

Government of Zimbabwe

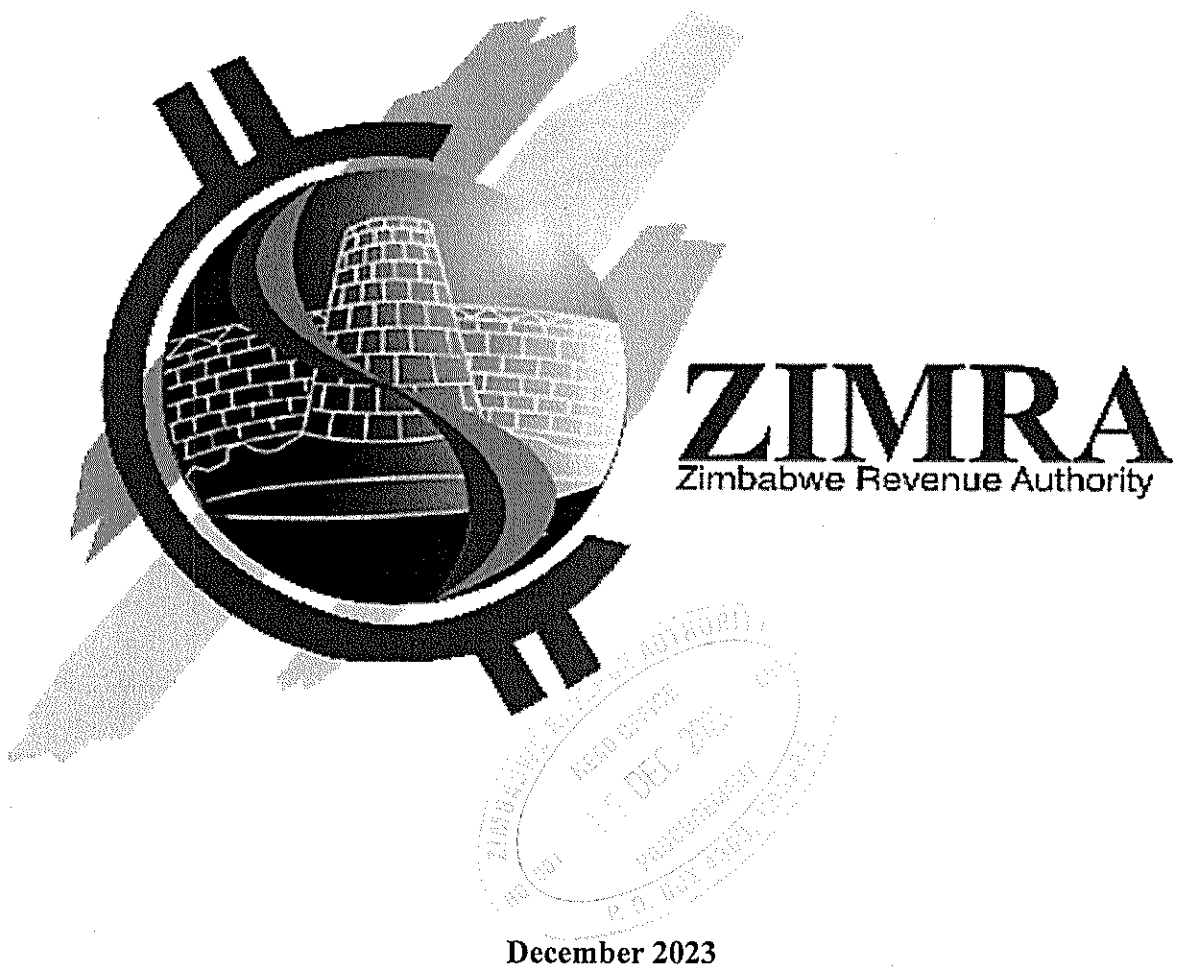
BIDDING DOCUMENT

FOR

THE PROCUREMENT OF NON-CONSULTANCY SERVICES

NATIONAL TENDER

ZIMRA NCB43/2023



BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES.
PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 43/2023

Provision of Security Services.

