

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD  
ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

**STANDARD BIDDING DOCUMENT**

**FOR THE  
PROCUREMENT OF GOODS**

**DOMESTIC TENDER  
ZIMRA NCB 58/2020**

**ZIMRA**  
Zimbabwe Revenue Authority



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD  
ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

---

**Standard Bidding Document for the Supply and delivery of Household items and appliances**

**Procurement Reference No: Domestic Tender ZIMRA NCB 58/2020**

**Procuring Entity: Zimbabwe Revenue Authority (ZIMRA)**

**Date of Issue: 06 November 2020**

**Closing date: 04 December 2020**



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD  
ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

---

**Table of Contents**

**Part 1: Bidding Procedures and Bid Submission Sheet**

**Part 2: Statement of Requirements**

**Part 3: Contract**



# BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES

Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020

## PART 2 STATEMENT OF REQUIREMENTS

### PART I: BIDDING PROCEDURES

#### References

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

Procurement Reference Number: Domestic Tender ZIMRA NCB 58/2020

#### Preparation of Bids

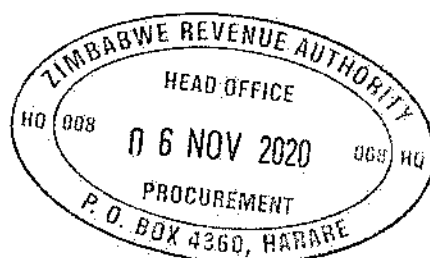
You are requested to bid for the Supply and Delivery of Desks as described in the Statement of Requirements below, by completing and returning the following documentation:

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)
5. A Bid Security.
6. A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents
7. A valid current tax clearance (ITF 263)
8. A copy of your company profile
9. A list of at least five (5) traceable references, with contact person and number.

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above.

#### Number of bids allowed

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

**Clarification**

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

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

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

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

**Pre-bid meeting**

There is no pre-bid meeting for this tender.

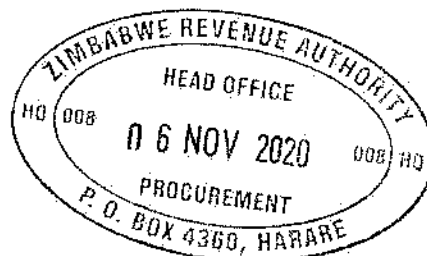
**Eligibility and qualification requirements**

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

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

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

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

---

**Validity of Bids**

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

**Submission of Bids**

Bids 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 receive a receipt confirming submission of their bid that has correct details of the Bidder and the number of the Bid.

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: **4 December 2020** Deadline Time: **1000Hours CAT**

Submission address: **Zimbabwe Revenue Authority  
Reception Area, 6<sup>th</sup> Floor, ZB Centre  
Corner Kwame Nkrumah Ave/ First Street  
Harare,  
Zimbabwe.**

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**

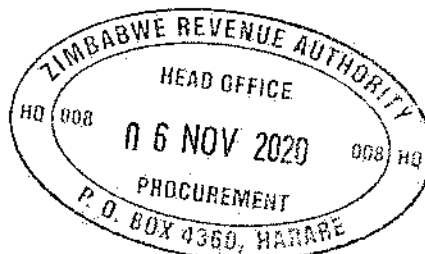
Bidders and their representatives may witness the opening of bids which will take place at the submission address immediately following the deadline.

**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.

**Bid Prices and Discounts**

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

**Bid Security**

The Bidders must complete and sign a “**Bid-Securing Declaration**” using the form included in Part 2. Any bid not accompanied by a Bid-Securing Declaration, will be rejected by the Procuring Entity as non-responsive.

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

**Evaluation of Bids**

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements. ZIMRA will visit the premises of the bidders to view the samples being offered before awarding.
3. Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid.

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

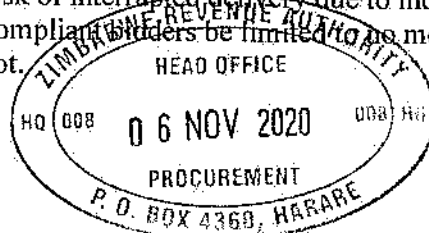
**Currency**

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

Bidders must bid for the entire lot. The award of one lot must not be conditional to the award of other lots. In order to spread risk of interrupted delivery due to industrial action or such other causes, it is intended that compliant bidders be limited to no more than two lots each. The tender will be awarded per lot.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

The contract will only be valid subject to payment of annual contract administration fees of ZWL\$8,000.00.

