to bid for all 3 lots in the tender and thus, bidders may choose not to attend to all the sites/venues unless to do so in their own interest.

## Lots limitations

The requirement is divided into lots as indicated in the statement of requirements. Bidders may bid for more than 1 lot however; a bidder will only be awarded a **maximum of (1) one lot. The lowest total bid per lot will be awarded.**

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

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

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

The Bidder, at the Bidder's own responsibility and risk, is invited to a visit to examine the location(s) and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site will be at the Bidder's own expense.

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## Documents establishing conformity of services

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

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

## Eligibility and qualification requirements

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

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

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

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

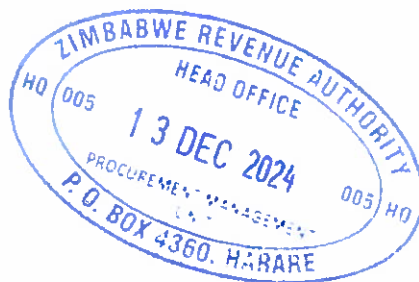
## Validity of Bids

The minimum period that the Bidder's bid must remain valid is 120 days from the deadline for the submission of bids.

## Submission of Bids

Bids must be submitted through the **eGP System**, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their Bid with correct details of the Bidder and the number of the Bid.

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding document of the amended bid submission deadline.



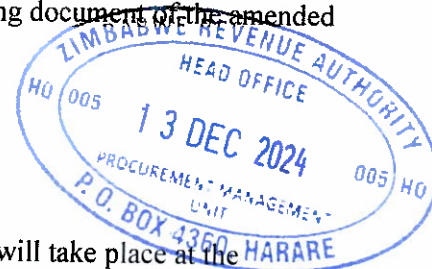


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Date of deadline:	17 January 2025	Deadline Time:	1000Hours CAT
Submission address:	eGP System		
Means of acceptance:	Bids shall be submitted through an Electronic Government Procurement (E-gp) System		

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding document of the amended bid submission deadline.



## Bid Opening

Bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

## Withdrawal, amendment or modification of Bids

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

## Bid Prices and Discounts

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

## Bid Security

The Bidder must include Bid Security of US\$ 1,500.00 or equivalent in either of the following forms;

- Option 1 ----- A certified Bank Cheque in the ZIMRA name.
- Option 2 -----A Bank Guarantee in the ZIMRA name
- Option 3 ----- A Cash Deposit to PRAZ

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

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

### Option 2

#### Submission of bank guarantee

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## Option 2

### Submission of bank guarantee

A standard bank Guarantee of US\$ 1,500.00 which obtainable from a reputable **Registered Commercial Bank**.

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

1. Letterhead of registered commercial bank (i.e. the Supplier of the Bank Guarantee
2. The Header has to clearly state that it is a Bank Guarantee.
3. Purpose of the Bank Guarantee to be clearly stated.
4. The date when the Common Seal of the said Surety was effected should be clearly shown.
5. Conditions of the said Obligations must be stated.
6. The physical address of the Surety should be given.
7. The validity period of the Bank Guarantee must be clearly stated.
8. Signature of surety and the date when it was endorsed must be clearly shown.
9. It must be an original document that is date stamped.
10. Bid Bonds from Insurance Companies are not acceptable.
11. All foreign Bank Guarantee to be confirmed by a local corresponding Commercial bank in Zimbabwe.

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

## Option 3

If **Option 3** is chosen bidders must pay US\$ 1,500.00 or equivalent for the Bid Security that shall be Refundable at the end of the bid validity period plus another **establishment fee** 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 in the respective bank accounts below;

### Refundable (Local)

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

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



### Non-Refundable (Local)

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

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

### FCA Account (Foreign Deposits)



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Account Number: 01121064850040  
Branch: Kwame Nkrumah



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

**Evaluation of Bids**

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid.