Procurement Reference Number: ZIMRA TENDER NO. NCB43/2023

Procuring Entity: Zimbabwe Revenue Authority

Date of Issue: December 15, 2023

Closing Date: January 25, 2024

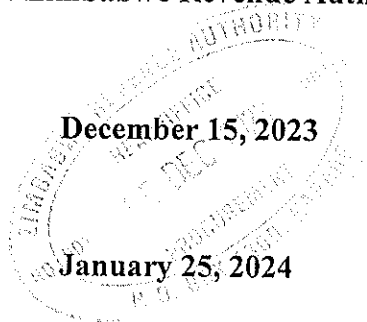
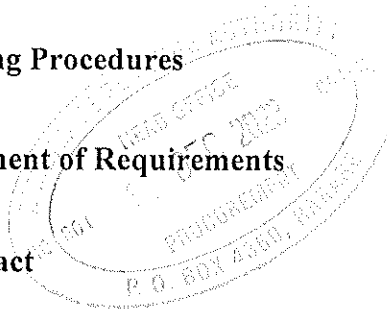


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PART 1 BIDDING PROCEDURES

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 provision of static security guards & services as specified in the Statement of Requirements, by completing and returning the following documentation:

1. the Bid Submission in this Part;
2. a copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations
3. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe;
4. A copy of Certificate of Incorporation, CR14, CR6, Company Profile, Current tax Clearance Certificate and VAT registration Certificate, Proof of registration with the Procurement Regulatory Authority of Zimbabwe,
5. Proof of current registration with the Ministry of Home Affairs must be attached.
6. Proof of current firearm Licenses is required.
7. POTRAZ Private Mobile Radio License
8. NEC Security Sector affiliation
9. SAZ or ZINSA affiliation proof
10. **Three (3)** reference letters to prove the provision of security services of similar nature.
11. Signed Bid Securing Declaration Form
12. Proof of payment of administration fees for bids subject to review by the Special Procurement Oversight Committee.

You are also required to pay the administration fee of **\$S350.00** 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 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

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PART 1 BIDDING PROCEDURES

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.

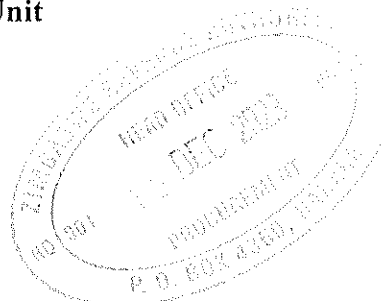
Clarification

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 **five (5) days** from the date of publication and responses to questions / queries will be made in writing to all prospective bidders at **least ten (10) days** before tender closing.

Pre-bid meeting

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

Validity of Bids

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

PART 1 BIDDING PROCEDURES

Submission of Bids

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

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.

Bids should be submitted in triplicate with one (1) original copy marked "**ORIGINAL**" and two (2) copies each marked "**COPY**". All 3 copies should be in sealed envelopes clearly marked with the details of the tender, and should be deposited in a tender box situated at the below address. In the event of any discrepancy between the original and the copies, the original will prevail.

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.

Date of deadline:	January 25, 2024	Deadline Time:	10:00 hours Harare Time GMT+2 hours
Submission address:	The Director, Procurement Management Unit Zimbabwe Revenue Authority (ZIMRA) 10 th Floor, ZB Centre Corner Kwame Nkrumah Ave/First Street Harare, Zimbabwe		
Means of acceptance:	of 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.

PART 1 BIDDING PROCEDURES

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).

Bid Security

The Bidder must include Bid Security of **USD250.00** 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 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 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 **USD250.00** which is valid for **90 days**, obtainable from a reputable Registered Commercial Bank.

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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 **USD250.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **USD150.00 for Domestic Bidders** 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 as amended). 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;

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 **US\$350.00** for the contract is subject to review by the Special Procurement Oversight Committee.

