

Government of Zimbabwe
BIDDING
DOCUMENT
FOR THE
PROCUREMENT OF NON-
CONSULTANCY SERVICES



ZIMRA
Zimbabwe Revenue Authority



PERIOD OF INSURANCE COVER 1 OCTOBER 2025
TO 31 MARCH 2027

JUNE 2025

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

Standard Bidding Document for The Provision of Insurance Services

Procuring Entity: Zimbabwe Revenue Authority

Date of Issue: 13 June 2025

Closing Date/Time: 11 July 2025 @ 1000Hours



JUNE 2025

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

Table of Contents

Part 1: Bidding Procedures and Bid Submission Sheet

Part 2: Statement of Requirements

Part 3: Contract



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

PART 1: 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 Non-Consultancy Services 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: ZIMRA NCB 15/2025

You are requested to bid for the items described in the Statement of Requirements below, by completing and submitting and providing the following documentation and requirements: Bidders for this tender must be reputable local **Insurers and Insurance Brokers** and must be able to meet the expectations of the Procuring Entity. The tender and any contract shall be governed by the Zimbabwe's General Conditions of Contract and the Public Procurement and Disposal of Public Assets Act [Chap 22:23] and Regulations SI 5 of 2018. The Procurement Act and Regulations shall take precedence over the General Conditions of contract in case of conflict. The objective of this tender is to acquire a new Assets Insurance Policy Cover for the period of 24 Months from reputable and competent Insurance Policy suppliers.

Preparation of Bids

You are requested to bid for the items described in the Statement of Requirements below, by completing, submitting and providing the following documentation and requirements

Mandatory Requirements

1. The Bid Submission in this Part;
2. Statement of Requirements in Part 2;
3. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) **Category SI006 insurance and brokerage services**
4. Copy of your company profile
5. Copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations
6. Copy of Certificate of Incorporation, CR14, CR6,
7. Company Profile,
8. Current tax Clearance Certificate (IFT 263)
9. Bid security
10. A minimum of three (3) Reference letters showing bidders' direct experience in the successful provision of similar services
11. Provide certificate of registration with the Insurance and Pensions Commission (IPEC).
12. A covering letter summarizing the offer e.g. total bid price, bid bond, documents detailing relevant experience, and projects undertaken etc.
13. Pricing Structure to be used in case of any future variation.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

14. Bidders **must** submit a document showing that they are a risk carrier.

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.

You are also required to pay the administration fee of **USD350.00** 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 (as amended). 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.

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. A conflict of interest will be deemed to arise if Bids are received from more than one Bidder owned, directly or indirectly, by the same person.

Clarification

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

The Director, Procurement Management Unit

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 5 days before tender closing.

Services to be performed, location(s) and other requirements

The services to be performed under the Contract, the location or locations where these services are to be performed, equipment and other resources required are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

A Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

Documents establishing conformity of services

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan and Schedule in this Part other standards of quality, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

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 restricted to Zimbabwean bidders only and companies must be registered in Zimbabwe.

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 shall be submitted via the **Zimbabwe Electronic Government Procurement portal (e-GP)**, no later than the date and time of the deadline below.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

Date of deadline	11 July 2025	Deadline Time:	1000Hours Harare time (GMT + 2 hours)
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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.

Bid Security

The Bidder must include Bid Security of **US\$3,000.00**, in *either* of the following forms;

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

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

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

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

Any bid not accompanied by a Bid Security where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive. Bidders may pay the amount in **ZWG** equivalent on date of payment.

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

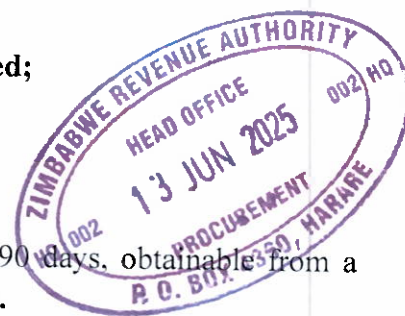
Option 2

Submission of bank guarantee

A standard bank Guarantee of **US\$3,000.00** which is valid for 90 days, obtainable from a reputable Registered Commercial Bank redeemable in **Zimbabwe**.

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

1. Letterhead of registered commercial bank (i.e. the Supplier of the Bank Guarantee
2. The Header has to clearly state that it is a Bank Guarantee.
3. Purpose of the Bank Guarantee to be clearly stated.
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.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

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

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

Option 3

If **Option 3** is chosen bidders must pay **US\$3,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **US\$350.00** that shall be non-refundable for cash bid bond establishment fee in line with Part IV of the Procurement Regulations (S.I 299 of 2021). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited into the following Account numbers:

1. NON-REFUNDABLE (LOCAL)

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

2. REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
ACCOUNT NUMBER: 01121064850030
BRANCH: KWAME NKRUMAH

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

Evaluation criteria

The Procuring Entity's evaluation of a Bid will take into account, in addition to the premium rate, the following criteria and methodologies.

