

Government of Zimbabwe

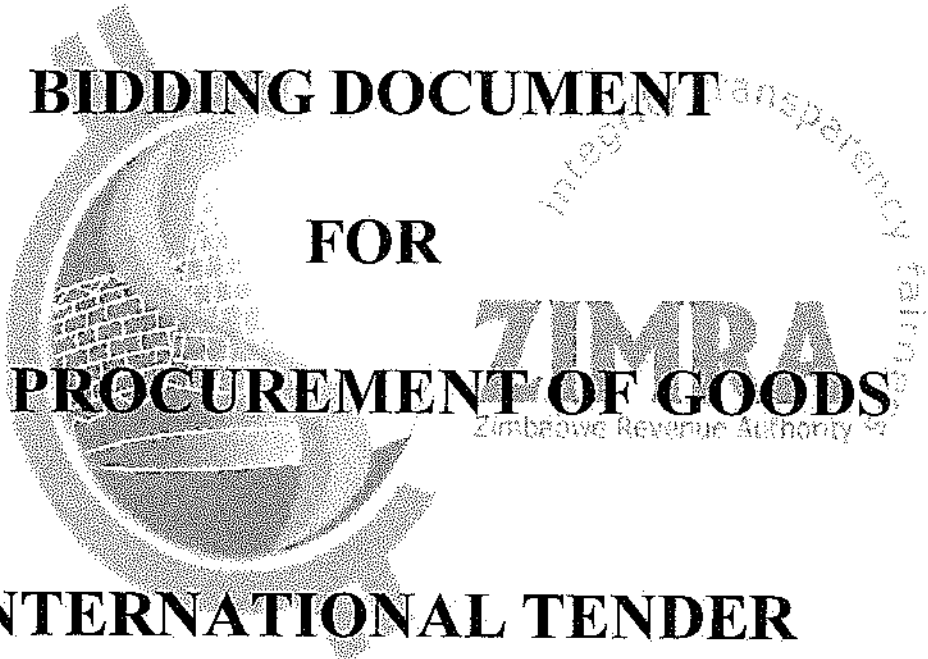
BIDDING DOCUMENT

FOR

THE PROCUREMENT OF GOODS

INTERNATIONAL TENDER

ZIMRA ICB 03/2020



October 2020

ZIMBABWE REVENUE AUTHORITY

HQ 005 23 OCT 2020 005 HQ

PROCUREMENT

P. O. BOX 4360, HARARE

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BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST - RETENDER

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

STANDARD BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NUMBER: ZIMRA ICB 03/2020

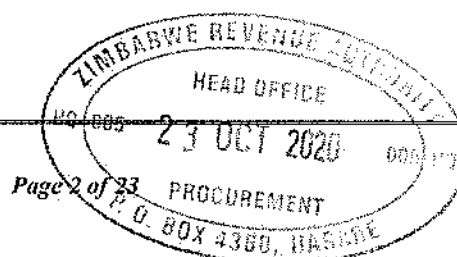
PROCURING ENTITY: ZIMBABWE REVENUE AUTHORITY

PUBLICATION DATE: 23 OCTOBER 2020

SITE VISIT DATE, TIME & VENUE: 19 NOVEMBER 2020 AT 1100HOURS AT CHIRUNDU ONE STOP BORDER POST

MEETING POINT: ZIMRA CHIRUNDU ADMINISTRATION OFFICE

CLOSING DATE & TIME: 18 DECEMBER 2020 AT 1000HOURS (LOCAL TIME)



Procurement Notice

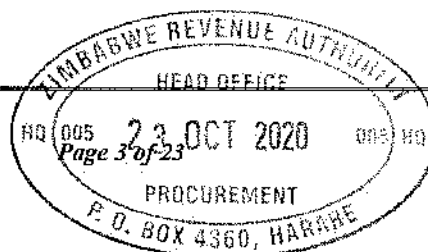
Invitation to Tender (ITT)

Procuring Entity: Zimbabwe Revenue Authority (ZIMRA)

Country: Zimbabwe

Reference No.: ZIMRA ICB 03/2020

1. The Procuring Entity invites sealed Bids from eligible Bidders for **Fabrication and Erection of Steel Shelving In State Warehouse at the Chirundu One Stop Border Post**
2. The *contract* to be concluded will be "single - User" The single -User entitled to purchase under the *contract* is Zimbabwe Revenue Authority (ZIMRA).
3. Bidding will be conducted through International Competitive Bidding as specified in the Public Procurement and Disposal of Public Assets Act "Regulations (S.I. 5 of 2018): Procurement of Goods" and is open to all eligible Bidders as defined in the Regulations.