Evaluation criteria

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

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid

PART 1 BIDDING PROCEDURES

will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.

Eligibility and Qualification Criteria

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidders must

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

Participation in this bidding procedure is open to Zimbabwean bidders:

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
1	Proof of registration with the Procurement Regulatory Authority of Zimbabwe (for Zimbabwean companies only)
2	Poof of payment of bid security (attach receipt)
3	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).
4	A valid current tax clearance (for Zimbabwean companies only)
5	A copy of your company profile
6	A valid NSSA Certificate (attach certificate)
7	VAT Registration Certificate

PART 1 BIDDING PROCEDURES

8 Bidders to declare eligibility in terms of Section 28 (1) of the Regulations

2. Technical Evaluation

NO. EVALUATION CRITERION

1	Bid validity of 90 days
2	Bid Security of US\$250.00
3	Administration fees of US\$150.00 for bid security lodged with PRAZ
4	Payment of Special Procurement Oversight Committee (SPOC) Fees of US\$350.00
5	A minimum of three (3) references in the form of reference letters on client letterhead indicating relevant experience in the Provision of Security Services.
6	Bidder should have at least five (5) years working experience in the provision of security services of similar nature.
7	Bidders to have a Public Liability Insurance of US\$5,000,000.00 million or Zimbabwean Dollars equivalent bank rate on the date of settlement.
8	Bidders to comply with Firearms Control Act (submit proof of Registration with the Ministry of Home Affairs) & must provide proof of firearm licences equivalent to the number of firearms required for the respective lot.
9	Bidders must submit a fully completed & signed submission sheet
10	Bidders must submit a completed Technical Specification & Compliance Sheet
11	POTRAZ Private Mobile Radio License
12	Certificate of NEC Security Sector Membership
13	Proof of Security Sector Association/Affiliation
14	Provide proof of training in firearms handling proportionate to number of sites requiring firearms.
15	Bidders must complete the cost breakdown and ensure the quoted prices meet the minimum NEC rates for the security sector industry (attach the most recent Collective Bargaining Agreement)

Currency

Bids should be priced *exclusively* in United States Dollars (US\$). The currency of evaluation will be United States Dollars (US\$) and the currency of payment will be the Zimbabwean Dollars, 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 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

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PART 1 BIDDING PROCEDURES

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.

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:		

ZIMBABWE REVENUE AUTHORITY
HEAD OFFICE
15 DEC 2023
PROCUREMENT
P.O. BOX 430, HARARE

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES
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PART 3 CONTRACT

PART 2: STATEMENT OF REQUIREMENTS
List of Services and Price Schedule

Procurement Reference Number: _____
Bidder's Name: _____
Bidder's Reference Number: _____

Currency of Bid: _____ **US\$**

DURATION OF THE CONTRACT IS 24 MONTHS

Item No ¹	Description of Services	Input Quantity	Unit Measure	Unit Rate	Monthly Price ¹	Total Price ²
Lot 1	Region 1 & Harare See Annexures For more details on deployments					
Lot 2	Region 2 & Bulawayo See Annexures For more details on deployments					
Lot 3	Region 3 & Masvingo See Annexures For more details on deployments					
Lot 4	Beitbridge Border Post See Annexures For more details on deployments					
Lot 5	Region 3 & Masvingo See Annexures For more details on deployments					
Other additional costs (be specific here)						
VAT						
Total						

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PART 3 CONTRACT

Mandatory Notes:

Note 1: Prices to include VAT and any other taxes applicable.

Note 2: Bidder cannot bid in a lot where it is providing other services i.e. cleaning services; tax consultants services etc.

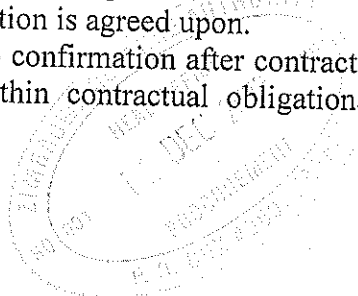
Note 3: A bidder cannot participate in a lot they have provided the services within the immediate past three (3) years.

