

Government of Zimbabwe

BIDDING DOCUMENT

FOR

**THE PROCUREMENT OF NON-
CONSULTANCY SERVICES**

DOMESTIC TENDER

ZIMRA NCB 56/2020

**BIDDING DOCUMENT FOR THE PROVISION OF TRANSPORT SERVICES TO
ZIMRA.**

PROCUREMENT REFERENCE NO: DOMESTIC TENDER ZIMRA NCB 56/2020

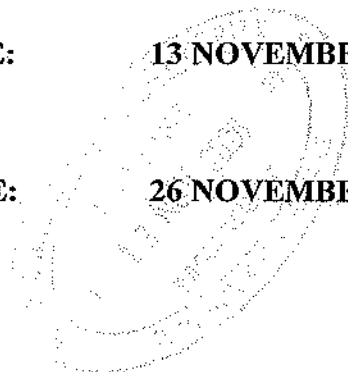
FOR THE PROVISION OF TRANSPORT SERVICES - ZIMRA

PROCUREMENT REFERENCE NUMBER: ZIMRA DOMESTIC TENDER NCB 56/2020

PROCURING ENTITY: ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE: 13 NOVEMBER 2020

CLOSING DATE: 26 NOVEMBER 2020



**BIDDING DOCUMENT FOR THE PROVISION OF TRANSPORT SERVICES TO
ZIMRA.**

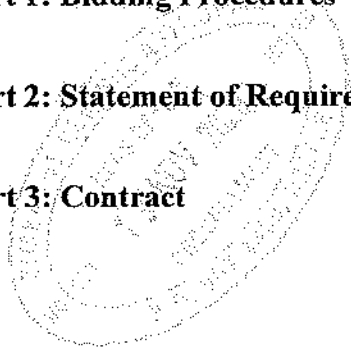
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PART I BIDDING PROCEDURES

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.

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Preparation of Bids

You are requested to bid for the supply of courier services for cargo seals as specified in the Statement of Requirements, 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. Proof of payment of Bid Security.
6. A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents)
7. A valid current tax clearance certificate (ITF 263)
8. Proof of VAT registration
9. A copy of your company profile
10. A transport operator's licence
11. At least **three (3) reference letters** showing bidders' direct experience in the successful provision of similar quality of the required goods/services

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. 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.

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

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PART I BIDDING PROCEDURES

Harare, Zimbabwe.

Or via Email to procurement@zimra.co.zw

Such queries should be submitted within *three (3) days* from the date of publication and responses to questions / queries will be made in writing to all prospective bidders at least *five (5) days* before tender closing.

Pre-bid meeting

There is *no compulsory* pre-bid meeting for this tender.

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is *60 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:	26 th November 2020	Deadline Time:	1000Hours CAT
Submission address:	Zimbabwe Revenue Authority PMU, 10 th 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.

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PART 1 BIDDING PROCEDURES

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 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 in the Price Schedule included in Part 2: Statement of Requirements.

Bid Security

The Bidder must complete and sign a "Bid -Securing Declaration" using the form include in Part 2. Any bid not accompanied by a Bid Securing Declaration, will be rejected by the Procuring Entity as non-responsive. The Bid security of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security must be in the names of all intended partners.

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the 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 any stage will be eliminated and not considered in subsequent stages.

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. 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.

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PART I BIDDING PROCEDURES

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

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 (USD). The Contract Price shall be paid to the Contractor within thirty (30) days after the date of acceptance certificate for the respective delivery issued by the Procuring Entity in Zimbabwean Dollars at the prevailing RBZ Auction Exchange Rate (**Website: 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:

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,

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PART 1 BIDDING PROCEDURES

- 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:

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

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PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

