

# **Government of Zimbabwe**

## **STANDARD BIDDING DOCUMENT**

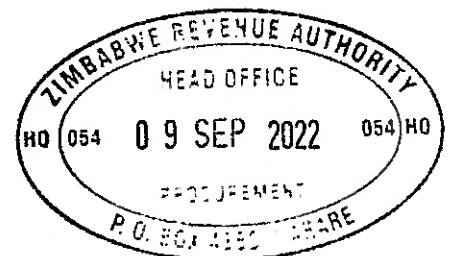
### **for the**

# **Procurement of Non-Consulting Services**

**PROVISION OF BUILDING REPAIRS AND MAINTENANCE  
SERVICES (TWO YEARS CONTRACT)  
ZIMRA NCB 55/2022**

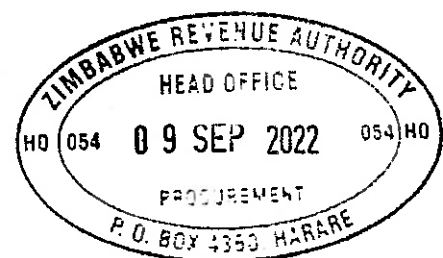


**September 2022**



**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF BUILDING REPAIRS  
AND MAINTENANCE SERVICES (TWO YEARS CONTRACT)  
PROCUREMENT REFERENCE NUMBER: ZIMRA NCB 55/2022**

<b>Standard Bidding Document for the Procurement of:</b>	<b>Provision of Building Repairs and Maintenance Services</b>
<b>Procurement Reference No:</b>	<b>ZIMRA NCB 55/2022</b>
<b>Procuring Entity:</b>	<b>Zimbabwe Revenue Authority</b>
<b>Date of Issue:</b>	<b>09 September 2022</b>
<b>Closing Date :</b>	<b>10 October 2022</b>

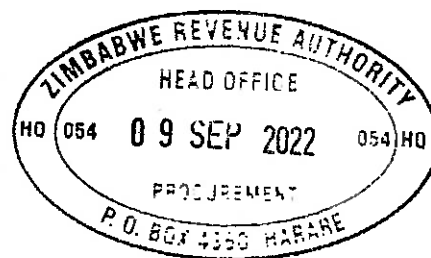


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AND MAINTENANCE SERVICES (TWO YEARS CONTRACT)  
PROCUREMENT REFERENCE NUMBER: ZIMRA NCB 55/2022**

## **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:**

### **Preparation of Bids**

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

1. the Bid Submission in this Part;
2. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe; SB004 Building and Roof Repairs & Maintenance Services
3. A bid security in the format specified in Part 2 (ZWL 800,000.00)
4. A copy of CR 6, CR 5 and Certificate of Incorporation
5. A copy of a valid current Tax Clearance (ITF 263)
6. A copy of your Company Profile
7. A copy of a valid NSSA Certificate
8. At least three (3) reference letters showing bidders' direct experience in the successful Provision of Building Repairs and Maintenance services i.e Brick work, Plumbing, Electrical and Mechanical Works in the past Two (4) Years
9. Qualifications and CVs of skilled personnel
10. Signed and stamped Pre-bid meeting certificate issued by ZIMRA.

You are also required to pay the administration fee of **RTGS \$ 15,000.00** payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations. This fee is paid directly to the Procurement Regulatory of Zimbabwe (PRAZ).

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

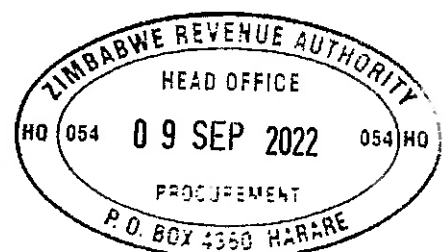
### **Lots and Packages**

The requirement is divided into lots as indicated in Part 2, Statement of Requirements. Bidders may bid for more than one lot, However a bidder may be awarded a **maximum of two lots**.

### **Number of bids allowed**

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

### **Clarification**



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Clarification of the bidding document may be requested in writing by any Bidder up to **27 September 2022** and should be sent to:

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

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

Responses to questions / queries will be made in writing by **03 October 2022**.