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

**Review by the Special Procurement Oversight Committee**

Section 54 of the Act provides for review by the Special Procurement Oversight Committee especially sensitive or especially valuable contracts. This procurement requirement is subject to review by the Special Procurement Oversight Committee. Bidders are required to pay administration of **US\$350.00** for contracts subject to review by the Special Procurement Oversight Committee.

**Currency**

Bids should be priced in **United States Dollars (US\$)**. The currency of evaluation will be United States Dollars and the currency of payment will be the **Zimbabwean Gold (ZWG)** using the exchange rates published by the Reserve Bank of Zimbabwe on the date of payment

**Review by the Special Procurement Oversight Committee**

Section 54 of the Act provides for review by the Special Procurement Oversight Committee especially sensitive or especially valuable contracts. This procurement requirement is subject to review by the Special Procurement Oversight Committee. Bidders must pay SPOC fee of **US\$350.00** or equivalent for review by the Special Procurement Oversight Committee.

**Award of Contract**

The lowest evaluated bid, after the application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this Bidding Document will be recommended for award of the contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act, which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

**Right to Reject**

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The Procuring Entity reserves the right to accept or reject any Bid or to cancel the procurement process and reject all Bids at any time prior to contract award.

## **Corrupt Practices**

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or has been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose debarment and other sanctions under section 74 (1) of the Regulations; and
3. Any conflict of interest on the part of the Bidder must be declared.



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## Bid Submission Sheet

*{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.*

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:



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

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

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

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

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

### Bid Authorised by:

<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>	.....		
	.....		

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## PART 2: STATEMENT OF REQUIREMENTS (Mandatory)

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: \_\_\_\_\_

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

Bidders should clearly show the breakdown of associated costs of the whole works tendered per each lot, as given in the table below. **Failure to provide prices in the table will lead to automatic disqualification.**



Category	Grade	Rate /Hour(US\$)
Repairs and Maintenance of Buildings	Skilled labour	Rate/Hr.....
	Unskilled labour	Rate/Hr.....
Repair and Maintenance of Plumbing works and waste management	Skilled labour	Rate/Hr.....
	Unskilled labour	Rate/Hr.....
Repairs and maintenance of electrical works	Skilled labour	Rate/Hr.....
	Unskilled labour	Rate/Hr.....
Mechanical works	Skilled labour	Rate/Hr.....
	Unskilled labour	Rate/Hr.....
Accommodation /Day	Skilled	Rate/day.....
	Unskilled	Rate/day.....
Subsistence allowance /Day	Skilled	Rate/day.....
	Unskilled	Rate/day.....
Transport	Light vehicle	Rate/km.....
	Medium vehicle	Rate/km.....
	Large	Rate/km.....
<b>Total</b>		<b>US\$.....</b>



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- i. Bidders **must** complete the above financial table in **full** and failure will lead to automatic disqualification.
- ii. Payment will be in local currency Zimbabwe Gold (ZWG) using the prevailing Interbank rate on the date of payment
- iii. Rates should be inclusive of all administrative costs and mark up on labour rates
- iv. The lowest evaluated tender to specifications shall be accepted for each lot
- v. Bidders are allowed to bid for all lots provided in the tender and are required to **clearly indicate** the lots they are bidding for and **failure to indicate** the lots will lead to disqualification.
- vi. Bidders shall be awarded for not more than **One (1) Lot**.
- vii. If a bidder is the lowest in more than (1) one lot, the lot with the lowest price amongst the lots will be considered for award and the other lots will be awarded to the second next lowest bidders in that sequence.
- viii. Bidders shall not charge mileage within **20km** radius of the administrative hubs
- ix. Tenders will be awarded to the best advantage of the Authority
- x. Bidders **must** state the **Mark Up** on material to be purchased in percentage % which shall not exceed 15%. The mark up percentage shall not be used for evaluation criteria in this tender. (Failure to comply will lead to automatic disqualification)
- xi. Bids with lowest **total rate** per lot in the financial table above will be considered for the award.