BIDDERS MUST QUOTE FOR THE TRANSPORT SERVICES TO DESTINATIONS

Currency of Bid: **USD**

LOT 1, REGION 1 AND HEAD OFFICE

Route	No. of Staff	Description	Vehicle Type/Quantity (To be based on staff numbers)	Wet Rate Cost per Day (USD VAT Inc.)	Total Wet Rate Cost per Day (USD VAT Incl.)	Total Wet Rate Cost per Month (USD VAT Incl.)
Route 1	51		Bus			
	35	Chitungwiza				
	3	Arcadia				
	8	Sunningdale				
	5	St Martins				
Route 2	47		Bus			
	35	Waterfalls				
	7	Houghton Park				
	5	Mainway Meadows				
Route 3	63		Bus			
	30	Ruwa				
	5	Eastlea				
	5	Manressa				
	10	Damafalls				
	1	Eastview				
	12	Mabvuku				
Route 4	25		Mini Bus			
	10	Southlea Park				
	6	Stoneridge				
	3	Hopely				
	3	Ushewekunze				
	3	Southview Park				
Route 5	32		Min Bus			
	14	Mufakose				
	6	Kambuzuma				
	12	Marimba Park				

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Route 6	59		Bus			
	15	Glenview				
	22	Budiriro				
	5	Southerton				
	10	Glen Norah				
	5	Highfield				
	2	Mbare				
Route 7						
Route 7	51		Bus			
	10	Msasa Park				
	13	Hatfield				
	4	Cranborne				
	8	Chadcombe				
	5	Braeside				
	4	Epworth				
	4	Hillside				
	3	ZIMRA Flat				
Route 8						
Route 8	50		Bus			
	10	Whitecliffe				
	7	Rydale Ridge				
	12	Glaudina				
	5	Granary				
	12	Kuwadzana				
	4	Crow borough				
Route 9						
Route 9	35		Mini Bus			
	14	Warren Park				
	6	Cold Comfort				
	10	Westlea				
	3	Belvedere				
	2	Dawnview				
Route 10						
Route 10	30		Mini Bus			
	7	Dzivarasekwa				
	8	Tynwald				
	15	Madokero				
Route 11						
Route 11	55		Bus			
	10	Westgate				
	15	Malbereign				
	8	Bluffhill				
	3	Ashdon Park				
	7	Avenues West				
	3	Avondale				
	5	Avonlea				
	2	Greencroft				
	2	Strathaven				
Route 12						
Route 12	20		Mini Bus			
	10	Malborough				

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	6	Mt Pleasant				
	4	Avenues East				
Route 13	28		Mini Bus			
	7	Borrowdale				
	8	Hatcliffe				
	3	Glen Forest				
	5	Domboshava				
	5	Sally Mugabe Heights				
Route 14	25		Mini Bus			
	4	Glen Lorne				
	1	Gletwin				
	1	Hellensvalle				
	3	Highlands				
	12	Greendale				
	4	Mandara				
Route 15	17		Mini Bus			
	17	Chinhoyi (Local Suburbs)				

LOT 2, REGION 2

Route	No. of Staff	Description	Vehicle Type/Quantity (To be based on staff numbers)	Wet Rate Cost per Day (USD VAT Inc.)	Total Wet Rate Cost per Day (USD VAT Incl.)	Total Wet Rate Cost per Month (USD VAT Incl.)
Route 1	16		18 Seater Combi			
	3	Bellevue				
	3	Bamgreen				
	10	South World				
Route 2	19		25 Seater			
	1	Enganwini				
	5	Nketa				
	13	Nkulumane				
Route 3	20		25 Seater			
	2	Hillside				
	1	Malindela				
	1	Burnside				
	16	CBD				
Route 4	20		25 Seater			
	20	Khumalo, Surburbs, Parklands				

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Route 5	50	Mzilikazi, Barbafields, Thorngroove, Machowan a, Mpopoma, Ntumbani, Makhandeni, Cowdrepark, Luveve, Magwegwe North, Lobengula West, Old Lobengula, New Lobengula,	66 Seater Bus			
Route 6	18		25 Seater Combi			
	18	Pumula, Phelandaba, Pumula South				