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST - RETENDER

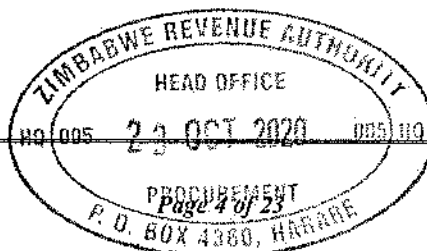
PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

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BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART I 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.

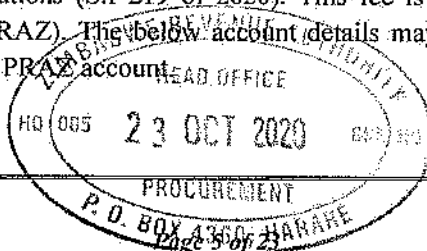
Procurement Reference Number: INTERNATIONAL TENDER ZIMRA ICB 03/2020

Preparation of Bids

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

1. A signed 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 (for Zimbabwean companies only).
5. A bid security.
6. A copy of CR 14, CR6 and a Certificate of Incorporation (foreign companies should submit similar company documents from country of company registration).
7. Bidders must state the years of operation. Bidders with a minimum of 5 years operational experience shall be considered.
8. A valid and current tax clearance (for Zimbabwean companies only).
9. Proof of VAT registration.
10. Proof of NSSA Registration.
11. A copy of your company profile.
12. At least three reference letters showing bidder's direct experience in the supply of similar goods.
13. Compulsory completed and signed site visit certificate (Original).
14. Bidders must submit a signed Gantt chart clearly showing the schedule of delivery.
15. Bidders must propose payment terms.
16. All bids must be submitted in English.

You are also required to pay the administration fee of **ZWS\$28,000.00 for local bidders and equivalent of US\$350.00 for foreign bidders**, payable for bids subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations (S.I 219 of 2020). This fee is paid directly to the Procurement Regulatory of Zimbabwe (PRAZ). The below account details may be used if the bidder wishes to make a bank transfer into the PRAZ account.



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 1 BIDDING PROCEDURES

Non Refundable

Payment Instructions:

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

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the PRAZ'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, the Bidder's name, and any reference number.

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 Principal Procurement Manager
Zimbabwe Revenue Authority (ZIMRA)
10th Floor, ZB Centre Building
Corner Kwame Nkrumah Ave/ First Street
Harare, Zimbabwe.**

Or via Email to procurement@zimra.co.zw

Such queries should be submitted within 20 days from the date of publication and responses to questions/ queries will be made in writing to all prospective bidders at least 10 days before tender closing.

Pre-bid meeting and site visit

A pre-bid meeting and site visit will be held at Chirundu One Stop Border Post ZIMRA Administration Office on Thursday 19 November 2020 at exactly 1100Hours (local time).

NB: The pre-bid meeting and site visit is compulsory. Failure to attend will lead to automatic disqualification.

Validity of Bids

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



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 1 BIDDING PROCEDURES

Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they have complete the bid submission register.

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.

Bids should be submitted in triplicate with one (1) original copy marked "ORIGINAL" and two (2) copies each marked "COPY" All 3 copies should be in sealed envelopes clearly marked with the details of the tender, and should be deposited in a tender box situated at the below address. In the event of any discrepancy between the original and the copies, the original will prevail.

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.

Date of deadline	18 December 2020	Deadline Time:	10:00 hours Harare time (GMT + 2 hours)
Submission address:	<i>Zimbabwe Revenue Authority Reception Area, 6th Floor, ZB Centre Corner Kwame Nkrumah Ave/ First Street Harare, Zimbabwe.</i>		
Means of acceptance:	Bids in the sealed envelopes shall be deposited in a tender box situated at the above address. All the bidders should record their bids in the tender submission register situated thereto, in the format prescribed in the register.		

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.

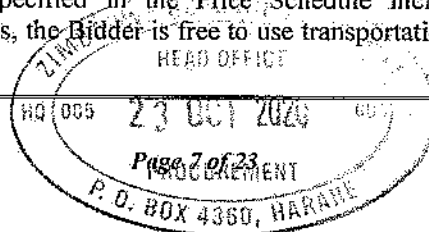
Delivery Requirements

The expected delivery period (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2. Bidders are required to provide a Gantt Chart clearly showing their delivery schedule and 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 below.

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



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART I BIDDING PROCEDURES

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 **ZWS\$80,000.00 (or equivalent for international bidders)**, 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

The bid security shall be valid for a period of 120 days after the end of the bidding period.