**Pre-bid meeting**

Pre-bid meeting will be held at the following stations:

Station	Address	Date	Time
Harare	Kurima House	19 September 2022	1000 Hours
Masvingo	ZIMRE Centre Town Office	20 September 2022	1000 Hours
Beitbridge	Beitbridge Border Post	21 September 2022	1000 Hours
Bulawayo	Bulawayo Port	22 September 2022	1000 Hours

Bidders are required to attend at least **ONE** pre bid meeting to obtain a site visit certificate. Failure will lead to automatic disqualification.

**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, the times of performance and the manpower, equipment and other resources required and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The 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.

The Bidder, at the Bidder's own responsibility and risk, is invited to a visit to examine the location(s) and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site will be at the Bidder's own expense.

**Documents establishing conformity of services**

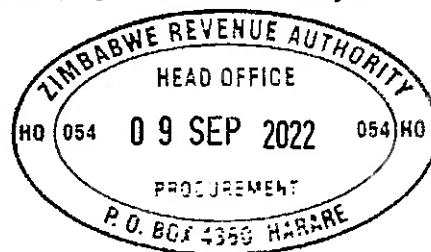
To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

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;



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

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

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

**Validity of Bids**

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

**Submission of Bids**

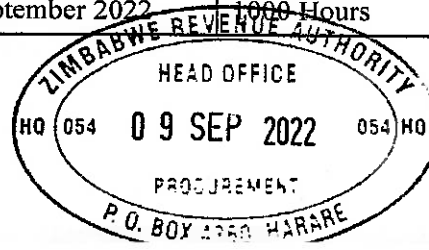
Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their Bid with correct details of the Bidder and the number of the Bid.

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 document of the amended bid submission deadline.

Date of deadline:	October 10, 2022	Deadline Time:	10:00 hours Harare Time GMT+2 hours	
Submission address:	<b>The Director, Procurement Management Unit Zimbabwe Revenue Authority (ZIMRA) 10<sup>th</sup> Floor, ZB Centre Corner Kwame Nkrumah Ave/First Street Harare, Zimbabwe</b>			
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.			
Compulsory Pre-bid meetings	Station	Address	Date	Time
	Harare	Kurima House	19 September 2022	1000 Hours
	Masvingo	ZIMRE Centre Town	20 September 2022	1000 Hours



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	Office		
Beitbridge	Beitbridge Border Post	21 September 2022	1000 Hours
Bulawayo	Bulawayo Port	22 September 2022	1000 Hours

Bidders are required to attend at least **ONE** site pre bid meeting to obtain a site visit certificate. Failure will lead to automatic disqualification.

**Bid opening**

Due to the Covid 19 pandemic, NO Bidders shall be allowed to witness the opening of bids on the closing day.

**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 a bid security of ZWL \$800,000.00 in the following form:

**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**

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

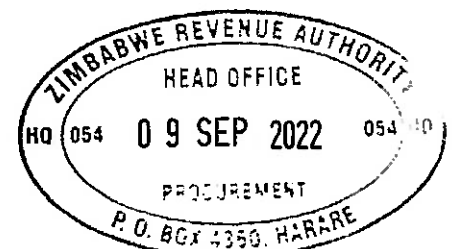
**Option 2**

**Submission of bank guarantee**

A standard bank Guarantee of ZWL \$800,000.00, which is valid for ninety (90) 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.



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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\$800,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZWS\$ 60,000.00** that shall be non-refundable for cash bid bond establishment fee in line with Part IV of the Procurement Regulations (S.I.5 of 2018). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 9<sup>th</sup> floor Pearl House, 61 Samora Machel Avenue, Harare or to be deposited in the respective bank accounts below;

**Refundable (Local)**

**Payment Instructions: This account is to be used for refundable bid security only**

Bank Name: Commercial Bank of Zimbabwe  
Account Name: Procurement Regulatory Authority of Zimbabwe  
Account Number: 01121064850030  
Branch: Kwame Nkrumah

**Non-Refundable (Local)**

**Payment Instructions: This Account is to be used for Bid Establishment Fees / Non-Refundable fees**

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

**FCA Account (Foreign Deposits)**

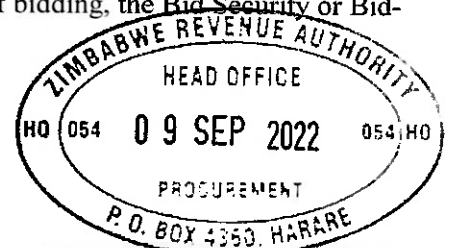
**Payment Instructions:**

Bank Name: Commercial Bank of Zimbabwe  
Account Name: Procurement Regulatory Authority of Zimbabwe  
Account Number: 01121064850040  
Branch: Kwame Nkrumah

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

Any Bid not accompanied by a Bid Security of ZWL \$800,000.00, will be rejected by the Procuring Entity as non-responsive.