LOT 3, REGION 3

Route	No. of Staff	Description	Vehicle Type/Quantity (To be based on staff numbers)	Wet Rate Cost per Day (USD VAT Inc.)	Total Wet Rate Cost per Day (USD VAT Incl.)	Total Wet Rate Cost per Month (USD VAT Incl.)
	54	Forbes Region				
Route 1	30	Dangamvura/Chikanga/Hobhouse/Fairbridge	1 X Minibus (2 Shifts)			
Route 2	14	Murambi/Morningside/Greenside	1 X Minibus (2 Shifts)			
Route 3	10	Westlea/Yeovil	1 X Minibus (2 Shifts)			
	60	Mutare				
Route 4	33	Chikanga/Westlea/Yeovil/Florida	1 x Bus			
Route 5	12	Zimunya/Fern Valley/Dangamvura/Sakubva	1 X Minibus			
Route 6	15	Penhalonga/CBD/Greenside	1 X Minibus			
	40	Chiredzi				
Route 7	40	Triangle/ Buffalo Range/Chiredzi Local	1 X Minibus			
	102	Masvingo				
Route 8	43	Mucheke/Yeukai/Majange/Sisk/Pangolin	1 x Bus			
Route 9	25	Rujeko A B C/Clipsham	1 X Mini Bus			
Route 10	16	Runyararo West/Victoria Range	1 x Mini Bus			
Route 11	18	Rhodene/Zimre/Eastvale/4 Brigade	1 x Mini Bus			

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	43	Kwekwe				
Route 12	16	Msasa/Newtown/Golden Acres/Gaika/Mbizo 8	1 x Mini Bus			
Route 13	12	Rediciff/Amaveni/Hazeldin/Golden Mile/Fitchlea/Town	1 x Mini Bus			
Route 14	15	Mbizo 9/4/4 Extension/3/19/5/1	1 x Mini Bus			
	88	Gweru				
Route 15	23	Mkoba	1 X Bus			
Route 16	12	Woodlands, Clifton Park, Claymont, Stabile Park, Ascot	1 x minibus			
Route 17	6	Whitewaters, Harben Park, Umsungwe, Lingfield, Riverside	1 X Minibus			
Route 18	13	Windsor Park, Senga, Kopje	1 X Minibus			
Route 19	17	Little Eden, Southview, Southdowns, Lundi, Ivene	1 X Minibus			
Route 20	17	Hertfordshire, Northgate, Regina Mundi, Ridgemont, Clonsilla, Northlea, Athlone	1 X Minibus			
	16	Kadoma	1 X Minibus			
Route 21	4	Mashumavale				
	1	Eastview				
	6	Westview/Town				
	4	Rimuka/Munhumutapa				
	1	Patchway				
Route 22	7	Rusape				
	7	Rusape Town ships	1 X Minibus			
	21	Zvishavane				
Route 23	21	Zvishavane Town ships	1 X Minibus			

Note 1: Bidders must quote for all the trips per each lot tendered for.

Note 2: The tender will be awarded per LOT.

Note 3: The award of one LOT should not be conditional for the award of the other LOT.

Note 4: All the costs must be inclusive of all taxes and duties.

Note 5: Fuel provision shall be at the behest of the service provider (**wet rate**).

Note 6: Transport operator's licence is a must for any bidder and failure to produce it leads to automatic disqualification.

Note 7: Vehicle Inspection Department (VED) fitness test certificate (s) is a must.

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PART 2 STATEMENT OF REQUIREMENTS

Delivery Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Subject	Requirement
Services to be performed	Provision of transport services to ZIMRA Staff/employees.
Routes	Refer to the lots breakdown on the List of Service routes and Price Schedule above
Time of performance	Daily
Duration of contract	(One) 1 year
Manpower	Not Applicable
Resources	Bidders should have proof of size of fleet available (Registration Books must be attached) or alternatively make a certified commitment to satisfy the requirement.
Insurance	Proof of comprehensive insurance cover for all the vehicles (when required to do so)
Supervision of performance	ZIMRA Administration shall supervise the provision of the transport services to ensure that it is done to satisfaction.