1. Eligibility Criteria

No.	Evaluation Criterion
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STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

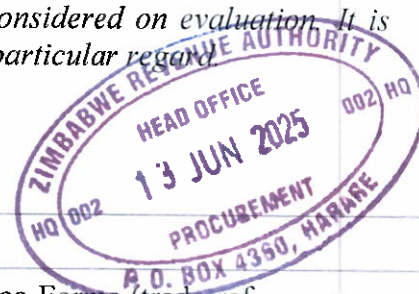
Procurement Reference Number: ZIMRA NCB 15/2025

1	Bidders must submit a completed Bid Submission Sheet
2	Submit a valid IPEC registration certificate is a must
3	Bid validity of 90 days must be stated
4	Bidders must submit a valid Current Tax Clearance Certificate ITF263
5	CR14, CR 6 & Certificate of Incorporation) or any company registration documents..
6	A must for bidders to submit a current company profile
7	Bidders must be registered with PRAZ on the relevant , Category SI006 insurance and brokerage services and must submit proof of registration
8	A valid NSSA Certificate must be submitted
9	Bid security of US\$3,000.00 or ZWG equivalent on date of payment.
9	Proof of payment of Establishment fees when payment is made to PRAZ ONLY
10	Proof of payment of SPOC fees
11	Demonstration of the reinsurance capacity of the recommended underwriter. The reinsurance should be adequate to cover the required portfolio. Bidders must provide proof of the capacity.
12	Bidders must provide a summary of the % quarterly & total annual premium and amounts in US\$ per each asset class based on the tentative sums insured (refer to sums insured per Statement of Requirements)
13	A covering letter summarizing the offer e.g. total bid price, bid bond, documents detailing relevant experience, and projects undertaken etc.

NB: Previous performance and outstanding orders shall be considered on evaluation. It is therefore mandatory that the bidder make a declaration in this particular regard.

2. Technical Evaluation

No.	Evaluation Criterion
1	Three (3) duly filed, signed & stamped Client Reference Forms (trade references on a company letterhead)
2	Professional Qualifications & experience of the Principal Officer (attach C.V.).
3	Professional qualifications & experience of two (2) other technical personnel (attach CV).
4	Proof of financial soundness (bidder to submit audited financial statements for the last two months (2). Bidder must demonstrate liquidity in their submission.
5	Re-insurance programme in Zimbabwean Dollars (ZWG). Alternatively USD, where applicable.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

6	Claims paying ability (rating). The bidder is required to state its proposed underwriter's credit rating for claims paying ability & provide documentary support. The proposed underwriter rating must be at least BB ⁺
7	State the conditions of the insurance cover (bidders allowed to demonstrate innovativeness from the common average conditions)
8	Conditions of claims settlements
9	Proposed Methodology, Work Plan and Schedule

Important Note: The award based on the most competitive premium rate offered by the bidder who meet the minimum tender requirements/specifications. ZIMRA may share the award among the compliant bidders.

NB: Non – adherence to mandatory requirements leads to automatic disqualification.

Administrative Evaluation

Bidders shall not be permitted to alter their bids once their bids have been submitted with the exception of arithmetical errors which shall be adjusted based on the offered unit price. The total bid.

1. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;
2. Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid.

All responses to the issues above supported by documentary evidence. Bids failing the technical stage eliminated and not considered in subsequent stages.

Currency:

Bids priced in United States Dollars (USD). The currency of evaluation will be United States Dollars (USD) and the currency of payment will be the ZWG, using the prevailing interbank 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,



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

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 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.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

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 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}.

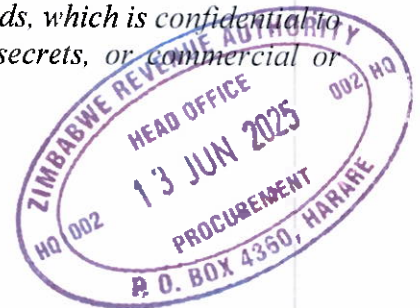
Procurement Reference Number:

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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

Part 2: Statement of Requirements

List of Services and Price Schedule

Procurement Reference Number: _____

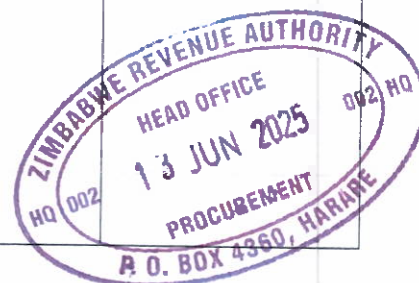
Bidder's Name: _____

Bidder's Reference Number: _____

Note to Bidders: Complete the quarterly premium for each of the asset classes as listed below.

