

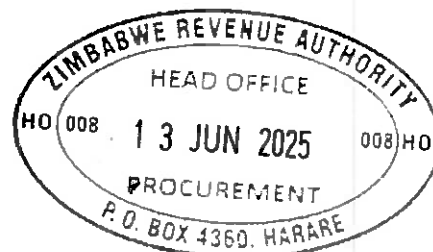
# STANDARD BIDDING DOCUMENT FOR SUPPLY OF GOODS

## DOMESTIC TENDER NO NCB 26/2025



**ZIMRA**  
Zimbabwe Revenue Authority

JUNE 2025



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF  
PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NCB 26/2025**

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**PROCUREMENT REFERENCE NUMBER: DOMESTIC TENDER ZIMRA  
NCB 26/2025**

**PROCURING ENTITY: ZIMBABWE REVENUE AUTHORITY**

**DATE OF ISSUE: 13 JUNE 2025**

**CLOSING DATE: 11 JULY 2025**



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF  
PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NCB 26/2025**

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**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART 1 BIDDING PROCEDURES**

**PART 1: BIDDING PROCEDURES**

**References:**

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

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 26 /2025**

**Preparation of Bids**

You are requested to bid for the supply and delivery of office furniture as specified in the Statement of Requirements below, by completing and returning the following documentation:

1. the Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
4. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) a must in **Category: Corporate Wear (GC009) or Corporate Gifts GC008**
5. A bid security
6. A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents
7. A valid tax clearance certificate (ITF 263)
8. Valid NSSA certificate
9. A copy of your company profile
10. At least three (3) reference letters showing bidders' direct experience in the successful provision of similar quality of the required services
11. State delivery Period.

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.



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**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART I BIDDING PROCEDURES**

**Number of bids allowed**

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

**Clarification**

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

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

Such queries should be submitted within 4 days from the date of publication and responses to questions / queries will be made in writing to all prospective bidders at least 2 days before tender closing.

**Validity of Bids**

The minimum period for which the Bidder's bid must remain valid is **90 days** from the deadline for the submission of bids.

**Submission of Bids**

Bids shall be submitted soft copies to the below email, no later than the date and time of the deadline below.

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

<b>Date of deadline</b>	11 July 2025	<b>Deadline Time:</b>	1000Hours Harare time (GMT + 2 hours)
<b>Submission address:</b>	<b>Electronically eGP PRAZ portal</b>		
<b>Means of acceptance:</b>	Bids shall be electronically submitted at the above website.		

**Delivery Requirements**

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2.

**Bid Prices and Discounts**

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.



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**PART 1 BIDDING PROCEDURES**

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods
  - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
  - (ii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
  - (iii) Any other applicable import taxes;
  - (iv) Any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
  - (v) Any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the Schedule of Requirements:

the price of each item comprising the Related Services (inclusive of any applicable taxes).

**Bid Security**

The Bidder must include Bid Security of **US\$1,000.00**, in *either* of the following forms;

**Option 1 ----- A Certified Bank Cheque in the ZIMRA name.**

**Option 2 -----A Bank Guarantee in the ZIMRA name**

**Option 3 ----- A Cash Deposit to the Authority PRAZ**

The bid security shall be valid for a period of 90 days after the end of the bidding period.

Any bid not accompanied by a Bid Security where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

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

**Option 2**

**Submission of bank guarantee**

A standard bank Guarantee of **US\$1,000.00** which is valid for 90 days, obtainable from a reputable Building Society, Savings Bank or Registered commercial bank redeemable in **Zimbabwe**.

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

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.



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**PART 1 BIDDING PROCEDURES**

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

The Bank Guarantee of the unsuccessful bidders will be released immediately after the award of the Tender while that of the winning bidder will only be released after submission of the Performance Bond as specified in the tender document section 1.9

**Option 3**

If **Option 3** is chosen bidders must pay **US\$1,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **US\$200.00** that shall be non-refundable for cash bid bond establishment fee in line with Part IV of the Procurement Regulations (S.I 193 of 2022). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited into the following Account numbers:

**1. NON-REFUNDABLE (LOCAL)**

BANK NAME: COMMERCIAL BANK OF ZIMBABWE  
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE  
ACCOUNT NUMBER: 01121064850020  
BRANCH: KWAME NKRUMAH

**2. REFUNDABLE (LOCAL)**

BANK NAME: COMMERCIAL BANK OF ZIMBABWE  
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE  
ACCOUNT NUMBER: 01121064850030  
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.