**Right to Reject**

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

**Corrupt Practices**

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

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





**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

**Bid Submission Sheet**

*{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the Price Schedule and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, otherwise you commit to complying fully with these Requirements.*

*Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.*

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

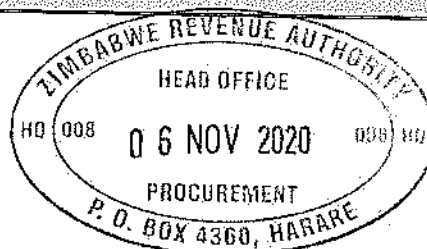
We offer to perform the services listed in the Statement of Requirements to the indicated specifications and standards, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above. We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding. We declare that we are not debarred from bidding and that the documents we submit are true and correct.

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

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

**Bid Authorised by:**

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

**List of Product and Price Schedule**

Procurement Reference Number: \_\_\_\_\_

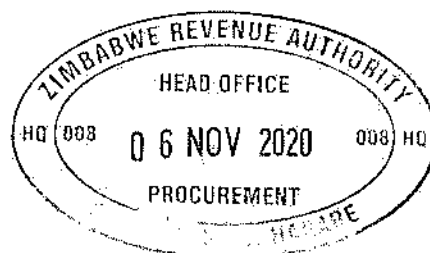
Bidder's Name: \_\_\_\_\_

Bidder's Reference Number: \_\_\_\_\_

Currency of Quotation/Contract: .....

**BIDDERS ARE REQUIRED TO QUOTE FOR;**

Lot No.	Description	Quantity	Total Bid Price (Inclusive of VAT and all the applicable taxes and fees)
1	<b>HOUSEHOLD FURNITURE</b> <ul style="list-style-type: none"><li>• Double bed set</li><li>• Dressing table (Hardwood)</li><li>• Headboard (Hardwood)</li><li>• Kitchen table set (4 seater)</li></ul>	<ul style="list-style-type: none"><li>• 12</li><li>• 32</li><li>• 32</li><li>• 12</li></ul>	
2	<b>ELECTRICAL APPLIANCES</b> <ul style="list-style-type: none"><li>• Refrigerator (170 litre)</li><li>• Television set (42 inch)</li><li>• Microwave (28 litre)</li></ul>	<ul style="list-style-type: none"><li>• 12</li><li>• 32</li><li>• 12</li></ul>	



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

**Part 2: Statement of Requirements**

The following specific requirements for the Supply and Delivery of Desks (Goods) to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

**NCB 58/2020 FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

Lot No.	Description	Quantity	Unit Price(Inclusive of VAT and all the applicable taxes and fees)	Total Price (Inclusive of VAT and all the applicable taxes and fees)
1	<b>HOUSEHOLD FURNITURE</b>			
	• Double bed set	• 12		
	• Dressing table (Hardwood)	• 32		
	• Headboard (Hardwood)	• 32		
2	<b>ELECTRICAL APPLIANCES</b>			
	• Refrigerator (170 litre)	• 12		
	• Television set (42 inch)	• 32		
	• Microwave (28 litre)	• 12		

Note 1: Bidders must submit a sample for each item they are bidding for and clearly labelled with the bidders' name, before the closing date and time, the sample must be delivered to:

**ZIMRA Central Stores**

**Enfield Complex, 61-63 Plymouth Road**

**Southernton, Harare.**

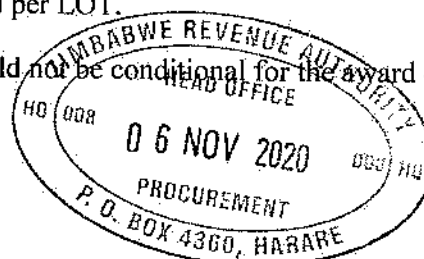
**BIDS WITHOUT SAMPLES WILL AUTOMATICALLY BE DISQUALIFIED.**

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: The tender will be awarded per LOT.

Note 5: The award of one Lot should not be conditional for the award of the other LOT.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

---

## **Delivery Schedule**

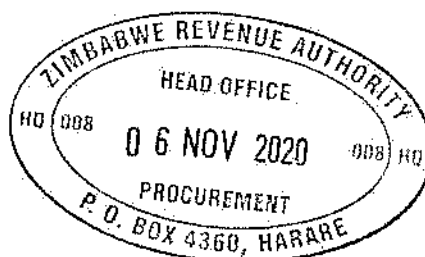
**Name of Bidder:** .....