## 1.0 MANDATORY REQUIREMENTS

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

- a. The staff doing repair and maintenance work shall be liable for searching by our security guards upon entering or leaving the building premises.
- b. The staff should put on a proper uniform for ease of identification.
- c. Identity cards are also to be provided.
- d. The company should bring boards with notices e.g. "work in progress, wet area" at areas it will be working.
- e. Bidders **must** attend to reported/requested faults within two hours.
- f. Bidders **must** show commitment that the service provider should be able to provide 24/7 support in case of emergency. Failure to state position on the above will lead to disqualification.
- g. Appropriate transport should be provided for to enable ample reaction e.g. vehicles

## 2.0 LOTS AND SITES:

The lots for the tender shall be as follows:

Lot	Description	Administrative Hub
1	Harare	
	ZB Centre / Kurima House / Harare Port / Kensington Centre / Airfreight Building, Belgravia , Central stores /ZIMRA Flats and Houses/ Old Mutual	Harare
	Charles Prince Airport	Harare

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	Bindura Post/Houses	Harare
	Mukumbura Border Post and Houses	Harare
	Nyamapanda Border Post/Houses	Harare
	Kanyemba Border Post/Houses	Harare
	Marondera Town Office/Houses	Harare
	Chirundu Border Post/Houses	Chirundu
	Chinhoyi Town office/Houses	Harare
	Kariba Border Post/Karoi/Houses	Kariba
<b>2</b>	<b>Masvingo</b>	
	Chiredzi Town & Sango Border Post/Houses/car pounds	Chiredzi
	Chipinge Town Office & Mt. Selinda Border Post/Houses	Mutare
	Mutare Town Office, Forbes Border Post Condep & ZIMRA Houses/Car pounds	Mutare
	Chiadzwa Post/Houses	Mutare
	Rusape Post/Houses	Mutare
	Cashel Valley Post/Houses	Mutare
	Masvingo Town Office/Houses,warehouses ,Zvishavane offices /car pound/Rutenga Offices/Houses	Masvingo
	Kadoma Town Office/Houses	Gweru
	Kwekwe Town Office/Houses	Gweru
	Gweru Town Office/Houses	Gweru
<b>3</b>	<b>Bulawayo</b>	
	Corporate, Bulawayo Airport, Condep & ZIMRA Houses	Bulawayo
	Hwange Town Office/Houses	Victoria Falls
	Kazungula Border Post/Houses/Car pounds	Victoria Falls
	Pandamatenga Border Post/Houses	Victoria Falls
	Plumtree Border Post/Houses/Car pounds	Bulawayo
	Mphoengs Border Post/Houses/Car pounds	Bulawayo
	Maitengwe Border Post/Houses/Car pounds	Bulawayo
	Victoria Falls Town Office & Border Post/Houses ,	Victoria Falls
	Mhlahlandlela Post/Houses	Bulawayo
	Gwanda Office ,Mlambapele border post/Houses	Gwanda/Bulawayo
	Binga Office/Houses	Victoria Falls
	Beit bridge border post Offices /DT Office /Houses/Warehouses/Car pounds	Beit bridge

## NB-

1. The Building Repairs and Maintenance Services applies to all existing ZIMRA owned and rented premises.
2. The Building Repair and Maintenance Services in this tender refers to repairing, maintaining and value addition to existing properties owned or rented by ZIMRA

### 3.0 MAINTENANCE MATERIALS:

The contractor shall recommend the required complement spares / consumables per site and the Zimbabwe Revenue Authority where possible shall stock and supply spare parts / consumables. Zimbabwe Revenue Authority shall supply materials and spare parts in the first instance

### 3.1 SUBLETTING/ SUBCONTRACTING



# STANDARD BIDDING DOCUMENT FOR THE BUILDING REPAIRS AND MAINTENANCE SERVICES TO ZIMBABWE REVENUE AUTHORITY (2025 - 2027)