Any bid not accompanied by a Bid Security 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;

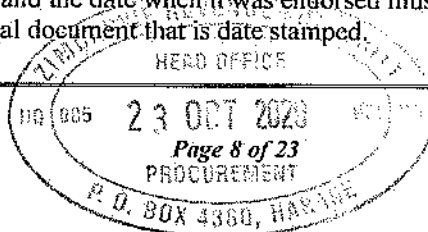
Option 2

Submission of bank guarantee

A standard bank Guarantee of **ZWS\$80,000.00 (or equivalent for international bidders)**, which is valid for 120 days, 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.



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 1 BIDDING PROCEDURES

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 **ZWS80,000.00 (or equivalent for international bidders)**, for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZWS28,000.00 for local bidders and equivalent of US\$350.00 for International Bidders**, that shall be non-refundable for cash bid bond establishment fee in line with Part V of the Procurement Regulations (S.I.219 of 2020). 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)

Payment Instructions:

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
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.



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER/ZIMRA ICB 03/2020

PART I 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;
3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

Bids failing at 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 for certain especially sensitive or especially valuable contracts. This requirement will be subject to this review, hence, at least two identical copies of the bid document are required. Where the copies are not identical, the contents of the bid marked original will alone be considered.

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.

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. In the event that the supplier cannot meet the stated lead times, they should indicate their proposed delivery period.
- (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 this is subject to negotiation with the Procuring Entity.
- (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.

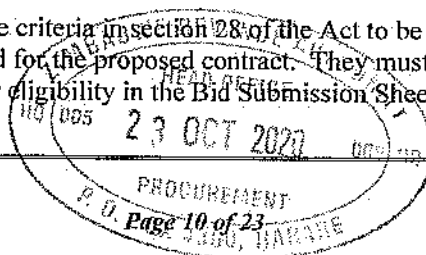
Domestic Preference

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, will apply.

- (a) The percentage of preference to be given to domestic providers is 10%
- (b) The percentage of preference to be given to women-owned businesses is 5%
- (c) Eligibility for the margin of preference will be based on the following factors: ownership, location of bidder or production facilities, origin of labour, raw material or components, extent of proposed sub-contracting or association with local partners.
- (d) Documentation required from the Bidder as evidence of eligibility for the margin of preference is/are: CR14, CR6, Certificate of Incorporation and other relevant or equivalent documents.

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



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 1 BIDDING PROCEDURES

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 (for Zimbabwean companies only)
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 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 (for Zimbabwean companies only)

Participation in this bidding procedure is open to both Zimbabwean and foreign 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.

Currency

Bids should be priced in United States Dollars. The currency of evaluation will be United States Dollars and the currency of payment for local companies will be the Zimbabwean Dollars, using the exchange rates published by the Reserve Bank of Zimbabwe on the date of payment, see <http://www.rbz.co.zw/>.

Award of Contract

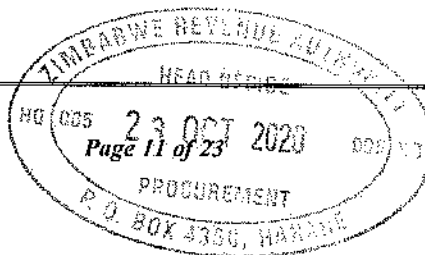
The lowest evaluated bid, after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be by issue of a Notification 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:

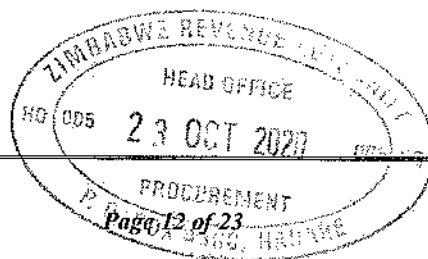


BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB/03/2020

PART 1 BIDDING PROCEDURES

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.



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA-ICB.03/2020

PART 1 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.

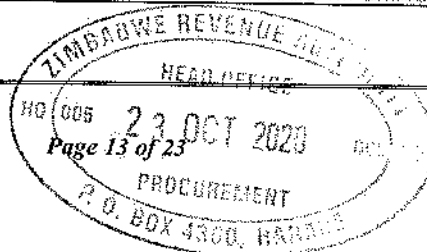
We declare that we are not debarred from bidding and that the documents we submit are true and correct.

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:

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



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:	
Bidder's Reference Number:	

List of Goods and Price Schedule

Currency of Bid:.....

Item No ¹	Description of Goods	Quantity ²	Total Price ⁴ (Inclusive of VAT and all the applicable taxes and fees)
			[to be provided by the Bidder]
1.	Fabrication and Erection of Steel Shelving in State Warehouse at Chirundu One Stop Border Post as specified in the technical specifications and compliance sheet below.		