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 Transport Services :

**Zimbabwe Revenue Authority
C/O Kurima House
89 N. Mandela Avenue
Harare
Zimbabwe.**

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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:
[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)]*

BIDDERS TO QUOTE FOR ALL SPECIFIC ROUTES FOR THE TENDERED LOT (S)

	<i>A</i>	<i>B</i>	<i>C</i>
<i>Item No.</i>	<i>Item description scheduled routes</i>	<i>MINIMUM technical Specification required (or Equivalent of) (including applicable standards) weight for items to be ferried</i>	<i>[Confirm full specification of items offered by Bidder and compliance of items to detail in column b]</i>
Lot 1	Route 1 to Route 15 being mainly Harare and Chinhoyi	7 x buses and 8 x minibuses	
Lot 2	Route 1 to Route 6 being mainly Bulawayo	5 x minibuses and 1 x bus	
Lot 3	Route 1 to Route 23 being Kadoma, Kwekwe, Gweru, Masvingo, Zvishavane, Mutare & Forbes Border Post	20 x Mini buses; 3 x buses For Mutare, Masvingo & Gweru	

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. **Bidders are required to include technical literature to positively support the details provided in column c.**

Declaration by the Accounting Officer

.....
[Signature]

.....
13/11/2020

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

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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.

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

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

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PART 2 STATEMENT OF REQUIREMENTS



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PART 2 STATEMENT OF REQUIREMENTS



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PART 2 STATEMENT OF REQUIREMENTS

PART 3 CONTRACT
Contract Agreement

Procurement Reference: National tender ZIMRA NCB 52/2020

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 PROVISION OF TRANSPORT SERVICES TO
ZIMRA**

PROCUREMENT REFERENCE NO: DOMESTIC TENDER ZIMRA NCB 56/2020

PART 2 STATEMENT OF REQUIREMENTS

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: *[Title or other appropriate designation]*

For and on behalf of the Contractor

Signed:
Name:
In the capacity of: *[Title or other appropriate designation]*

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PART 2 STATEMENT OF REQUIREMENTS

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 NCB 56/2020**

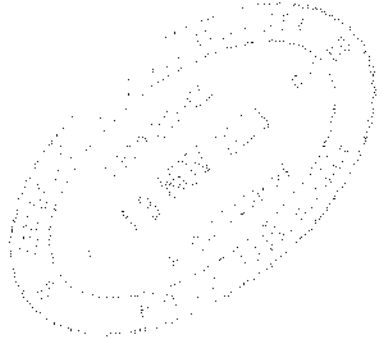
The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC reference	Special Conditions
GCC 7.5	Eligible Bidders: Zimbabwean,
GCC 8.1	Notices: 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, 10th Floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street, Harare Zimbabwe. For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i>
GCC 19.1	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 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 PROVISION OF TRANSPORT SERVICES TO ZIMRA

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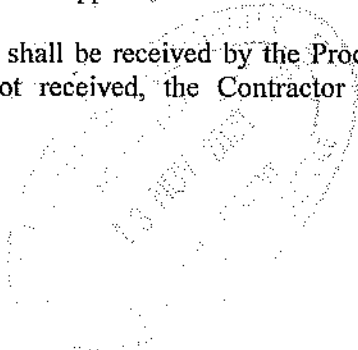
PART 2 STATEMENT OF REQUIREMENTS

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</p> <p>The documents to be furnished by the Contractor are:</p> <ol style="list-style-type: none">1. Insurance certificates,2. Vehicle Inspection Department (VED) certificate (s) of fitness3. Transport Operators' Licence4. Vehicle Registration Books 
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PART 2 STATEMENT OF REQUIREMENTS

GCC reference	Special Conditions
	<p>Sample provision - 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> 

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PART 2 STATEMENT OF REQUIREMENTS

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: After the award of the tender, and after the contract is signed; the winning bidder must furnish ZIMRA with performance guarantee within 14 days after notification of the award. This guarantee will be in the form of a Performance Bond or guarantee equivalent to the value of 10% of the total cost of the supplier's proposal, valid for the duration of the contract and endorsed by a registered reputable Commercial Bank
GCC 24.4	Reduction of performance security (Not applicable)
GCC 25.1	Warranty: N/A
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: 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	Terms of Payment: The structure of payments shall be: Acceptance: The Contract Price shall be paid to the Contractor within thirty (15) 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 ZWL8,000.00 per year

**BIDDING DOCUMENT FOR THE PROVISION OF TRANSPORT SERVICES TO
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PART 2 STATEMENT OF REQUIREMENTS

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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