Note 4: Award will be made on a lot by lot basis to a maximum of two (2) lots.

Note 5: Any request for additional deployments to be awarded to the service provider covering the respective lot through the direct procurement method whereas no such deployments shall be effected unless approved by the Accounting Officer and/or Special Procurement Oversight Committee (SPOC Review).

Note 6: The cost for further deployments with respect to **Note 5** above aligned to the prevailing rates at the time the contract variation is agreed upon.

Note 7: All requirements shall be subject to confirmation after contract award whereas any identified non-conformity not addressed within contractual obligations shall lead to the ultimate termination of the signed contract.



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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)]

The following are basic mandatory requirements for all security guards – bidders to submit a statement of commitment and/or compliance on each requirement.

A		B	C
Item No.	Description	MINIMUM technical Specification required (or Equivalent of) (including applicable standards) weight for items to be ferried	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
1.	Training	All guards must have proof of formal training by way of certificate	
2.	Criminal	All guards must have proof of valid criminal vetting from the ZRP at engagement.	
3	Vetting Uniform	All guards must have appropriate gear – meaning that they should wear full uniform from head to toe – neither own hats nor shoes even when it is cold. They should therefore have appropriate gear for all weather with common identity like trench coats in winter. This is important for common identity and standard. Guards should have safety shoes or boots.	
4	Tools of Trade	It would be important for all guards to have handcuffs, baton sticks, torches and whistles.	
5.	Communication Equipment	All stations must, as a minimum, have communication equipment (two way radios) plus reflective jackets supplied by contractor.	
6.	Insurance Cover for Liability	Direct compensation for any losses/burglaries or destruction of goods/property guarded will be the responsibility of the security company. Proof of relevant insurance cover to be submitted.	
7.	Transport	Appropriate transport should be provided to enable timeous deployments & reaction e.g. bicycles, motorbikes, patrol vehicles and vans depending on matching distance and reaction when called for.	
8.	Security	Occurrences, observations, incident & periodic reports should	

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PART 3 CONTRACT

	Reviews	be available for inspection by client management and for downloading into consolidated records for security review purposes.
9.	Supervision	The winning bidder must provide sufficient security service supervision.
10.	Site Instructions	Site instructions are mandatory and service provider must ensure they are in place. The contractor must engage with site management during development of the site instructions.
11.	Recycling of Guards	Recycling of guards from previous service providers with known misconduct cases is not accepted (the onus is on bidder to ensure such guards are excluded)
12.	Mobile Phones	Guards are not allowed to carry mobile phones during tour of duty.
13.	Control Room	Appropriate Control Room manned 24hours should be available.
14.	Code of Conduct	Submission of copy of Employee Code of Conduct expected.
15.	Staff Welfare	Expect due diligence inspections of awarded companies. Winning bidder to make a commitment statement to pay guards salaries on agreed dates monthly or provide a schedule on pay dates to client.
16.	General Experience	The contracted security company must have been in operations for at least five (5) years
17.	Specific Experience	The contracted security company must have 3 years' experience in the provision of security services of similar nature
18.	Solvency	Must produce audited financial statements for the past 2 years
19.	Past Engagements	Detail past performance with ZIMRA
20.	Litigation Status	Disclose any subsisting court cases (litigation, if any)

Insurance and Other Mandatory Requirements for Security Services

- 1) A Public Liability Insurance of **US\$5 million** or **Z\$ equivalent** at official interbank rate must be submitted with the bid. Failure to provide insurance will lead to automatic disqualification. This Public Liability Insurance threshold shall be verified by Insurance Pension Commission (IPEC) for authenticity

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PART 3 CONTRACT

2) 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

NB: The tender award to be communicated to bidder on time before the date of assumption of contract – this should allow service provider ample time to mobilise all contract resources and deploy in time for beginning of new contract.

Declaration by the Accounting Officer:

...............8/12/2023.....