The Bid Security or Bid- Securing Declaration 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 or Bid- Securing Declaration must be in the names of all intended partners.





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**Evaluation of Bids**

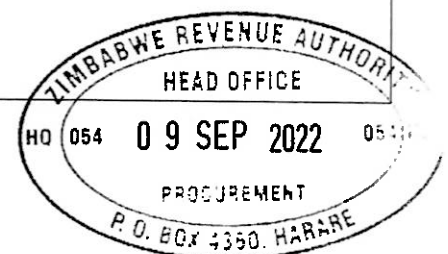
Bids will be evaluated using the following methodology:

1. **Preliminary examination** to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.

<b>Evaluation Criteria</b>	<b>Compliant / Not Compliant</b>
Signed Bid Submission sheet with 90 days Bid validity	
Procurement Regulatory Authority of Zimbabwe Registration Category SB 004	
Bid security of ZWL \$ 800,000.00	
SPOC fees ZWL \$15,000.00	
A copy of CR 6, CR 5 and Certificate of Incorporation	
A copy of a valid current Tax Clearance (ITF 263)	
A copy of a valid NSSA Certificate	
Company Profile	
Pre bid meeting certificate ( mandatory)	
Qualification: Attach at least 2 Class 1 or Class 2 Journeyman Certificates of each of the following trades: 1. Bricklayer 2. Plumber 3. Electrician 4. Fit and Turner	

2. **Technical evaluation** to determine their substantial responsiveness to the specifications in the Statement of Requirements;

<b>A</b> <b>Category</b>	<b>B</b> <b>Description</b>	<b>C</b> <i>{Confirm full specification of services offered by Bidder and compliance of services to detail in column b}</i>
<b>Repairs and maintenance of buildings</b>	Ability to carry out <b>Repairs and maintenance of buildings</b> for the following: a) Brick work b) Painting c) Tiling of floors and walls d) Partitioning of offices e) Carpentry and joinery for timber work. f) Glazing of windows and doors g) Roofing & clearing of gutters h) Steel work i) Repaving and resurfacing j) Concreting k) Underpinning of foundations of buildings l) Cracks correction in buildings	



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A Category	B Description	C <i>{Confirm full specification of services offered by Bidder <u>and</u> compliance of services to detail in column b}</i>
	m) Aluminium framing	
Repair and Maintenance of Plumbing & Waste Management	<p>Ability to carry out <b>Repairs and maintenance of buildings</b> for the following:</p> <ul style="list-style-type: none"> <li>a) Cleaning of blocked drainage pipes</li> <li>b) Checking for and fixing of leakages on the water, sewer, fire protection</li> <li>c) Instituting a preventive maintenance system for plumbing works and waste management.</li> <li>d) Testing of pressure drops in the plumbing reticulation system, to achieve set levels of performance.</li> <li>e) Collection of garbage from storage sites to dumping sites.</li> <li>f) Draining septic tanks and disposal into main sewer systems.</li> </ul>	
Repair and Maintenance of Electrical Works (ZIMRA personnel from Engineering Section will do electrical and mechanical repairs in the first instance and refer to contractor at their discretion.)	<p>Ability to carry out <b>Repairs and maintenance of buildings</b> for the following:</p> <ul style="list-style-type: none"> <li>a) Tracing of electrical faults in electrical wiring for buildings and equipment.</li> <li>b) Rectifying diagnosed faults in the electrical system.</li> <li>c) Installation, repair and maintenance of electrical lighting.</li> <li>d) Making recommendations on future preventive maintenance to prevent similar problems occurring.</li> <li>e) Carry out periodic load assessment tests.</li> <li>f) Servicing Air conditioning reticulation systems.</li> </ul>	
Mechanical Works	<p>Ability to carry out <b>Repairs and maintenance of buildings</b> for the following:</p> <ul style="list-style-type: none"> <li>a) Checking of air duct work leakages for air conditioning and extraction systems.</li> <li>b) Fixing of supporting equipment to drive mechanical systems taking into cognisance the required vibration levels, mountings and attenuation levels.</li> <li>c) Checking hydraulic / pneumatic systems, connections prevent leakages in reduction in pressure levels.</li> <li>d) Checking of oil levels in machines to prevent damage.</li> <li>e) Welding, machining and fixing components together for efficient operations.</li> <li>f) Ability to give operational guidance to equipment users.</li> </ul>	



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**Bidders who fail to confirm full compliance with the services required will be automatically disqualified.**

**3. Financial evaluation** and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bids.

**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 **ZWL\$15,000.00** for contracts subject to review by the Special Procurement Oversight Committee.