**Samples**

Bidders must submit samples (**do not label company name**) before tender closing date at ZB Centre Corner Kwame and First Street PMU 10<sup>th</sup> Floor. Failing to submit samples will lead to automatic disqualification.



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**PART 1 BIDDING PROCEDURES**

**Evaluation of Bids**

Bids will be evaluated using the following methodology:

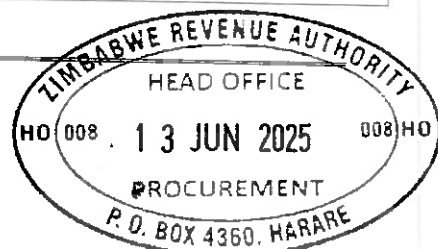
1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements and the samples submitted;
3. Financial evaluation and comparison to determine the evaluated price of bid. The evaluation criteria will be sample based
4. Bids failing any stage will be eliminated and not considered in subsequent stages.
5. There is no lot limitation in this tender.

**Evaluation criteria**

**1. Eligibility and Qualification Criteria**

**Administrative Requirements:**

EVALUATION PARAMETER	COMPLIANT /NON – COMPLIANT
Suppliers must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) Corporate Wear GC009 or Corporate Gifts GC008	
A valid tax clearance certificate (ITF 263).	
A valid NSSA certificate	
A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents	
Bid security of US\$1,000.00 from PRAZ, Building Society, Savings Bank or Registered commercial bank.	
US\$200.00 that shall be non-refundable for cash bid bond establishment fee for bid security in line with Part IV payable to PRAZ	
Confirmation of sample submission	
The signed Bid Submission Sheet in this Part stating bid validity of 90 days;	
The Statement of Requirements in Part 2	
Must state delivery period	
A copy of your company profile	
At least three written trade references (in the form of official letters from client companies), for similar work	



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**PART 1 BIDDING PROCEDURES**

**1. Technical evaluation**

Technical evaluation shall be done as per technical specification and compliance sheet attached:

<b>LotNo</b>	<b>Item description and full technical Specification required</b>	<b>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in this column }</b>
1	<b>Branded Long sleeved shirts</b> AEO Logo printed at the left front	
2	<b>Branded safari short sleeved shirts</b> AEO Logo branded	
3	<b>Branded Multi Safari vests (Olive green colour)</b> AEO Logo branded	
4	<b>Branded Golf T-Shirts (cool &amp; breathable spandex jacquard knitted)</b> AEO Logo branded	
5	<b>Branded Sunhat</b> AEO Logo branded	
6	<b>AEO logo printed 3m Ankara fabric pieces</b>	
7	<b>Branded lunch bags- 6 can cooler bag insulated.</b> AEO Logo branded	
8	<b>Fliers A5 size full colour</b>	
9	<b>Branded umbrella double layer fashion reverse umbrella (Navy blue, medium size with the words 'Authorised Economic Operator' on it.</b> AEO Logo branded	
10	<b>Shark fin banners</b> <b>4000mm x 680mm</b> <ul style="list-style-type: none"> <li>• Digital Dye Sublimation</li> <li>• 100% Polyester Flag Material</li> <li>• Print 80% shine through</li> <li>• Includes print, poles, bag and ground spike</li> </ul>	
11	<b>Pop up banners (2m x 1m)</b> <ul style="list-style-type: none"> <li>• 100% Polyester Material</li> <li>• Digital Dye Sublimation</li> </ul>	
12	<b>Standalone banners</b> 1 000mm (wide) x 2200mm (high), on PVC backdrop banner	
13	<b>Gazebo</b> Heavy duty 3m x 3m pop up gazebo, powder coated steel frame and canopy only.	