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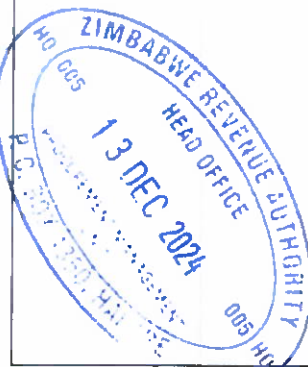
No part of the contract shall be assigned or sub-contracted by the Contractor without the prior written permission of ZIMRA. This permission that will not be unreasonably withheld, shall not in any way be interpreted as releasing the Contractor from his/her liabilities and obligations under the contract

## STATEMENT OF REQUIREMENTS -TECHNICAL EVALUATION OF BIDDERS TO DETERMINE THE SUBSTANTIAL RESPONSIVENESS TO THE STATEMENT OF REQUIREMENTS. (mandatory)

A	B	C
<i>Item</i>	<i>Item description and full technical Specification required (including applicable standards</i>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b</i>
Repairs and maintenance of buildings	Has the Ability to carry out <b>Repairs and maintenance of buildings</b> for the following: <ul style="list-style-type: none"> <li>a) Brick work</li> <li>b) Painting of offices and Houses</li> <li>c) Tiling of floors and walls</li> <li>d) Partitioning of offices and houses</li> <li>e) Carpentry and joinery for timber work.</li> <li>f) Glazing of windows/ doors and replacing existing curtains</li> <li>g) Roofing &amp; clearing of gutters</li> <li>h) Steel work</li> <li>i) Repaving and resurfacing</li> <li>j) Concreting</li> <li>k) Underpinning of foundations of buildings</li> <li>l) Cracks correction in buildings</li> <li>m) Aluminium framing</li> </ul>	
Repair and Maintenance of Plumbing & Waste Management	Has the Ability to carry out <b>Repairs and maintenance of buildings</b> for the following: <ul style="list-style-type: none"> <li>a) Cleaning of blocked drainage pipes</li> <li>b) Checking for and fixing of leakages on the water, sewer, fire protection</li> <li>c) Instituting a preventive maintenance system for plumbing works and waste management.</li> <li>d) Testing of pressure drops in the plumbing reticulation system, to achieve set levels of performance.</li> <li>e) Collection of garbage from storage sites to dumping sites.</li> <li>f) Draining septic tanks and disposal into main sewer systems.</li> </ul>	
Repair and Maintenance of Electrical Works (ZIMRA personnel from Engineering Section will do electrical and mechanical repairs	Has the Ability to carry out <b>Repairs and maintenance</b> for the following: <ul style="list-style-type: none"> <li>a) Tracing of electrical faults in electrical wiring for buildings and equipment.</li> <li>b) Rectifying diagnosed faults in the electrical system.</li> <li>c) Installation, repair and maintenance of electrical lighting.</li> </ul>	

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A	B	C
Item	Item description and full technical Specification required (including applicable standards	{Confirm full specification of items offered by Bidder and compliance of items to detail in column b
in the first instance and refer to contractor at their discretion.)	d) Making recommendations on future preventive maintenance to prevent similar problems occurring. e) Carry out periodic load assessment tests. f) Servicing Air conditioning reticulation systems.	
Mechanical Works 	Has the Ability to carry out <b>Repairs and maintenance</b> for the following: a) Checking of air duct work leakages for air conditioning and extraction systems. b) Fixing of supporting equipment to drive mechanical systems taking into cognisance the required vibration levels, mountings and attenuation levels. c) Checking hydraulic / pneumatic systems connections prevent leakages in reduction in pressure levels. d) Checking of oil levels in machines to prevent damage. e) Welding, machining and fixing components together for efficient operations. f) Ability to give operational guidance to equipment users.	

## 4.0 SPECIFICATION OF USER REQUIREMENTS

### 4.1 DURATION

Duration of the contract is 24 months from the date when the Contract is signed by both parties.