**Currency**

Bids should be priced in United States Dollars (USD \$). The currency of evaluation will be in United States Dollars (USD \$) and contract will be in United States Dollars but payment will be made in Zimbabwean Dollars (RTGS \$) at RBZ interbank rate at the date of payment.

**Award of Contract**

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

The contract will only be valid subject to payment of annual contract administration fees.

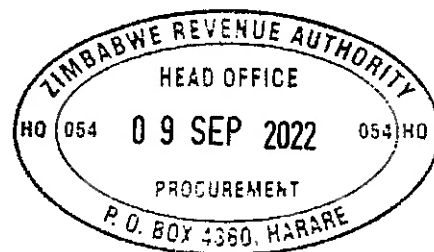
**Right to Reject**

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.



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**Bid Submission Sheet**

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

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

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We offer to perform the services listed in the Statement of Requirements to the indicated specifications and standards, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.

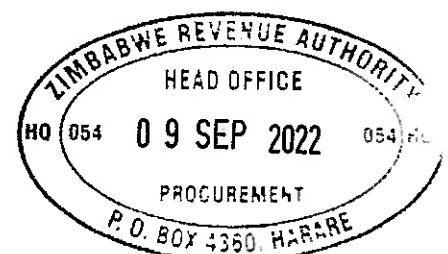
We declare that we are not debarred from bidding and that the documents we submit are true and correct.

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

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

**Bid Authorised By:**

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



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## **Part 2: Statement of Requirements**

The following specific requirements for the Non-Consulting Services to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

### **List of Services and Price Schedule**

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

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

*Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.*

Currency of Quotation/Contract: \_\_\_\_\_

**Bidders must clearly show the rates and total sum for EACH LOT separately, as given in the table below. Failure to provide this will lead to automatic disqualification.**

**LOT No.:** \_\_\_\_\_

Category	Grade	Rate / Hour US \$
Repairs and Maintenance of Buildings Works	Skilled labour	Rate/Hour US \$ .....
	Unskilled	Rate/Hour US \$ .....
Repair and Maintenance of Plumbing & Waste Management	Skilled labour	Rate/Hour US \$ .....
	Unskilled	Rate/Hour US \$ .....
Repair and Maintenance of Electrical Works	Skilled labour	Rate/Hour US \$ .....
	Unskilled	Rate/Hour US \$ .....
Mechanical Works	Skilled labour	Rate/Hour US \$ .....
	Unskilled	Rate/Hour US \$ .....
Accommodation / Day	Skilled labour	Rate/Day US \$ .....
	Unskilled	Rate/Day US \$ .....
Subsistence Allowance / Day	Skilled labour	Rate/Day US \$ .....
	Unskilled	Rate/Day US \$ .....
Transport	Light	Rate /KM US \$ .....
	Medium	Rate /KM US \$ .....
	Large	Rate /KM US \$ .....
<b>Total</b>		

**Bidders failing to complete the financial table in full will be automatically disqualified**  
**Notes:**

- Rate should be inclusive of all other administrative cost and mark up
- Bidders shall not charge millage within 20km within radius of Administrative hub i.e Bidders can only start charging mileage after 20km from the administrative Hub
- Bidders with the lowest total rates per lot will be awarded.
- Bidders shall be awarded for not more than two (2) Lots.
- Tenders will be awarded to the best advantage of the Authority
- Bidders must state the mark up in percentage (%) on material purchased and failure to which will lead to automatic disqualification.