Currency of Quotation/Contract: USD

Description of the Asset Class(es)	Quantity	Provisional Sums Insured (USD)	Quarterly premium Rate (%) <i>to be provided by the Bidder</i>	Quarterly premium amount (US\$) incl. VAT <i>to be provided by the Bidder</i>
1. Motor vehicles	442	11 269, 660.00		
2. Drones	10	596 217.00		
3. K9 dogs	61	109, 320.00		
4. Stock items at Central stores (cover to include obsolescence)		1,647,659.70		
Total				



N. B PERIOD OF INSURANCE COVER 1 OCTOBER 2025 TO 31 MARCH 2027

NOTE:

1. For this tender, bidder (s) are advised that the award of the contract is primarily based on the competitive premium rate.
2. The above total assets sums are provisional whereas the winning bidder shall be furnished with the **re – valued agreed total sums** for the insurance cover prior to contract commencement.

Conditions

The insurance Scheme should cover a period of twenty-four (24) months commencing from effective date of appointment.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

Determination of Values

A schedule of motor vehicles to be covered are attached to the ITT as 'Annexure A'

Quarterly Review of Premiums

The bidder should specifically provide that premiums will be based on the approved rate subject to coverage of any new assets in any class acquired during the subsistence of the duration of the tender contract and that should the assets in any class decline in value due to impairment, obsolescence, disposal or depreciation, the premium will be reviewed, accordingly.

The bidder should also propose a method for catering any changes in the value of assets due to acquisition, impairment, obsolescence, disposal or depreciation that occur in between the quarterly review periods.

The Proposal Should Cover

Letter of motivation by the insurance company on capacity to manage the portfolio. Contact details and level of persons for managing the portfolio should be included. Premium discounts and payment terms **must** be stated.

Show quarterly premiums amount inclusive of VAT stating clearly the premium rates (%).

- Conditions under which the insurance of the ZIMRA Assets shall be adequately covered throughout the period of the insurance cover
- Claims Settlements
- Various Insurance Considerations
 - a) Scope of cover
 - b) Limits of liability
 - c) Exclusions
 - d) Inclusions Excess Applicable Policy Long Term Agreements
 - e) Warranties
 - f) Profit Share Agreements
 - g) Territorial Cover

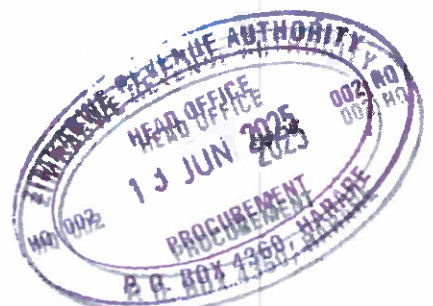
Declaration by the Accounting Officer

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



.....

4 June 2025



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

Proposed Methodology, Work Plan and Schedule

{State the methodology and work plan you would propose to complete the required Services, the associated resources and the schedule for commencement and completion.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

Part 3: Contract

CONTRACT AGREEMENT

{For completion with the authorised representative of the Procuring Entity following Notification of Contract Award.}

Procurement Reference: NCB 15/2025

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 certain Services, viz., **Provision of Insurance Services** and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively 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) Schedule of Requirements;
 - (e) The Contractor's Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and 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.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

4. In consideration for 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 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 for the performance of the Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

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

For and on behalf of the Procuring Entity

Signed:	
Name:	
In the capacity of:	<i>[Title or other appropriate designation]</i>

For and on behalf of the Contractor

Signed:	
Name:	
In the capacity of:	<i>[Title or other appropriate designation]</i>



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority's website) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: NCB 15/2025

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 3.6 and 8.1	Authorised representatives: 1. The authorised representative of the Procuring Entity is Director, Procurement Management Unit Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Corner First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe Switchboard:+263 242 790 811-4 Ext. 317, Mobile:+263 719 526 953, Direct: +263 242 773 040 E-Mail: procurement@zimra.co.zw 2. The authorised representative of the Contractor is {names and contact details, including address for delivery of notices}.
GCC 7.4	Ineligible countries: Only Zimbabwean companies are legible to participate
GCC 18.1	Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery or non-performance, 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.
GCC 19.1	Commencement of Services: The date of commencement is 1 October 2025.
GCC 20.1	Completion of Services: The date for completion of Services is 31 March 2027.
GCC 22.3	Payment schedule: Quarterly premiums



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

GCC 24.2 **Payment procedure:** ZWG

GCC 24.1 **Performance Security:**

Performance security: The successful tenderer will be requested to provide a guarantee of **US\$5,000.00** or ZWG at the prevailing RBZ rate on the date of payment endorsed by a registered Commercial Bank located in Zimbabwe acceptable to ZIMRA when countersigning the contract. The performance guarantee must be delivered within 30 days from the date of the last party signature to the contract. 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 28.1 Insurance to be taken out by the Contractor: **Re-Insurance Cover**

GCC 35.1 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.



STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

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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STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE SERVICES

Procurement Reference Number: ZIMRA NCB 15/2025

ANNEXURE A

Motor vehicle schedule

Vehicle Schedule by Model	Quantity
Sedans	153
Single Cabs	60
Double Cabs	120
Land cruisers/Land rovers	71
Toyota Hiaces	15
Canter Buses	9
Trucks	6
Buses	8
Total	442