Note 1: Lots and packages should be shown as separate items.

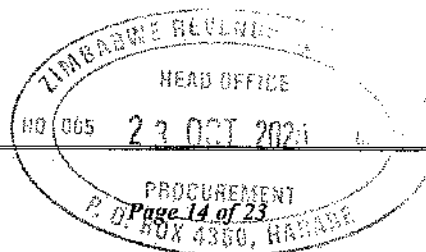
Note 2: The description or quantity must indicate the unit of measure where relevant.

Note 3: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 4: Include any additional costs, such as hiring of equipment and testing etc.

Note 5: Grey and recycled products will not be accepted. Only genuine original products will be accepted.

Note 6: The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 2 STATEMENT OF REQUIREMENTS

Delivery Schedule

Name of Bidder:	
Bidder's Reference Number:	

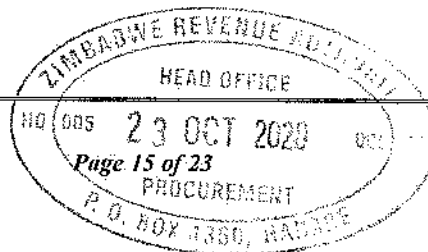
{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

The Expected Delivery Period for the Fabrication and Erection of Steel Shelving is 6-8 Weeks.

Bidders must avail a Gantt Chart to show the delivery schedules

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

The site for delivery of the goods is :	<i>Zimbabwe Revenue Authority (ZIMRA) Chirundu One Stop Border Post Chirundu Zimbabwe</i>
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BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 2 STATEMENT OF REQUIREMENTS

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: {Confirm full specification of items offered and compliance of items to detail}

- a) Tenders must submit schematic drawings of proposed layout of steel rack shelves that optimises available space
- b) Steel shelving racks to be made of steel
- c) Deck to be made of timber
- d) The shelves should be demountable for relocation to another site when required
- e) Shelves should be adjustable
- f) Aisle space of 1m
- g) Finish must be corrosion resistant (state type of finish)
- h) Staircase to allow movement of forklift
- i) Maximum height of shelving of 5106mm
- j) Minimum weight capacity of 200kg/bin
- k) Provide 2 x Lockable wheels mobile ladders (1.5m)
- l) Design and install Led lighting
- m) 2 x Staircases adjacent to doors
- n) Shelving structures to be painted traffic green

NB: SEE ANNEXURE 1, 2 AND 3 FOR DRAWINGS

(Drawings are also available on soft copy – via email)

Interpretation of drawings (Ground Floor)

- a) Bins of LXWXH (1m x 1m x 1m) total height 3m as per ground floor layout
- b) The bottom shelf is on the ground
- c) Outer bins labelled A-R are markings on the floor

Interpretation of drawings (Mezzanine Floor)

- a) Made of steel structure with wooden floor
- b) Provide for two staircases each adjacent to the doors to access the mezzanine floor
- c) Staircases dimensions (maximum pitch 42 degrees, maximum rise 200mm, minimum going 220mm, staircase width 1000mm)
- d) Mezzanine bins of LXWXH (1m x 1m x 0.7m) bottom bin, LXWXH (1m x 1m x 0.6m) two top bins to a maximum height of 1.9m
- e) The total height is 5.9m



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 2 STATEMENT OF REQUIREMENTS

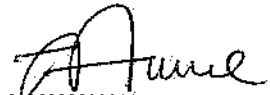
Other Information

- a) Sizes of forklifts to be used in the warehouse are: Width 1300mm, turning radius exterior 2400mm, Maxi – length with forks 3700mm (NB: for your information only NOT to be supplied)
- b) It shall be the responsibility of the bidders to remove old markings on the floor in the warehouse. The contractor will be responsible for bin markings. ZIMRA will provide direction on how the markings should be done.
- c) Timber deck wood is hardwood (teak) with a maximum thickness of 20mm.

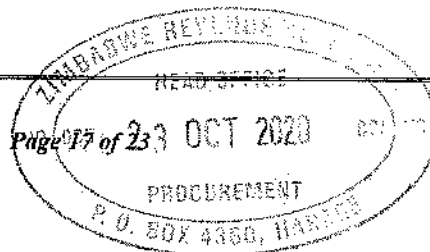
The detailed technical evaluation will examine the technical specification of the items offered by the bidder to determine whether they meet the minimum specification required. Bidders must confirm compliance with the specifications given above. **Bidders may include technical literature to positively support the details of technical specifications offered.**

Declaration by the Accounting Officer

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


.....
Signed

23/10/2020
.....
Date



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 3 CONTRACT

PART 3 CONTRACT

Contract Agreement

Procurement Reference:

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

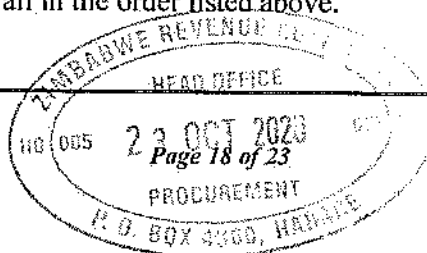
BETWEEN

- (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, 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 the supply and delivery of batteries and inverters and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[TBA]* (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;
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.