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**1.0 MANDATORY REQUIREMENTS**

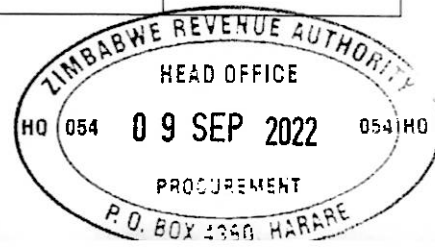
The following are basic requirements for prospective contractors must complied to:

- The staff doing repair and maintenance work shall be liable for searching by our security guards upon entering or leaving the building premises.
- The staff should put on a proper uniform for ease of identification.
- Identity cards are also to be provided.
- The company should bring boards with notices e.g. "work in progress, wet area" at areas it will be working.
- Bidders must attend to reported/requested faults within two hours.
- Bidders **must** show commitment that the service provider should be able to provide 24/7 support in case of emergency. Failure to state position on the above will lead to disqualification.
- Appropriate transport should be provided for to enable ample reaction e.g. vehicles

**2.0 LOTS AND SITES:**

The lots for the tender shall be as follows:

Lot	Description	Administrative Hub
1	ZB Centre / Kurima House / Harare Port / Kensington Centre / Airfreight Building/ Belgravia/ Central stores	Harare
	Charles Prince Airport	Harare
	Bindura Post	Harare
	Mukumbura Border Post/ ZIMRA Houses	Harare
	Nyamapanda Border Post/ ZIMRA Houses	Harare
	Kanyemba Border Post/ ZIMRA Houses	Harare
	Marondera Town Office	Harare
2	Beitbridge Border Post /Town Office / ZIMRA Houses	Beitbridge
	Beitbridge DT	Beitbridge
3	Chirundu Border Post/ ZIMRA House	Chirundu
	Chinhoyi Town office/ Karoi	Chinhoyi
	Kariba Border Post/ ZIMRA House	Kariba
4	Chiredzi Town / Sango Border Post/ Buffalo Range/ ZIMRA House	Chiredzi
	Chipinge Town Office & Mt. Selinda Border Post	Mutare
	Mutare Town Office, Forbes Border Post Condep & ZIMRA Houses	Mutare
	Chiadzwa Post/ ZIMRA House	Mutare
	Rusape Post	Mutare
	Cashel Valley Post	Mutare
	Masvingo Town Office/ Warehouse / ZIMRA Houses / Car Pounds/Rutenga Office/ Zvishane Office	Masvingo
5	Kadoma Town Office	Gweru
	Kwekwe Town Office	Gweru
	Gweru Town Office	Gweru
6	Victoria Falls Town Office / Border Post/ ZIMRA Houses	Victoria Falls
	Hwange Town Office/ ZIMRA Houses	Victoria Falls
	Kazungula Border Post/ Binga Office	Victoria Falls
	Pandamatenga Border Post	Victoria Falls
	Plumtree Border Post/ ZIMRA House	Plumtree
	Mphoengs Border Post	Plumtree
	Maitengwe Border Post	Plumtree
	Bulawayo Corporate, Bulawayo Airport, Condep/ ZIMRA Houses/ Mlambapele Border Post / Mhlahlandlela Post/ Gwanda Office	Bulawayo



**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF BUILDING REPAIRS AND MAINTENANCE SERVICES (TWO YEARS CONTRACT)**  
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**3.0 MAINTENANCE MATERIALS:**

The contractor shall recommend the required complement spares / consumables per site and the Zimbabwe Revenue Authority where possible shall stock and supply spare parts / consumables. Zimbabwe Revenue Authority shall supply materials and spare parts in the first instance.