**Bidder's Reference Number:** .....

**(Note to Bidders: If 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 SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES IS 4 WEEKS**

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

**Technical Specifications and Compliance Sheet**

Name of Bidder

Bidder Reference Number:

The goods and related Services must comply with the following Technical Specifications and Standards:

[Columns a and b are to be 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 specifications required (in column b)]

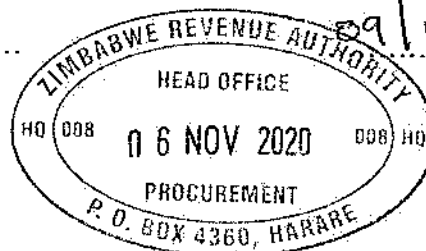
	a	b	c
	<i>Item description and full technical Specification required including applicable standards)</i>	<i>Item description and full technical Specification required including applicable standards)</i>	<i>{Confirm full specification of items offered by bidder and compliance of items to detail in Column B}</i>
<b>LOT</b>	<b>DESCRIPTION</b>	<b>MINIMUM REQUIREMENTS</b>	
1	<b>HOUSEHOLD FURNITURE</b> <ul style="list-style-type: none"><li>• Double bed set</li><li>• Dressing table</li><li>• Headboard</li><li>• Kitchen table set</li></ul>	Hardwood Hardwood 4 seater	
2	<b>ELECTRICAL APPLIANCES</b> <ul style="list-style-type: none"><li>• Refrigerator</li><li>• Television set</li><li>• Microwave</li></ul>	170 Litre upright 42" Original flat screen 28 Litre	

The detailed technical evaluation will examine the technical specifications of the items offered in column c and determine whether this meets the minimum specifications in column b. Bidders must complete column c or their tender will be rejected. Bidders are required to include technical literature to positively support the details provided in column c.

**Declaration by the Accounting Officer**

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

*[Signature]*



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**PART 2 STATEMENT OF REQUIREMENTS**

**Bid-Securing Declaration**

*{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.*

Procurement Reference number:

Date: ..... [date (in day, month and year format)]

Bidder's Reference Number:

To: *{full name of Procuring Entity}*

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from bidding for any contract with a Procuring Entity in Zimbabwe for a period of time to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, either when we receive your notification to us of the name of the successful Bidder, or twenty-eight days after the expiration of our Bid, whichever is the earlier.

<b>Signed</b> .....	<b>Name:</b> .....
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Duly authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	
<b>Corporate Seal (where appropriate)</b>	

*{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all the partners to the Joint Venture that submits the Bid.*



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

## **PART 3 CONTRACT**

### **Contract Agreement**

**Procurement Reference: Domestic Tender ZIMRA NCB 58/2020**

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

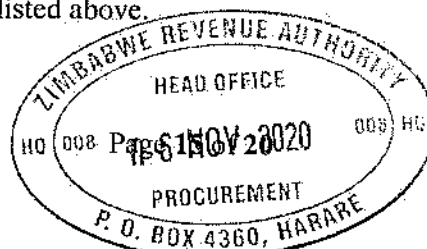
BETWEEN

- (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.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

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 THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**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...**Domestic tender NCB 58/2020**

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> All countries are eligible,
<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. In the case of delays in the delivery of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled  NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

**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

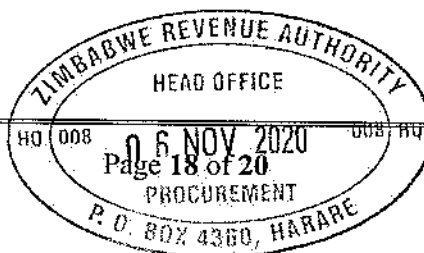
The documents to be furnished by the Contractor are:

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]*.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

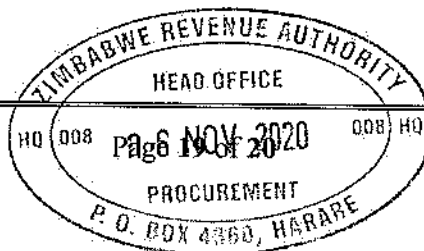
**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

***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.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF HOUSEHOLD ITEMS AND APPLIANCES**

**Procurement Reference Number: DOMESTIC TENDER ZIMRA NCB 58/2020**

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 24.1	<b>Performance security: Not Applicable</b> 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	<b>Reduction of performance security</b> ( <i>Not applicable</i> )
GCC 25.1	<b>Warranty:</b> The period of the warranty shall be on manufacturer's warranty.
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 thirty (30) days
GCC 29.1	<b>Price adjustments:</b> The following price adjustments are applicable. When the application of price adjustment would modify the initial price by more than twenty per centum or would modify the balance owing under the contract by more than twenty per centum, the procuring entity may terminate the contract
GCC 30.1	<b>Terms of Payment:</b> The structure of payments shall be: Contracts with local suppliers will be signed and paid in Real Time Gross Settlement (RTGS Dollars) <b>Acceptance:</b> 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	<b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is ZW\$8000.00 for domestic bidders.

