

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND
DESIGN FOR ZITF 2025**

Procurement Reference Number: ZIMRA NCB 03/2025

Government of Zimbabwe

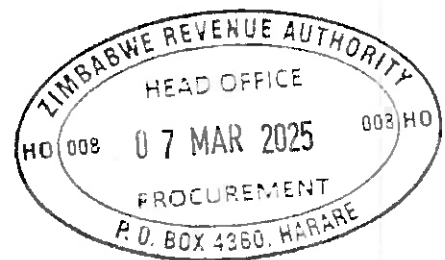
BIDDING

DOCUMENT

FOR THE PROCUREMENT OF NON COMPLEX WORKS



ZIMRA
Zimbabwe Revenue Authority



MARCH 2025

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STAND DESIGN FOR ZITF 2025

Procurement Reference Number: ZIMRA NCB 03/2025

TENDER DETAILS:

PROCURING ENTITY:	ZIMBABWE REVENUE AUTHORITY (ZIMRA)
DATE OF ISSUE:	07 MARCH 2025
SITE VISIT DATE & TIME:	19 MARCH 2025 @1100HRS
SITE VISIT VENUE:	ZIMRA STAND ZITF GROUNDS, BULAWAYO
CLOSING DATE:	MARCH 28, 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 for the Category ; **Event Management, Exhibition Facilities, Stand Building and Venue Hire (new) (SE003)**
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, CR6 or any other company registration documents
7. Current tax Clearance Certificate (ITF263)
8. Valid NSSA Certificate
9. The designer must make a submission of a 3D pictorial depiction of the actual stand design in colour.
10. Bid Securing Declaration in the format specified in this part;
11. A minimum of three (3) Reference letters showing bidders' direct experience in the successful provision of similar services

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.

Number of bids allowed

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

Clarification

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

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

Or via Email to procurement@zimra.co.zw



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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 Visit Meeting date and time

There shall be a **compulsory** site visit meeting as follows:

Date	19 March 2025
Time	1100Hours
Venue	ZIMRA stand at ZITF Grounds, Bulawayo.

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

The services to be performed under the Contract, the location or locations where these services are to be performed, equipment and other resources required are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid. A Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services.

Documents establishing conformity of services

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

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

Eligibility and qualification requirements

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

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

In addition to these eligibility requirements, Bidders must demonstrate that they have the qualifications, resources and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements. Participation in this bidding procedure is restricted to Zimbabwean bidders only and companies must be registered in Zimbabwe.



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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.

Lead Time

The required lead time for completion of works is **5 days** before the start of the exhibition. However, bidders may provide their proposed lead time.

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 submission deadline	28 March 2025	Deadline Time:	1400Hours Harare time (GMT)
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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.

Bid Security

The Bidder must attach their Bid Securing Declaration, in *either* of the following form;

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

Evaluation criteria

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

1. Administrative Evaluation

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.

Evaluation Parameter

Compliant / Non-Compliant

1. Bidders **must** submit a signed bid submission sheet stating a bid validity of **90 days**.
2. Bidders **must** submit a bid securing declaration



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3. A valid PRAZ Registration Certificate ; Category **Event Management, Exhibition Facilities, Stand Building and Venue Hire (new) (SE003)**
4. Pictorial/Graphic design/s of the ZIMRA ZITF Stand & 3D drawings
5. A valid Tax Clearance Certificate (ITF 263)
6. A valid NSSA Certificate.
7. Bidders **must** provide a minimum of **three (3) references** in form of reference letters on client letterhead showing direct experience on similar projects.
8. Bidders **may** indicate **payment terms otherwise ZIMRA payment terms apply**
9. Bidder **may** clearly state alternative **delivery period otherwise ZIMRA conditions apply.**
10. Provide a Company Profile
11. Provide Certificate of Incorporation, CR6 now CR5 and CR14 now CR6 or other company registration documents.