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**PART 1 BIDDING PROCEDURES**

<b>Lot No</b>	<b>Item description and full technical Specification required</b>	<b>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in this column }</b>
	Inscription#integrity Starts WithMe, ZIMRA Logo.	
14	<b>Standard pull- up banner, size 800mm x 2000mm</b> Inscription#integrity Starts WithMe, ZIMRA Logo.	
15	<b>Long sleeved polyester shirts</b> Branded with ZIMRA logo and Inscription#integrity Starts WithMe	
16	<b>Branded Safari short sleeved, variety of colours.</b> Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	
17	<b>Multi pocket Safari Vests (Olive green and Khakhi</b> Branded with ZIMRA logo, with Inscription#integrity Starts WithMe, ZIMRA Logo.	
18	<b>Branded Golf T- Shirt Cool &amp; breahable</b> spandex jacquard knitted. Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	
19	Branded sunhats Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	
20	<b>3m Akara fabric pieces</b> ZIMRA logo, inscription#integrity Starts WithMe.	
21	Branded lunch bags 6 can insulated ZIMRA logo and inscription#integrity Starts WithMe, ZIMRA logo	
22	Medium size umbrella ZIMRA logo and inscription# integrity Starts WithMe, ZIMRA logo Integrity.	
23	Standard ZIMRA branded notebooks for school children	
24	Standard ZIMRA branded cool drink for school children	
25	Standard ZIMRA branded pencil cases for school children	
26	Branded 2 gig flash drives	

**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.



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**PART I BIDDING PROCEDURES**

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.
- (c) **Cost of major replacement components, mandatory spare parts, and service:**  
Bidders must state the unit prices for these items. The total cost of these items and quantities will be added to the Bid price, for evaluation purposes only

**Eligibility and Qualification Criteria**

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidders must

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
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.

Participation in this bidding procedure is open to Zimbabwean bidders

**Origin of Goods**

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

**Technical Criteria**

The Technical Specifications Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification. No alternatives to technical specifications given shall be accepted for evaluation.



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**PART 1 BIDDING PROCEDURES**

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**Currency**

Bids should be priced in United States Dollars (US\$). Payment will be made in ZiG at the prevailing RBZ rate.

**Award of Contract**

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

**Right to Reject**

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

**Corrupt Practices**

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

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



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PART I BIDDING PROCEDURES

**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 1 BIDDING PROCEDURES

**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

**List of Goods and Price Schedule**

Currency of Bid: **US\$**

Lot	Description of Goods	Quantity <sup>2</sup>	Unit Price <sup>VAT</sup> US\$	Total Price <sup>4</sup> incl. VAT US\$
			[to be provided by the Bidder]	[to be provided by the Bidder]
1	<b>Branded Long sleeved shirts</b> AEO Logo printed at the left front	200		
2	<b>Branded safari short sleeved shirts</b> AEO Logo branded	200		
3	<b>Branded Multi Safari vests (Olive green colour)</b> AEO Logo branded	200		
4	<b>Branded Golf T-Shirts (cool &amp; breathable spandex jacquard knitted)</b> AEO Logo branded	200		
5	<b>Branded Sunhat</b> AEO Logo branded	200		
6	<b>AEO logo printed 3m Ankara fabric pieces</b>	20		
7	<b>Branded lunch bags- 6 can cooler bag insulated.</b> AEO Logo branded	200		
8	<b>Fliers A5 size full colour</b>	5000		
9	<b>Branded umbrella double layer fashion reverse umbrella (Navy blue, medium size with the words 'Authorised Economic Operator' on it.</b> AEO Logo branded	200		
10	<b>Shark fin banners</b> 4000mm x 680mm <ul style="list-style-type: none"> <li>• Digital Dye Sublimation</li> <li>• 100% Polyester Flag Material</li> <li>• Print 80% shine through</li> </ul>	5		



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**PART 1 BIDDING PROCEDURES**

