

**BIDDING DOCUMENT FOR THE MANUFACTURING, SUPPLY AND DELIVERY
OF STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 02/2021

Government of Zimbabwe

STANDARD

BIDDING

DOCUMENT

For the

Procurement of Goods

FEBRUARY 2021

**BIDDING DOCUMENT FOR THE MANUFACTURING, SUPPLY AND DELIVERY
OF STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: INTERNATIONAL TENDER ZIMRA ICB 02/2021

Standard Bidding Document For *Staff Uniforms*
The Procurement Of:

Procurement Reference No: *ZIMRA International Tender No. ICB 02/2021*

Procuring Entity: *Zimbabwe Revenue Authority*

Date Of Issue: *February 12, 2021*

Pre-Bid Meeting *February 18, 2021 @1000hrs*

Closing Date: *April 09, 2021*



**BIDDING DOCUMENT FOR THE MANUFACTURING, SUPPLY AND DELIVERY
OF STAFF UNIFORMS**

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PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

References:

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

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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:

Item No.	Preliminary Evaluation Criteria	Mandatory/ Compulsory
1.	The Bid Submission Sheet in this Part (Bid Form). This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
2.	The Statement of Requirements in Part 2. This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
3.	Delivery Schedule: This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
4.	Technical Specification and Compliance Sheet: This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
5.	A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations; that is, the legal capacity to enter into a contract, under the law of any country, the bidder is not insolvent, bankrupt or being wound up; not debarred, not failed to comply with any obligation to pay taxes or social security contributions in Zimbabwe, no conflict of interest, not ineligible under the Act to be awarded a procurement contract, declaration of any litigation, etc. Should be on your company letterhead or from your attorney	Mandatory
6.	Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (for Zimbabwean companies only)	Mandatory
7.	Poof of payment of bid security (attach receipt)	Mandatory
8.	A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents (foreign companies should submit similar company documents from country of company registration)	Mandatory
9.	A valid current tax clearance (for Zimbabwean companies only)	Mandatory
10.	A copy of your company profile	Mandatory

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PART 1 BIDDING PROCEDURES

11.	Proof of purchase of a bidding document (attach receipt)	Not Applicable
12.	At least three (3) reference letters showing bidders' direct experience in the successful supply and delivery of similar products.	Mandatory
13.	Submission of samples.	Mandatory
14.	Acceptance of payment terms – within 30 days after successful delivery of goods. Should be on your company letterhead	Mandatory
15.	Pre Bid Meeting	Compulsory

You are also required to pay the administration fee of **ZWS16,000.00 for Domestic Bidders and USD200.00 for International Bidders** payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee (SPOC) in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations. The above stated fees shall be paid directly to the Procurement Regulatory Authority of Zimbabwe and bidders are required to enclose the proof of payment of the Administration fee together with their bids.

For Bank Transfers, use the below details:

Non Refundable (Local)

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

FCA Account (foreign deposits)

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
Account Number: 01121064850040
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.

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PART 1 BIDDING PROCEDURES

Clarification:

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

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

Or via Email to 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 **10 days** before tender closing.

Pre-Bid Meeting (De-Briefing)

There is a compulsory pre-bid meeting for this tender on **February 18, 2021 at 1000hours**, 10th Floor Procurement Office, ZB Centre, Kwame Nkrumah/First Street, Harare. **Please note** that **ONLY** one (1) representative per potential bidder shall be entertained in light of the Covid 19 restrictions.

Viewing of Samples

The viewing of samples will be held on **February 18, 2021 at 1000hours** 10th Floor, ZB Centre, Kwame Nkrumah/First Street, Harare.

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.

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 completed 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	April 09, 2021	Deadline Time:	10:00 hours Harare time (GMT + 2 hours)

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PART 1 BIDDING PROCEDURES

Submission Address:	The Acting Principal Procurement Manager Zimbabwe Revenue Authority (ZIMRA) 10th 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.

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. However bidders may provide their proposed delivery 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 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).

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PART 1 BIDDING PROCEDURES

Bid Security

The Bidder must include Bid Security of **ZWS\$150,000.00 (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\$150,000.00 (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.
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 **ZWS\$150,000.00 (or equivalent for international bidders)**, for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZWS\$20,000.00 & USD250.00 for Domestic Bidders & International Bidders respectively** that shall be non-refundable for cash bid bond establishment fee in line with Part 1V of the Procurement Regulations (S.I.5 of 2018). 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;

For international tenders, foreign bidders shall establish their bid security in the currency of their bids.

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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.

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.