**4.0 SPECIFICATIONS FOR CATEGORIES OF WORK:**

Category	Description
<b>Repairs and maintenance of buildings</b>	Has the Ability to carry out <b>Repairs and maintenance of buildings</b> for the following: <ol style="list-style-type: none"> <li>1. Brick work</li> <li>2. Painting</li> <li>3. Tiling of floors and walls</li> <li>4. Partitioning of offices</li> <li>5. Carpentry and joinery for timber work.</li> <li>6. Glazing of windows and doors</li> <li>7. Roofing &amp; clearing of gutters</li> <li>8. Steel work</li> <li>9. Repaving and resurfacing</li> <li>10. Concreting</li> <li>11. Underpinning of foundations of buildings</li> <li>12. Cracks correction in buildings</li> <li>13. Aluminium framing</li> </ol>
<b>Repair and Maintenance of Plumbing &amp; Waste Management</b>	Has the Ability to carry out <b>Repairs and maintenance of buildings</b> for the following: <ol style="list-style-type: none"> <li>1. Cleaning of blocked drainage pipes</li> <li>2. Checking for and fixing of leakages on the water, sewer, fire protection</li> <li>3. Instituting a preventive maintenance system for plumbing works and waste management.</li> <li>4. Testing of pressure drops in the plumbing reticulation system, to achieve set levels of performance.</li> <li>5. Collection of garbage from storage sites to dumping sites.</li> <li>6. Draining septic tanks and disposal into main sewer systems.</li> </ol>
<b>Repair and Maintenance of Electrical Works</b> (ZIMRA personnel from Engineering Section will do electrical and mechanical repairs in the first instance and refer to contractor at their discretion.)	Has the Ability to carry out <b>Repairs and maintenance of buildings</b> for the following: <ol style="list-style-type: none"> <li>1. Tracing of electrical faults in electrical wiring for buildings and equipment.</li> <li>2. Rectifying diagnosed faults in the electrical system.</li> <li>3. Installation, repair and maintenance of electrical lighting.</li> <li>4. Making recommendations on future preventive maintenance to prevent similar problems occurring.</li> <li>5. Carry out periodic load assessment tests.</li> <li>6. Servicing Air conditioning reticulation systems.</li> </ol>
<b>Mechanical Works</b>	Has the Ability to carry out <b>Repairs and maintenance of buildings</b> for the following: <ol style="list-style-type: none"> <li>1. Checking of air duct work leakages for air conditioning and extraction systems.</li> <li>2. Fixing of supporting equipment to drive mechanical systems taking into cognisance the required vibration levels, mountings and attenuation levels.</li> <li>3. Checking hydraulic / pneumatic systems connections prevent leakages in reduction in pressure levels.</li> <li>4. Checking of oil levels in machines to prevent damage.</li> </ol>





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Category	Description
	5. Welding, machining and fixing components together for efficient operations.
	6. Ability to give operational guidance to equipment users.

## 5.0 REQUIREMENTS

### 5.1 DURATION

Duration of the contract is 24 months starting 1 January 2023 to December 2024.

- Day to day emergency, urgent and maintenance repairs to Zimbabwe Revenue Authority stations. A 365 day/24 hour service is required but wherever possible work shall be carried out in normal working hours.
- Winning bidders are allowed to appoint sub-contractors where necessary in areas where they do not have a **strong presence and specialised expertise**. These sub-contractors are going to be the responsibility of the main contractor. Sub-contractors are engaged subject to prior approval by ZIMRA.

### 5.2 SCOPE OF WORK

For each Lot, the tenders shall be for the provision of Planned and Reactive (emergency) maintenance services where applicable:-

- Repairs and maintenance of buildings;** repairs to damaged walls, floor tiling, wall painting, Plumbing, Honey Sucking (Emptying and disinfecting) and Waste Management.
- Carpentry Works;** partitioning of walls, repairs of furniture and fittings, repairs of doors, repair of roof structures, fitting roof sheets or tiles, repairs of ceilings.
- Repairs for General Electrical;** Mechanical Works and Borehole repairs (ZIMRA personnel from Engineering Section will do electrical works in the first instance and refer to contractor at their discretion.)
- Servicing and repairing of Air Conditioning & Refrigeration Equipment** (this excludes replacement of whole system with new systems)

To achieve proper workmanship and value for money the contractor is supervised by the Authority's Infrastructure Division and Human Resources and Administration Division.

**NB:** The tender shall be restricted to the specification, supply and installation of replacement parts where required to existing structures.

### 5.3 SUBLETTING/ SUBCONTRACTING

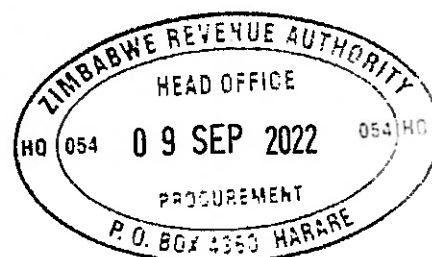
No part of the contract shall be assigned or sub-contracted by the Contractor without the prior written permission of ZIMRA. This permission that will not be unreasonably withheld, shall not in any way be interpreted as releasing the Contractor from his/her liabilities and obligations under the contract

### Declaration by the Accounting Officer

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

.....  
Signature

2.9.2022  
.....  
Date

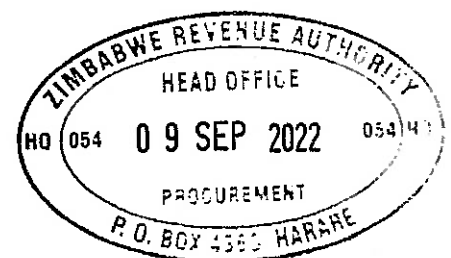




**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF BUILDING REPAIRS  
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**Proposed Methodology, Work Plan and Schedule**