<b>Lot</b>	<b>Description of Goods</b>	<b>Quantity<sup>2</sup></b>	<b>Unit Price<sup>VAT</sup> SUS</b>	<b>Total Price<sup>4 incl.</sup> VAT US\$/</b>
	<ul style="list-style-type: none"> <li>Includes print, poles, bag and ground spike</li> </ul>			
11	<b>Pop up banners (2m x 1m)</b> <ul style="list-style-type: none"> <li>100% Polyester Material Digital Dye Sublimation</li> </ul>	5		
12	<b>Standalone banners</b> 1 000mm (wide) x 2200mm (high), on PVC backdrop banner	5		
13	<b>Gazebo</b> Heavy duty 3m x 3m pop up gazebo, powder coated steel frame and canopy only.	10		
14	<b>Standard pull- up banner, size 800mm x 2000mm</b> Inscription#integrity Starts WithMe, ZIMRA Logo.	10		
15	<b>Long sleeved polyester shirts</b> Branded with ZIMRA logo and Inscription#integrity Starts WithMe	3200		
16	<b>Branded Safari short sleeved, variety of colours.</b> Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	200		
17	<b>Multi pocket Safari Vests (Olive green and Khakhi)</b> Branded with ZIMRA logo, with Inscription#integrity Starts WithMe, ZIMRA Logo.	200		
18	<b>Branded Golf T- Shirt Cool &amp; breahable spandex jacquard knitted.</b> Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	200		
19	Branded sunhats Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	200		
20	<b>3m Akara fabric pieces</b> ZIMRA logo, inscription#integrity Starts WithMe.	100		
21	Branded lunch bags 6 can insulated ZIMRA logo and inscription#integrity Starts WithMe, ZIMRA logo	200		



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**PART 1 BIDDING PROCEDURES**

<b>Lot</b>	<b>Description of Goods</b>	<b>Quantity<sup>2</sup></b>	<b>Unit Price<sup>VAT</sup></b> SUS	<b>Total Price<sup>4 incl.</sup></b> VAT US\$/
22	Medium size umbrella ZIMRA logo and inscription# integrity Starts WithMe, ZIMRA logo Integrity.	200		
23	Standard ZIMRA branded notebooks for school children	1000		
24	Standard ZIMRA branded cool drink for school children	1000		
25	Standard ZIMRA branded pencil cases for school children	1000		
26	Branded 2 gig flash drives	200		



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PART I BIDDING PROCEDURES

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**DELIVERY SCHEDULE**

Name of Bidder:

Bidder's Reference Number:

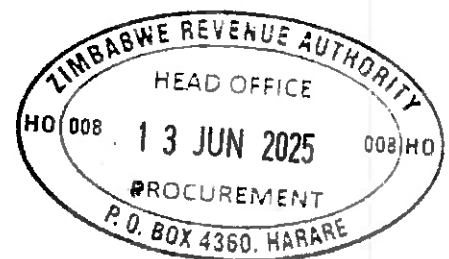
*{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.*

**SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Expected delivery period is 4 weeks**

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

The Project Site for delivery of the goods is the final destination:	<b>ZIMRA CENTRAL STORES 61-63 PLYMOUTH ROAD SOUTHERTON</b>
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**PART 1 BIDDING PROCEDURES**

**Technical Specification and Compliance Sheet**

Name of Bidder:

Bidder's Reference Number:

*The Goods and Related Services must comply with following Technical Specifications and Standards:  
[Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]*

	<b>A</b>	<b>B</b>	<b>C</b>
Lot No	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder &amp; compliance of items to detail in column b</i>
1	<b>Branded Long sleeved shirts</b> AEO Logo printed at the left front	<b>Branded Long sleeved shirts</b> AEO Logo printed at the left front	
2	<b>Branded safari short sleeved shirts</b> AEO Logo branded	<b>Branded safari short sleeved shirts</b> AEO Logo branded	
3	<b>Branded Multi Safari vests (Olive green colour)</b> AEO Logo branded	<b>Branded Multi Safari vests (Olive green colour)</b> AEO Logo branded	
4	<b>Branded Golf T-Shirts (cool &amp; breathable spandex jacquard knitted)</b> AEO Logo branded	<b>Branded Golf T-Shirts (cool &amp; breathable spandex jacquard knitted)</b> AEO Logo branded	
5	<b>Branded Sunhat</b> AEO Logo branded	<b>Branded Sunhat</b> AEO Logo branded	
6	<b>AEO logo printed 3m Ankara fabric pieces</b>	<b>AEO logo printed 3m Ankara fabric pieces</b>	
7	<b>Branded lunch bags- 6 can cooler bag insulated.</b>  AEO Logo branded	<b>Branded lunch bags- 6 can cooler bag insulated.</b>  AEO Logo branded	
8	<b>Fliers A5 size full colour</b>	<b>Fliers A5 size full colour</b>	
9	<b>Branded umbrella double layer fashion reverse umbrella (Navy blue, medium size with the words 'Authorised Economic Operator' on it.</b>	<b>Branded umbrella double layer fashion reverse umbrella (Navy blue, medium size with the words 'Authorised Economic Operator' on it.</b> AEO Logo branded	