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee especially sensitive or especially valuable contracts. This procurement requirement is subject to review by the Special Procurement Oversight Committee 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. Bidders are required to pay administration of **ZWS16,000.00 for Domestic Bidders and USD200.00 for International Bidders** for contracts subject to review by the Special Procurement Oversight Committee.

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PART 1 BIDDING PROCEDURES

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 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 **15%**
- (b) The percentage of preference to be given to women-owned businesses is **15%**
- (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

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.

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PART 1 BIDDING PROCEDURES

Currency

Bids should be priced in both Zimbabwean (Z\$) and United States Dollars (USD). The currency of evaluation will be Zimbabwean Dollars (Z\$) 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 the invoice, 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.

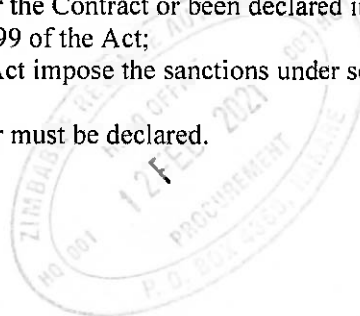
Right to Reject

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:

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



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PART 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 THE PROCUREMENT OF**PROCUREMENT REFERENCE NO:****PART 3 CONTRACT****PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

Currency of Bid:.....

[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the Zimbabwe Revenue Authority in the Schedule of Requirements.]

Please note that the prices to be given below are for the first Call-Order only together with the specified quantities.

The quantities and prices for subsequent requirements shall be determined through Call-Off orders as may be determined by Zimbabwe Revenue Authority (ZIMRA)

Item No ¹	Description of Goods	Quantity ²	Unit Price ³	Total Price ⁴
			[to be provided by the Bidder]	[to be provided by the Bidder]
Lot 2A	Pants Grey All Female	2,948		
	Skirt Grey Short All Female	2,672		
	Skirt Grey Long All Female	2,478		
	Coats(Jackets) Grey Female (Taxes and Support)	1,788		
	Coats Dark Grey with provision of epaulettes Male (Customs)	2,324		
Lot 4	Neck Ties, Navy Blue, All Male	5,892		
	Socks, High Slung, All Male	9,820		
	Socks, Low Slung, All Male	9,820		
	Scarfs, All Female	4,422		

BIDDING DOCUMENT FOR THE PROCUREMENT OF

PROCUREMENT REFERENCE NO:

PART 3 CONTRACT

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}.

Please note that the quantities given below are for the first Call-Order only, the quantities for subsequent requirements shall be determined through Call-Off orders as may be determined by Zimbabwe Revenue Authority (ZIMRA)

Item No	Description of Goods	Annual Qty	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
Lot 2A	Pants Grey All Female	2,948	Each	8-20 weeks CIF Harare	
	Skirt grey short All female	2,672	Each	8-20 weeks CIF Harare	
	Skirt grey long All female	2,478	Each	8-20 weeks CIF Harare	
	Coats (Jackets) Grey Female (Taxes and Support)	1,788	Each		
	Coats (Jackets) Grey Female with provision for epaulettes (Customs)	2,324	Each	8-20 weeks CIF Harare	
Lot 4	Neck Ties, Navy Blue, All Male	5,892	Each	8-20 weeks CIF Harare	
	Socks, High Slung, All Male	9,820	Each	8-20 weeks CIF Harare	
	Socks, Low Slung, All Male	9,820	Each	8-20 weeks CIF Harare	
	Scarfs, All Female	4,422	Each	8-20 weeks CIF Harare	

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

The Project Site for delivery of the goods is the final destination:

Zimbabwe Revenue Authority (ZIMRA)
61 -63 Plymouth Road
Enfield Complex
Southernton
Harare
Zimbabwe

BIDDING DOCUMENT FOR THE PROCUREMENT OF

PROCUREMENT REFERENCE NO:

PART 3 CONTRACT

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)]

a	b	c
Item No	(Minimum Specifications) Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}
Lot 2	Pants Grey Female	
	Skirt grey short female	
	Skirt grey long female customs	
	Coats (Jackets) Grey Female	
	Trousers Grey Male	
	Coats Dark Grey Male	
Lot 4	Neck Ties, Navy Blue, All Male	
	Socks, High Slung, All Male	
	Socks, Low Slung, All Male	
	Scarfs, All Female	

#	Uniform Type	Users
Lot 2	Trousers, Skirts and Jackets (Men-65% polyester 35% viscose-plain weave. Ladies 65% polyester 33% viscose with 2% elastane 210-220 gsm)	Customs, Taxation, Support staff
Lot 4	Socks, Scarfs and Ties –as per sample and/or formal.	Customs, Taxation, Support staff

NB: All the material **should** meet the following characteristics:
 Light, colour fastness and shrinkage standards,
 Water, oil and soil repellency,
 Easy care.