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

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.

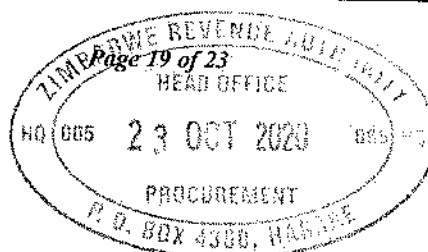
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

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>



BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 3 CONTRACT

General Conditions of Contract

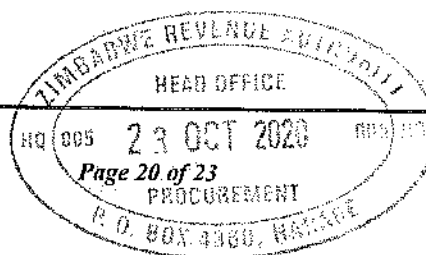
Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: ZIMRA ICB 03/2020

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 7.5	Eligible Countries: All countries are eligible.
GCC 8.1	<p>Notices: Any notice shall be sent to the following addresses:</p> <p>For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be:</p> <p>The Principal Procurement Manager, Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe Switchboard:+263 242 790 811-4 Ext. 317, Mobile:+263 712 840 055, Direct: +263 242 773 040 E-Mail: jtarume@zimra.co.zw or procurement@zimra.co.zw</p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be</p> <p><i>{state name of contact}</i></p>
GCC 19.1	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled</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>

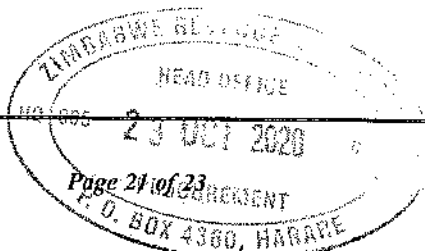


BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE-STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 3 CONTRACT

GCC reference	Special Conditions
GCC 21.2	<p>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. Suitable Export packaging.</p> <p>The documents to be furnished by the Contractor are:</p> <ol style="list-style-type: none"> 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, <p><u>For Goods from outside Zimbabwe</u></p> <p>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:</p> <ol style="list-style-type: none"> (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 [<i>pre-shipment inspection is not required</i>];

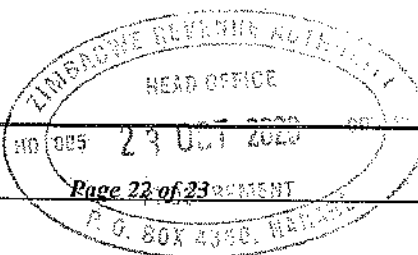


BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL-SHELVING IN STATE WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

PART 3 CONTRACT

GCC reference	Special Conditions
	<p>For Goods From Within Zimbabwe</p> <p>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:</p> <ul style="list-style-type: none">(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; <p>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.</p>