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART I BIDDING PROCEDURES**

Lot No	A <i>Item description and full technical Specification required (including applicable standards)</i>	B <i>Item description and full technical Specification required (including applicable standards)</i>	C <i>{Confirm full specification of items offered by Bidder &amp; compliance of items to detail in column b</i>
	AEO Logo branded		
10	<b>Shark fin banners 4000mm x 680mm</b> <ul style="list-style-type: none"> <li>Digital Dye Sublimation</li> <li>100% Polyester Flag Material</li> <li>Print 80% shine through</li> <li>Includes print, poles, bag and ground spike</li> </ul>	<b>Shark fin banners 4000mm x 680mm</b> <ul style="list-style-type: none"> <li>Digital Dye Sublimation</li> <li>100% Polyester Flag Material</li> <li>Print 80% shine through</li> <li>Includes print, poles, bag and ground spike</li> </ul>	
11	<b>Pop up banners (2m x 1m)</b> <ul style="list-style-type: none"> <li>100% Polyester Material</li> </ul> Digital Dye Sublimation	<b>Pop up banners (2m x 1m)</b> <ul style="list-style-type: none"> <li>100% Polyester Material</li> </ul> Digital Dye Sublimation	
12	<b>Standalone banners 1 000mm (wide) x 2200mm (high), on PVC backdrop banner</b>	<b>Standalone banners 1 000mm (wide) x 2200mm (high), on PVC backdrop banner</b>	
13	<b>Gazebo</b> Heavy duty 3m x 3m pop up gazebo, powder coated steel frame and canopy only.	<b>Gazebo</b> Heavy duty 3m x 3m pop up gazebo, powder coated steel frame and canopy only.	
14	<b>Standard pull- up banner, size 800mm x 2000mm</b> Inscription#integrity Starts WithMe, ZIMRA Logo.	<b>Standard pull- up banner, size 800mm x 2000mm</b> Inscription#integrity Starts WithMe, ZIMRA Logo.	
15	<b>Long sleeved polyester shirts</b> Branded with ZIMRA logo and Inscription#integrity Starts WithMe	<b>Long sleeved polyester shirts</b> Branded with ZIMRA logo and Inscription#integrity Starts WithMe	
16	<b>Branded Safari short sleeved, variety of colours.</b> Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	<b>Branded Safari short sleeved, variety of colours.</b> Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART 1 BIDDING PROCEDURES**

	<b>A</b>	<b>B</b>	<b>C</b>
Lot No	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder &amp; compliance of items to detail in column b</i>
17	<b>Multi pocket Safari Vests (Olive green and Khakhi</b> Branded with ZIMRA logo, with Inscription#integrity Starts WithMe, ZIMRA Logo.	<b>Multi pocket Safari Vests (Olive green and Khakhi</b> Branded with ZIMRA logo, with Inscription#integrity Starts WithMe, ZIMRA Logo.	
18	<b>Branded Golf T- Shirt Cool &amp; breahable spandex jacquard knitted.</b> Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	<b>Branded Golf T- Shirt Cool &amp; breahable spandex jacquard knitted.</b> Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	
19	Branded sunhats Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	Branded sunhats Inscription#integrity Starts WithMe, ZIMRA Logo Integrity.	
20	<b>3m Akara fabric pieces</b> ZIMRA logo, inscription#integrity Starts WithMe.	<b>3m Akara fabric pieces</b> ZIMRA logo, inscription#integrity Starts WithMe.	
21	Branded lunch bags 6 can insulated ZIMRA logo and inscription#integrity Starts WithMe, ZIMRA logo	Branded lunch bags 6 can insulated ZIMRA logo and inscription#integrity Starts WithMe, ZIMRA logo	
22	Medium size umbrella ZIMRA logo and inscription#integrity Starts WithMe, ZIMRA logo Integrity.	Medium size umbrella ZIMRA logo and inscription#integrity Starts WithMe, ZIMRA logo Integrity.	
23	Standard ZIMRA branded notebooks for school children	Standard ZIMRA branded notebooks for school children	
24	Standard ZIMRA branded cool drink for school children	Standard ZIMRA branded cool drink for school children	
25	Standard ZIMRA branded pencil cases for school children	Standard ZIMRA branded pencil cases for school children	
26	Branded 2 gig flash drives	Branded 2 gig flash drives	



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART I BIDDING PROCEDURES**

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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 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.