BIDDING DOCUMENT FOR THE PROCUREMENT OF

PROCUREMENT REFERENCE NO:

PART 3 CONTRACT

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 may include technical literature to positively support the details provided in column c.**

Submission Of Samples & Evaluation Of Samples Submitted Along With The Tender:

- ❖ Viewing of samples shall be done on **February 18, 2021 @1000hrs 10th Floor, ZB Centre, Cnr Kwame Nkrumah/ First Street, Harare.**
- ❖ Bidders to submit a minimum of 2 alternative samples of each item they are bidding for and,
- ❖ Actual cloth material size of 1m x 1m for item tendered for.
- ❖ It **must** be noted that Bids received without the samples will not be considered for items tendered for. The clothes may be subject to destructive testing by Standards Association of Zimbabwe. This sample **must** be submitted together with other samples of designs following the instruction for submission of samples.
- ❖ The Authority reserves the right to reject defective, loose and damaged samples.
- ❖ It is to be noted that all costs incurred in the preparation and any development costs related to production of the samples and the cost of shipment of samples to the Authority for submission along with the Bid are to be borne by the bidder.
- ❖ The tenderer shall indicate, when submitting samples, whether it wishes the samples to be returned. If no indication is given, ZIMRA shall not be obliged to return samples to the tenderer. Notwithstanding the above, risk of loss or damage to the samples shall at all times remain with the **tenderer** and where the samples are to be subjected to testing/ destructive testing, such samples will not be returned to the **tenderer**.
- ❖ The Samples should be forwarded in a separate box marked 'SAMPLES', and submitted along with the bid, quoting the Tender reference, title, Bidder's name and the closing date.
- ❖ Production should be undertaken only after the produced sample has been approved by the Authority.

Quality Inspection & Rejection after Release of Purchase Order:

- ❖ Supplies not meeting the specifications, or deficient in any other respect, shall be rejected at the time of inspection and returned to the supplier at its cost. Such supplies should be replaced free of charge within 30 days from the date of receipt of the rejected quantity by the supplier.
- ❖ The Authority also reserves the right to cancel the Purchase Order in case of complaints, if any, received regarding quality, quantity, etc. subsequent to receipt of the items against the Purchase Order, which have been established as due to defaults on the part of the bidder.
- ❖ ZIMRA reserves the right at the time of contract award to increase or decrease the quantity of goods originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

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: Award will be made on a lot by lot basis and the award of each lot shall not be a condition for award of another/several lots.

Declaration by the Accounting Officer

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

Signed



Date..... 12/02/2021.

BIDDING DOCUMENT FOR THE PROCUREMENT OF

PROCUREMENT REFERENCE NO:

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 Street Harare (hereinafter called "the Procuring Entity"), and
- (2) *[TBA]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for manufacturing, supply and delivery of staff uniforms 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.
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.

BIDDING DOCUMENT FOR THE PROCUREMENT OF

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PART 3 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]*



BIDDING DOCUMENT FOR THE PROCUREMENT OF

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PART 3 CONTRACT

General Conditions of Contract

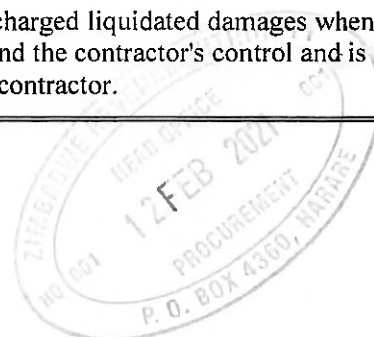
Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: ZIMRA ICB 05/2020

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	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: Acting Principal Procurement Manager, Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe Mobile:+263 712 840 055 Direct: +263 242 773 040 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 Public Procurement & Disposal of Public Assets Act (Chapter 22:23) 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 PROCUREMENT OF

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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>For Goods from outside Zimbabwe: 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>]; <p>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:</p> <ol 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; (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);
	<p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received by the Contractor will be responsible for any consequent expenses.</p>

BIDDING DOCUMENT FOR THE PROCUREMENT OF

PROCUREMENT REFERENCE NO:

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 Performance Security shall be in the form of a Bank Guarantee and in the amount of 10% of the Contract Amount in the form of a bank guarantee, redeemable in Zimbabwe.
GCC 24.4	Reduction of performance security. Not Applicable
GCC 25.1	Warranty: The period of the warranty shall be 12 months .
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 (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 to be advised by PRAZ