Technical Evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;

Evaluation criteria	Compliant / Non-Compliant
1. Prospective designer to submit and make a presentation of a creative concept which depicts ZIMRA's core business	
2. To provide Five (5) Counters areas clearly marked Customs and Excise; Domestic Taxes; E-Services, Canine Unit and I am for Zero.	
3. Provision of 2 chairs per counter one of the stand manner and one for the visitor.	
4. Provide exhibition shade for 2 dog handlers and sniffer dogs	



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5. Provide 4 LED screens with material provided by ZIMRA (size)	
6. Provide large live flowers	
7. Provide small fresh flowers for each counter	
8. Provide and mount 4 TV sets on the stand (size)	
9. Provide 6 electrical banners and installations	
10. Provide other electrical installations and LED lighting on the stand	

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

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

Currency:

Bids should be priced exclusively in United States Dollars (USD). The payment will be made in ZWG, using the prevailing interbank rate published by the Reserve Bank of Zimbabwe (RBZ) 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 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

Right to Reject

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

Corrupt Practices

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

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



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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.

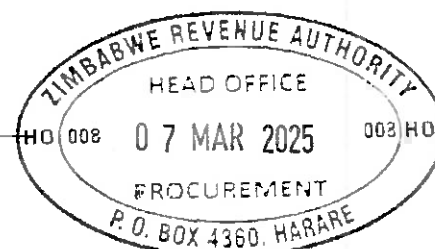
The validity period of our bid is days from the date of submission.

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:

List of Services and Price Schedule
Procurement Reference Number:



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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: US\$

Description of services	Quantity	Total Price including VAT (US\$)
		[to be provided by the Bidder]
Prospective designer to submit and make a presentation of a creative concept which depicts ZIMRA's core business		
To provide Five (5) Counters areas clearly marked Customs and Excise; Domestic Taxes; E-Services, Canine Unit and I am for Zero.	5	
Provision of 2 chairs per counter one of the stand manner and one for the visitor.	2	
Provide exhibition shade for 2 dog handlers and sniffer dogs	2	
Provide 4 LED screens with material provided by ZIMRA	4	
Provide Large live flowers		
Provide small fresh flowers for each counter		
Provide and mount 4 TV sets on the stand	4	
Provide 6 electrical banners and installations	6	
Provide other electrical installations and LED lighting on the stand		
Other additional costs (be specific)		
1.		
2.		
Total		



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Proposed Methodology, Work Plan and Schedule

{State the methodology and work plan you would propose to complete the required Services, the associated resources and the schedule for commencement and completion.}



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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.

Location of the Stand: ZITF, Bulawayo

Size of the stand: 91m²

Theme: “.....”

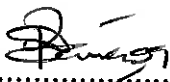
The building is a two (2) storey pavilion with 91m² surface area (length 13m, width 7m, wall area 120m², steps 8m x 2m). We propose a predominantly digital stand with a customer experience zone depicting TARMS, Contact Centre, the self-service kiosks and the Electronic single window to showcase ZIMRA's services. The designer should submit an innovative modern design to include but not limited to the following:

- Prospective designer to submit and make a presentation of a creative concept which depicts ZIMRA's core business
- To provide Five (5) Counters areas clearly marked Customs and Excise; Domestic Taxes; E-Services, Canine Unit and 1 am for Zero.
- Provision of 2 chairs per counter one of the stand manner and one for the visitor.
- Provide exhibition shade for 2 dog handlers and sniffer dogs
- Provide 4 LED screens with material provided by ZIMRA (size)
- Provide Large live flowers
- Provide small fresh flowers for each counter
- Provide and mount 4 TV sets on the stand (size)
- Provide 6 electrical banners and installations
- Provide other electrical installations and LED lighting on the stand

Note: The above are only basic guidelines. You need to demonstrate your Creativity.

Declaration by the Accounting Officer:

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



05/03/2025



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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., ***Provision Of Stand Designing Concept, Mounting And Dismounting Services for the ZIMRA ZITF Stand for 2023*** 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.

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.



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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>



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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: **NCB 06/2024**

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 Switchboard: +263 242 790 811-4 Ext. 317, Mobile: +263 719 524 266, Direct: +263 242 707 711 E-Mail: procurement@zimra.co.zw</p> <p>2. The authorised representative of the Contractor is {names and contact details, including address for delivery of notices}.</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>
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 five (5) to ten (10) days
GCC 22.3	Payment schedule: The structure of payments shall be:



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(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.

GCC 23.1 **Price adjustment:** Prices will be fixed for the Contract Period

GCC 24.2 **Payment procedure:** Transfer or RTGS

GCC 28.1 **Insurance to be taken out by the Contractor:** Not Applicable

GCC 30.1 **Performance Security:** Not Applicable

GCC 35.1 Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable fee will be advised upon Contract Award.



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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:		
		
Corporate Seal (where appropriate)			

{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.