.....  
**Signature**

9/6/25

.....  
**Date**



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART 3 CONTRACT**

**PART 3 CONTRACT**

**Contract Agreement**

**Procurement Reference: Domestic tender ZIMRA NCB 26/2025**

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 Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement;
  - (b) Special Conditions of Contract;
  - (c) General Conditions of Contract;
  - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
  - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
  - (f) The Procuring Entity's Notification of Contract Award;
  - (g) *[Add here any other document(s)]*.
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.



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART 3 CONTRACT**

4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

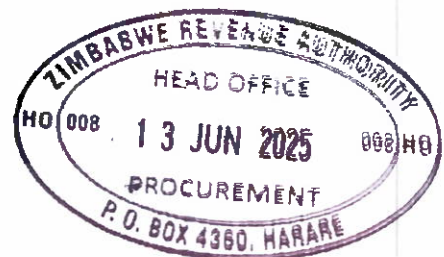
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

**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>



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART 3 CONTRACT**

**General Conditions of Contract**

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

**Special Conditions of Contract**

Procurement Reference Number... **ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

<b>GCC reference</b>	<b>Special Conditions</b>
<b>GCC 7.5</b>	<b>Eligible Countries:</b> Zimbabwe,
<b>GCC 8.1</b>	<b>Notices:</b> Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be, <b>6th Floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street, Harare Zimbabwe.</b> For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i>
<b>GCC 19.1</b>	<b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Act shall apply. <b>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</b> <b>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.</b>



STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL

Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025

PART 3 CONTRACT

**GCC 21.2**

**Packing, Marking and Documentation:** The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1

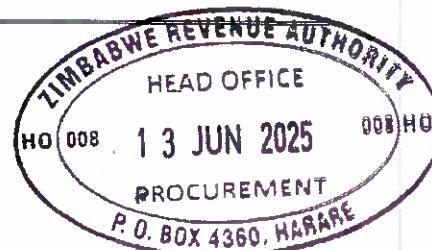
The documents to be furnished by the Contractor are:

1. A negotiable bill of lading when the goods are coming by sea
2. An airway bill, when the goods are coming by Air
3. A road consignment note, when the goods are coming by road
4. Insurance certificate.

**Sample provision - For Goods supplied from abroad:**

Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of Goods sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;
- (iii) two copies of the packing list identifying contents of each package;
- (iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies *[state whether inspection is required]*;
- (vii) *[any other procurement-specific documents required for delivery/payment purposes]*.
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);
- (vii) *[other procurement-specific documents required for delivery/payment purposes]*



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART 3 CONTRACT**

***Sample provision - For Goods from within Zimbabwe***

Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;
- (iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (iv) four copies of the packing list identifying contents of each package;
- (v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;

The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.



STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL

Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025

PART 3 CONTRACT

GCC reference	Special Conditions
GCC 22.1	<b>Insurance:</b> The Goods shall be insured in accordance with the specified Incoterms.
GCC 23.1 & 23.2	<b>Inspections and tests:</b> the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: 100% inspection on technical compliance.
GCC 24.4	<b>Reduction of performance security</b> ( <i>Not applicable</i> )
GCC 25.1	<b>Gaurantee</b> : on products being supplied
GCC 25.6	<b>Failure to remedy a defect:</b> The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be (30) days
GCC 30.1	<b>Terms of Payment:</b> The structure of payments shall be: <b>Acceptance:</b> The Contract Price shall be paid to the Contractor within fourteen (14) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.  Payment will be made in ZiG at the prevailing RBZ auction rate . In In the event that advance payment is required, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.
GCC 31.1	<b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part VI of the Public Procurement and Disposal of Public Assets (General) (Amendment) Regulations, 2020 (No.2) is due upon the signing of the Contract and the applicable.



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL**

**Procurement Reference Number: ZIMRA DOMESTIC TENDER NO. NCB 26/2025**

**PART 3 CONTRACT**

**Bank Guarantee for Performance Security**

*[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]*

Contract No:

Date:

To:

[Name and address of Procuring Entity]

**PERFORMANCE GUARANTEES No:**

We have been informed that *[name of supplier]* (hereinafter called "the Supplier") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract") for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature

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