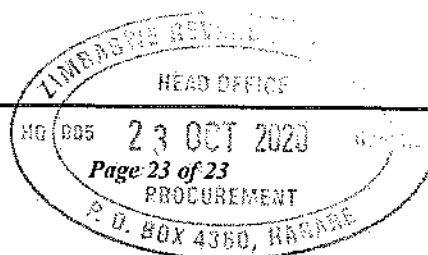


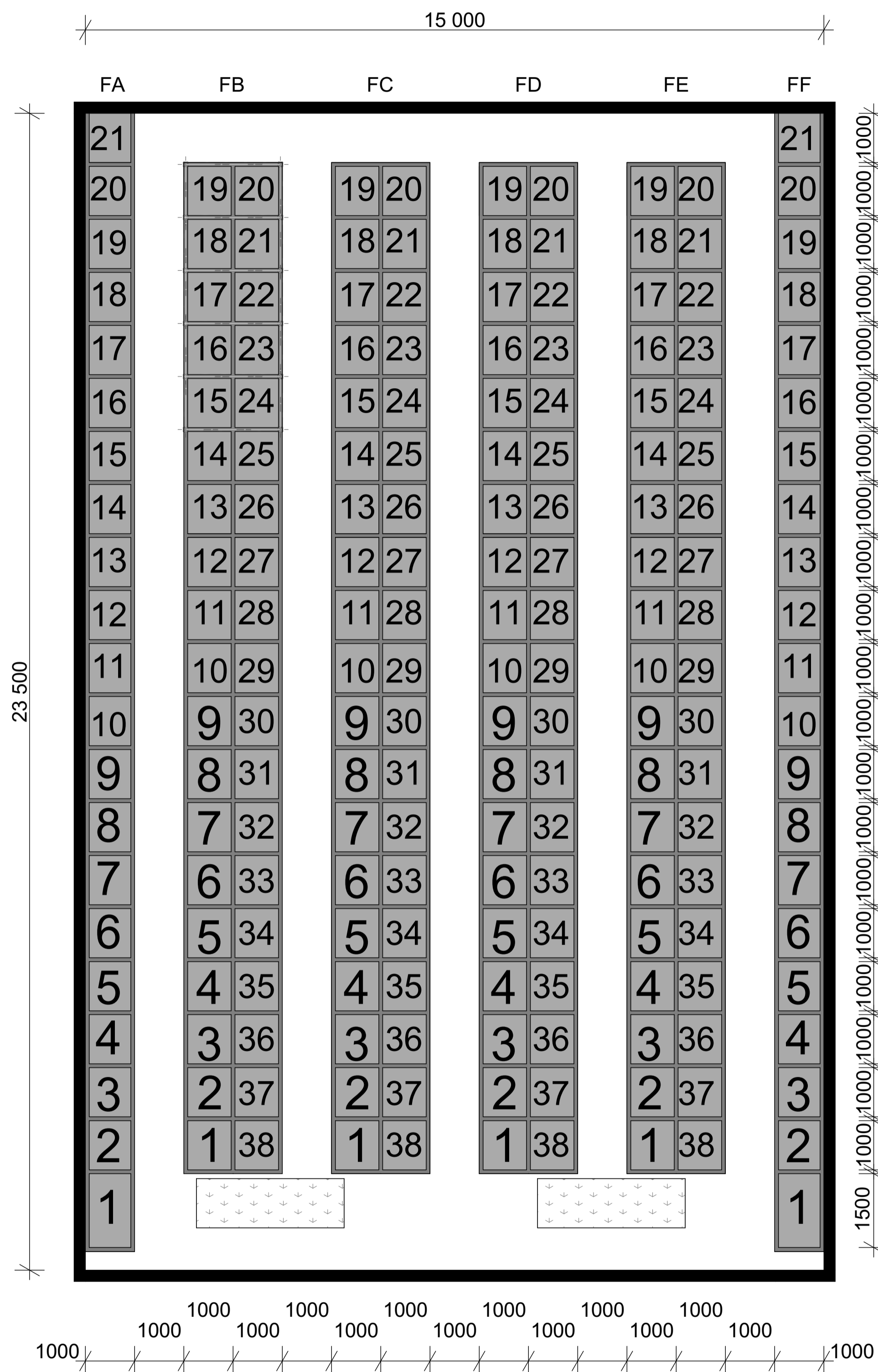
**BIDDING DOCUMENT FOR FABRICATION AND ERECTION OF STEEL SHELVING IN STATE
WAREHOUSE AT THE CHIRUNDU ONE STOP BORDER POST**