- Day to day emergency, urgent and maintenance repairs to Zimbabwe Revenue Authority stations. A 365 day/24-hour service is required but wherever possible work shall be carried out in normal working hours.

### 4.2 SCOPE OF WORK

For each Lot, the tenders shall be for the provision of Planned and Reactive (emergency) maintenance services where applicable: -

- Repairs and maintenance of buildings;** repairs to damaged walls, floor tiling, wall painting, Plumbing, Honey Sucking (Emptying and disinfecting) and Waste Management.
- Carpentry Works;** partitioning of walls, repairs of furniture and fittings, repairs of doors, repair of roof structures, fitting roof sheets or tiles, repairs of ceilings.
- Repairs for General Electrical;** Mechanical Works and Borehole repairs (ZIMRA personnel from Engineering Section will do electrical works in the first instance and refer to contractor at their discretion.)
- Servicing and repairing of Air Conditioning & Refrigeration Equipment** (this excludes replacement of whole system with new systems)

To achieve proper workmanship and value for money the contractor is supervised by the Authority's Infrastructure, engineering and Human Resources and Administration Division.

**NB:** The tender shall be restricted to the specification, supply and installation of replacement parts where required to existing structures.

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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 a & b. Bidders must complete column c or their tender will be rejected.

**Declaration by the Accounting Officer**

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

  
.....

11/12/2024  
.....



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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** and having its principal place of business at **6th Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe** (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, and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

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





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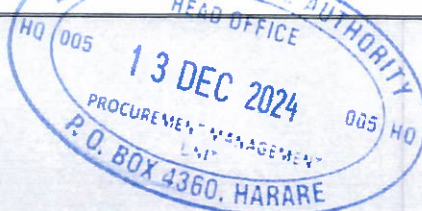
IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

## 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>



## 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

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><b>Authorised representatives:</b></p> <ol style="list-style-type: none"><li>The authorised representative of the Procuring Entity is <b>The Director, Procurement management Unit Zimbabwe Revenue Authority, 10<sup>th</sup> Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe Switchboard: +263 242 790 811-4 Ext. 317,</b></li><li>The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</li></ol>

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GCC reference	Special Conditions
GCC 7.4	<b>Ineligible countries:</b> Nationals of the following countries are ineligible to be a Contractor or Sub-Contractor under this Contract. None
GCC 18.1	<p><b>Liquidated Damages:</b> 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><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>
GCC 19.1	<b>Commencement of Services:</b> The date or period of time for commencement of services ...
GCC 20.1	<b>Completion of Services:</b> The date for completion of Services or the period within which the Services are required to be performed
GCC 22.2	<b>Contract price:</b> Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i> .
GCC 22.3	<p><b>Payment schedule:</b> The terms of payment shall be <i>[State:</i></p> <p>i. One month after service delivery</p>
GCC 23.1	<b>Price adjustment:</b> <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i>
GCC 24.2	<b>Payment procedure: Transfer of ZWG</b>
GCC 28.1	<p><b>Insurance to be taken out by the Contractor:</b></p> <p><i>[The risks and the coverage shall be as follows:</i></p> <ul style="list-style-type: none"> <li>(a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Contractor or its Personnel or any Sub-Contractor or their Personnel, with a minimum coverage of <i>[insert amount and currency]</i>;</li> <li>(b) Third Party liability insurance, with a minimum coverage of <i>[insert amount and currency]</i>;</li> <li>(c) professional liability insurance, with a minimum coverage of <i>[insert amount and currency]</i>;</li> <li>(d) employer's liability and workers' compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</li> <li>(e) insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</li> </ul> <p><i>[Note: Delete what is not applicable].</i></p>



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<b>GCC reference</b>	<b>Special Conditions</b>
<b>GCC 30.1</b>	<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 shall be advised in due course
<b>GCC 35.1</b>	<b>Performance Security: N/A</b>



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