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



## Part 3: Contract

### CONTRACT AGREEMENT

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

**Procurement Reference:.....**

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

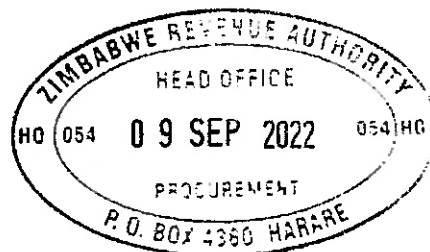
BETWEEN

- (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 Services, viz., *[insert brief description of 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;
  - (g) *[Add here any other document(s)].*



**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF BUILDING REPAIRS  
AND MAINTENANCE SERVICES (TWO YEARS CONTRACT)  
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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 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:

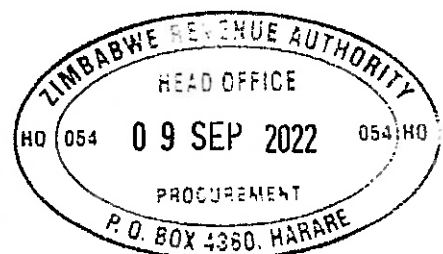
In the capacity of: *[Title or other appropriate designation]*

**For and on behalf of the Contractor**

Signed: .....

Name:

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



**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF BUILDING REPAIRS  
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## General Conditions of Contract

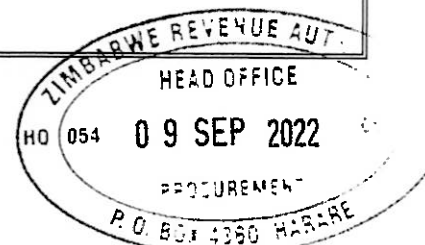
Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority's website) except where modified by the Special Conditions below.

## Special Conditions of Contract

Procurement Reference Number: .....

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

GCC reference	Special Conditions
<b>GCC 3.6 and 8.1</b>	<b>Authorised representatives:</b> <ol style="list-style-type: none"> <li>1. The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i>.</li> <li>2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</li> </ol>
<b>GCC 7.4</b>	<b>Ineligible countries:</b> Nationals of the following countries are ineligible to be a Contractor or Sub-Contractor under this Contract. <i>[State none if no countries ineligible.]</i>
<b>GCC 18.1</b>	<b>Liquidated damages:</b> The rate of liquidated damages shall be <i>[State amount as a rate per day or delete if liquidated damages do not apply]</i> .
<b>GCC 19.1</b>	<b>Commencement of Services:</b> The date or period of time for commencement of services is <i>[state date or period of time]</i> .
<b>GCC 20.1</b>	<b>Completion of Services:</b> The date for completion of Services or the period within which the Services are required to be performed is <i>[state date or period of time]</i> .
<b>GCC 22.2</b>	<b>Contract price:</b> Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i> .
<b>GCC 22.3</b>	<b>Payment schedule:</b> The terms of payment shall be <i>[State:</i> <ol style="list-style-type: none"> <li>i. <i>For regularly performed services: the specified period (usually one calendar month) for which payment will be made for the total amount of Services performed during that period;</i></li> <li>ii. <i>For single or occasional services: the time after completion (usually 60 days) within which payment will be made.]</i></li> </ol>
<b>GCC 23.1</b>	<b>Price adjustment:</b> <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i>
<b>GCC 24.2</b>	<b>Payment procedure:</b> <i>[State any other documentation that must accompany the Contractor's invoice.]</i>
<b>GCC 28.1</b>	<b>Insurance to be taken out by the Contractor:</b> <i>[The risks and the coverage shall be as follows:</i>



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GCC reference	Special Conditions
	<p>(a) <i>Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Contractor or its Personnel or any Sub-Contractor or their Personnel, with a minimum coverage of [insert amount and currency];</i></p> <p>(b) <i>Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i></p> <p>(c) <i>professional liability insurance, with a minimum coverage of [insert amount and currency];</i></p> <p>(d) <i>employer's liability and workers' compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</i></p> <p>(e) <i>insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i></p> <p style="text-align: right;"><i>[Note: Delete what is not applicable].</i></p>
<b>GCC 30.1</b>	<b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is TBA
<b>GCC 35.1</b>	<b>Performance Security:</b> Nil