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 03/2020

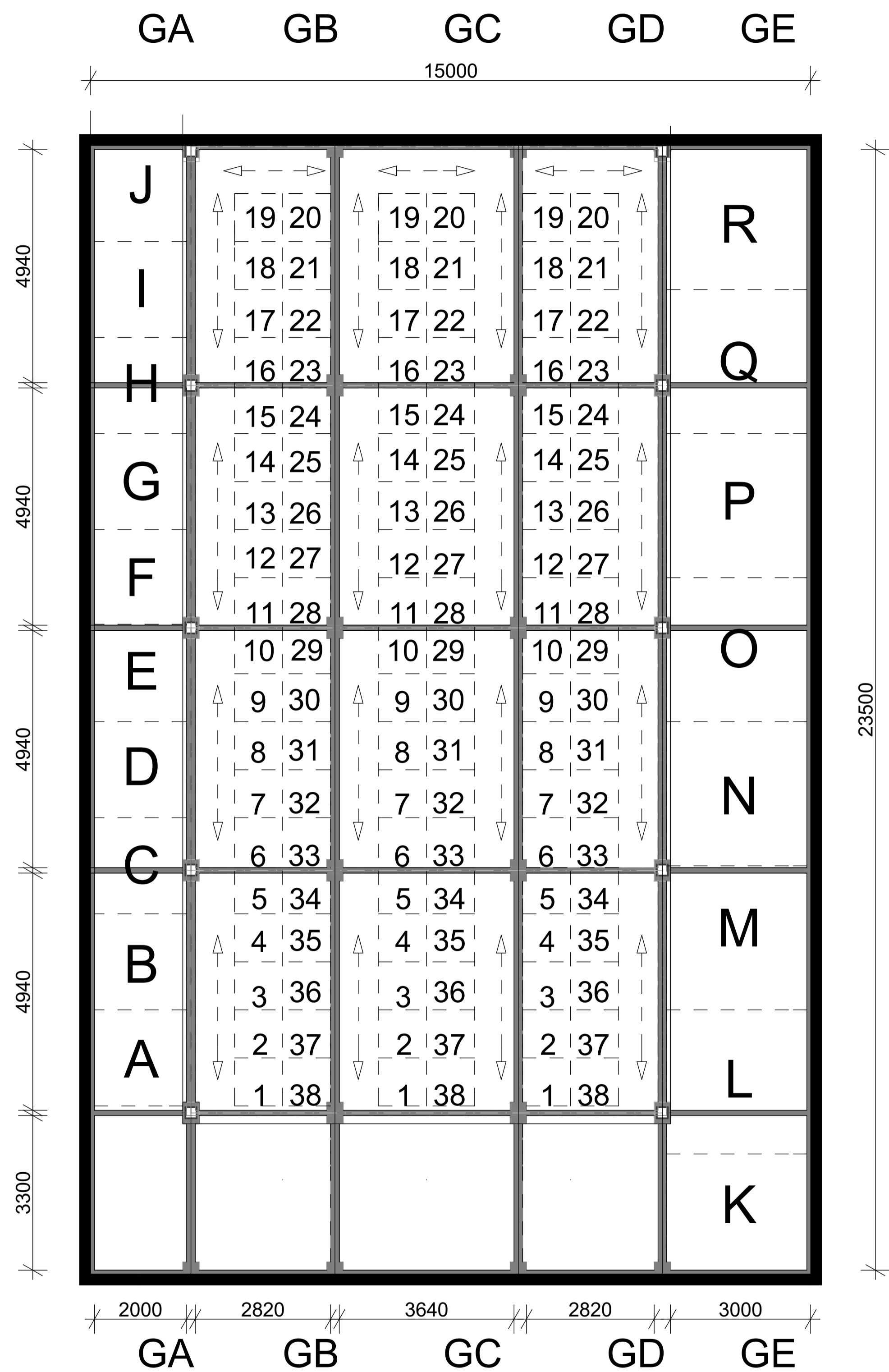
PART 3 CONTRACT

GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured in accordance with the specified Incoterms.
GCC 23.1 & 23.2	Inspections and tests: 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 24.1	Performance security: The successful tenderer will be requested to provide a guarantee of 10% of the total tender amount endorsed by a registered Commercial Bank located in Zimbabwe acceptable to ZIMRA (Total tender amount is calculated according to the tender dossier) when countersigning the contract. The performance guarantee must be delivered within 14 days after receipt by the tenderer of the contract signed by ZIMRA. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next most economically advantageous, compliant tender.
GCC 24.4	Reduction of performance security. Not Applicable
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be 30 days.
GCC 29.1	Price adjustments: A price adjustment clause agreed by both parties shall apply.
GCC 30.1	Terms of Payment: The structure of payments shall be: Acceptance: The Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity. 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	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 is ZW\$3,500.00 or equivalent for International bidders using the prevailing RBZ midrate at the date of payment.





DRAWING NAME	MEZZANINE FLOOR
DRAWING NO.	ZIMRA-CSSU03
REVISION NO.	01
DESIGN BY	K.R MANUNGO
DATE	NOVEMBER 2018
SCALE	1:3200
CLIENT	ZIMRA
PROJECT	ZIMRA-CB26/2018



CLIENT:
 ZIMBABWE REVENUE AUTHORITY
 FIRST FLOOR RECEPTION
 KURIMA HOUSE
 HARARE
 ZIMBABWE

PROJECT TITLE:
 DESIGN, FABRICATION & INSTALLATION
 OF STEEL SHELVING UNITS IN STATE
 WAREHOUSE AT THE CHIRUNDU ONE
 STOP BORDER POST
 CHIRUNDU

NOTES:
 VERTICAL BEAMS MADE OF 160 x 82
 I-BEAMS SUPPORTED BY 6mm PLATES
 ANCHORED TO THE FLOOR USING
 4 x M16 BOLTS
 80 x 80 ANGLE IRON WILL PROVIDE THE
 CONNECTION TO THE HORIZONTAL
 BEAMS

DATE
NOVEMBER 2018

DESIGNED BY
K.R MANUNGO

DRAWING No.
ZIMRA-CSSU01

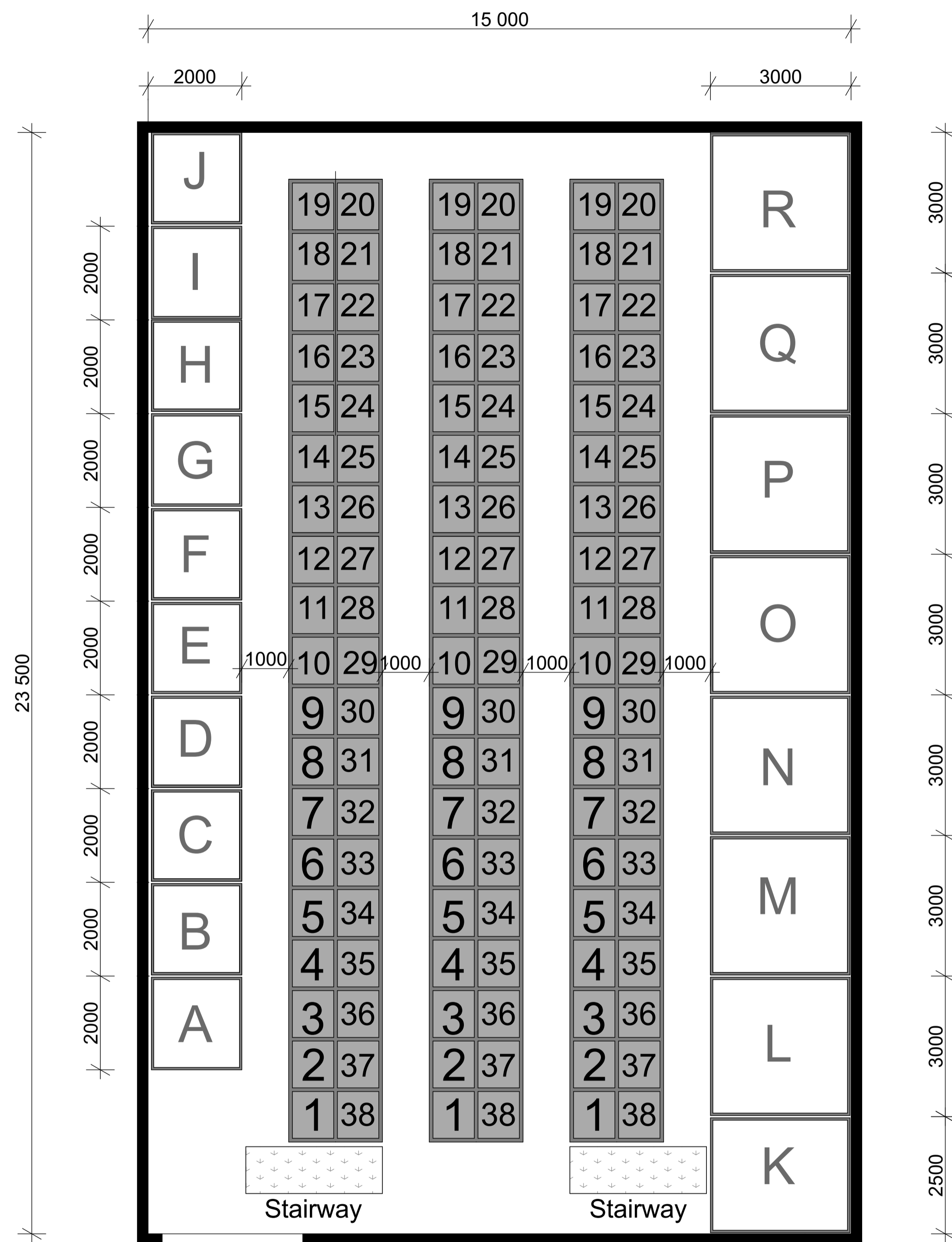
DESCRIPTION
Framing & Shelving Markings

SCALE
1:2000

DATE

REVISION NO. 01

AMMENDMENT NUMBER



DRAWING NAME	GROUND FLOOR
DRAWING NO.	ZIMRA-CSSU02
REVISION NO.	01
DESIGN BY	K.R MANUNGO
DATE	NOVEMBER 2018
SCALE	1:3200
CLIENT	ZIMRA
PROJECT	ZIMRA-CB 26/2018