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

PART 3 CONTRACT

Contract Agreement

Procurement Reference: ZIMRA Restricted Tender No. NCB43/2023

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

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (hereinafter called "the Procuring Entity"), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity's Notification of Contract Award;
 - (g) *[Add here any other document(s)]*.
3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
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

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PART 3 CONTRACT

the Goods and Services and to remedy any defects in them in conformity with the Contract.

5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

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

For and on behalf of the Procuring Entity

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

For and on behalf of the Contractor

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

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB43/2023

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 Tender No. NCB43/2023**

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 or period of time for commencement of services is from date of contract signature

GCC 20.1 Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is twelve (12) months from the effective date of appointment

GCC 22.3 Payment schedule: The structure of payments shall be:
(On Acceptance: The Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective services

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

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PART 3 CONTRACT

issued by the Procuring Entity.

For any other necessary payments, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.

GCC 23.1 Price adjustment: Prices will be fixed for the Contract Period. However, the USD prices will track the RBZ interbank exchange rate on the date of payment.

GCC 24.2 Payment procedure: Transfer or RTGS

GCC 24.1 Performance Security: Not Applicable

GCC 28.1 Insurance to be taken out by the Contractor: Goods in Transit Insurance

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.

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES
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PART 3 CONTRACT

Annexure A

DEPLOYMENTS

Security services will be required at the following sites/stations:

Lot 1, Region 1 & Harare								
Station	Site	Day	Night	Days	Dog(s)	Gun(s)	Coverage	Total Hours
Kurima House	Commissionaire Main Entrance	2	2	Sun-Sat	0	0	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Refuse Area/ Basement Exit	1	0	Mon - Fri Sat	0	0	1x12hrs 1x7hrs	0600hrs -1800hrs 0600hrs - 1300hrs
	Barclays Bank	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Annex	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	SAP	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	ICT	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Basement	2	2	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Central Stores	2	1	Sun-Sat	0	0	1x24hrs 1x12hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Parkade	4	4	Sun-Sat	0	0	4x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Malborough	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Belgravia	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Kensington	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Old Mutual	1	0	Sun-Sat	0	0	1x12hrs	0600hrs -1800hrs
	Highlands	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	BAK Storage Vostermans Complex	3	3	Sun-Sat	1	1	3x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Lynton	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Cash Office	1	0	Mon - Fri Sat	0	1	1 x 9hrs 1 x 4.5hrs	0800hrs -1800hrs 0800hrs - 1230hrs
	NRZ State Warehouse	1	1	Sun-Sat	0	1	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	NRZ Warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
RGM Airport	State Warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs

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	Airfreight Building	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Kanyemba	ZIMRA House	1	1	Sun-Sat	0	1	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Office	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Mukumbura	ZIMRA House	1	1	Sun-Sat	0	1	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Office	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Chinhoyi Customs Office	Customs Car Pound	1	1	Sun-Sat	0	1	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Nyamapanda	ZIMRA Borehole	1	1	Sun-Sat	0	1	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Zim Entry and Boom Gate 2	2	1	Sun-Sat	0	0	1x24hrs 1x12hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Search Bay Gate and Traffic Control	1	0	Sun-Sat	0	0	1x14hrs	0600hrs -2000hrs
	Zim Entry and Boom Gate 3	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	State Warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Vehicles Impounded Yard	1	1	Sun-Sat	1	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Entry into Boarder Boom Gate 1	2	1	Sun-Sat	0	0	1x24hrs 1x12hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Border Roving	0	1	Sun-Sat	0	0	1x12hrs	0600hrs -1800hrs
	Gate 4	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs
	Cash Office	1	1	Sun-Sat	0	1	1x24hrs	0600hrs -2000hrs
	Supervisor's Mess	1	1	Sun-Sat	0	0	1x24hrs	1800hrs - 0600hrs
	Mess 7	0	1	Sun-Sat	0	0	1x12hrs	1800hrs - 0600hrs
	Mess 8	0	1	Sun-Sat	0	0	1x12hrs	1800hrs - 0600hrs
	ZIMRA Flat	0	1	Sun-Sat	0	0	1x12hrs	1800hrs - 0600hrs
Chirundu	Entry Gate 1	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Entry Gate 2	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Exit Gate 1	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Exit Gate 2	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs

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Riverside Gate	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Bonds Office Zambia Gate Entry 1	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Motor Traffic Zambia Gate - Passenger	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -2200hrs
Dry Port Commercial Entry/exit	2	2	Sun-Sat	0	2	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Scanner Shed South Bound	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Scanner Shed	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Tankers PE Shed	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
VID Entry/Exit Gate to Scanner	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
VID Impound 1	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
VID Offices [Controlling Traffic]	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Roving Guard Entry Side	3	3	Sun-Sat	0	1	1x24hrs	1800hrs - 0600hrs
Roving Guard Exit Side	3	3	Sun-Sat	0	1	1x24hrs	1800hrs - 0600hrs
Cash Office	1	1	Sun-Sat	0	1	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Staff Carpark	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs
State Warehouse and Search Bay Entry Side	2	2	Sun-Sat	0	0	2x24hrs	0600hrs -2200hrs
State Warehouse and Search Bay Exit Side	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
IT Impound 1(State warehouse extension)	2	2	Sun-Sat	0	1	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
IT Impound 2 (VID Offices) Traffic Control	2	2	Sun-Sat	0	1	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
IT Impound 3(Vid Impound)	2	2	Sun-Sat	0	1	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Main Flat	1	0	Sun-Sat	0	0	1x12hrs	0600hrs -1800hrs
Station Manager's House and Girls Mess	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs

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	Girls Mess	0	1	Sun-Sat	0	0	1x12hrs	0600hrs -1800hrs
	Boys Mess	1	0	Sun-Sat	0	0	1x12hrs	0600hrs -1800hrs
	Cottages Phase 2	1	0	Sun-Sat	0	0	1x12hrs	0600hrs -1800hrs
Kariba	Boom Gate	1	1	Sun-Sat	0	1	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Entry Side	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Heights Car Pound	2	2	Mon-Sun	0	2	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Mushonga Ridge Car Park	2	2	Mon-Sun	0	2	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Heights Car Pound	2	2	Mon-Sun	0	2	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Domestic Taxes Region 1	Reception Ex Barclays Office	1	0	Sun-Fri Sat	0	0	1x12hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Large Client Offices Belgravia Office	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
	Contact Centre Marlborough	2	2	Sun-Sat	1	1	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Karoi	Karoi Office (when operational)	1	1	Sun-Sat	1	1	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Chinhoyi	Main Entrance and Car Park	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Marondera	Main Entrance and Car Park	2	2	Sun-Sat	0	0	1x24hrs 1x12hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Bindura	Main Entrance and Car Park (Saturday Sunday and Public Holidays Only for the Entrance)	1	1	Sun-Sat	0	0	1x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Kariba Most High	Main Entrances	2	2	Sun-Sat	0	0	2x24hrs	0600hrs -1800hrs 1800hrs - 0600hrs
Total		101	94		4	25		

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Lot 2, Region 2 & Bulawayo								
Station	Site	Day	Night	Days	Dog (s)	Gun (s)	Coverage	Total Hours
Plumtree Border Post	Border Mess - Roving Guards	2	2	Mon - Sun	1	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Plumtree Border Roving	3	3	Mon - Sun	1	0	3x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Staff Carpark	2	2	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Clients Parking Imports	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Plumtree Search Bays	2	2	Mon - Sun	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Exit Gate	2	2	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Entry Gate	2	2	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Scanner Shed	2	2	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Plumtree Search Bays Import	3	3	Mon - Sun	1	0	3x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Plumtree Truck Yard Boom	1	1	Mon - Sun	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Plumtree Anti-Smuggling	1	1	Mon - Sun	1	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Plumtree Warehouse	1	1	Mon - Sun	2	0	1x12hrs	0600hrs-1800hrs
	Plumtree Car Pound	2	2	Mon - Sun	1	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs

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	K9 House	1	1	Mon - Sun	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Hebron Houses (204, 205 & 207)	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Station Manager's House	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Banking/Travellers Hall	2	2	Mon - Sun	0	1	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Vic Falls	Victorai Falls Roving Guard	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	ZIMRA UTC Flats	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Victoria Falls Customs Office Town	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Vic Falls DT Office	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Vic Falls Private Imports Search Bay	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Vic Falls Stateware House	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Banking/Travellers Hall	2	2	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Vic Falls Exit/Entry	2	2	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Chinotimba Compound	2	2	Mon - Sun	0	1	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Low density 48,50,51,52 and 53 Dale Cres and 70 Courtney Selous 181 West drive and 39 West drive	4	4	Mon - Sun	1	2	4x24hrs	0600hrs-1800hrs 1800hrs-0600hrs

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	Kazungula Compound	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Banking/Travellers Hall	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	State Warehouse	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Kazungula Lastman	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Kazungula Roving	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Kazungula Cash Office	1	1	Mon - Sun	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Hwange	Hwange Offices	2	2	Mon - Sun	0	1	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Hwange Compounds	2	2	Mon - Sun	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Binga	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Maitengwe	Maitengwe Banking Hall	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Maitengwe Cash Office	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Maitengwe Officers House	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Maitengwe Roving/Gunner	1	1	Mon - Sun	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Mpoengs	Mpoengs Banking Hall	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs

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	Mpoengs Cash Office	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Mpoengs Officers House	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Mpoengs Roving/Gunner	1	1	Mon - Sun	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Pandamatenga	Pandamatenga	1	1	Mon - Sun	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Bulawayo	Florian Court	1	1	Mon - Sun	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Regional Office Stand	2	3	Mon - Sun	1	1	2x24hrs/1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Manica Condep	2	3	Mon - Sun	1	1	2x24hrs/1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Bulawayo Trade Fair/ Standby Team (Show days only)	3	3	Mon - Sun	1	1	3x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Bulawayo Port	3	2	Mon - Sun	0	1	2x24hrs/1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
	K9 House	1	1	Mon - Sun	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	NRZ Warehouse	1	1	Mon - Sun	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Bulawayo Airport	1	1	Mon - Sun	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Gwanda Office	Gwanda Warehouse (When Operational)	1	2	Mon - Sun	0	1	1x24hrs/1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Mlambapele	2	2	Mon - Sun	0	1	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Total	82	84		11	19		

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Lot 3, Region 3 & Forbes								
Station	Site	Day	Night	Days	Dog(s)	Gun(s)	Coverage	Total Hours
Masvingo	Zimre Centre Office Main Entrance	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Office Car Park.. Along Hughes street (LAPF Car Park)	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Car Park Along Simon Mazorodze Street	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	NRZ Warehouse	1	1	Sun-Sat	0	1	1 x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	CSC Warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Car Pound 4334 Industrial Site Masvingo	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Oliver Street Commercial Stand (Proposed New Site once management decides to utilise it)	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	54 Moghie Street, Rhodene, Masvingo	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	122 Mutondo Close, Bushmead, Masvingo	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Masvingo Show Stand (Annual Event)	1	1	Show period only	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Zvishavane Office Main Gate	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Zvishavane Warehouse	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs

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Gweru	Megawatt Complex	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Gweru Port/Customs House/Drummond House	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Gweru Agricultural Show Stand (Annual Event)	1	1	Mon-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Kwekwe	CAIPF Building	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Kadoma	Kadoma office	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Kadoma Customs Pound	1	1	Sun-Sat	1	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Kadoma Show Stand (Show days only)	1	1	Mon-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Chiredzi	Sango Border Post Entry gate	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Sango Border Post Exit gate	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Sango Border Post main office patrols	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Chiredzi Customs Office, 609 Baobab road	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Rutenga Customs Office, NRZ clearance yard	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Chiredzi Domestic Taxes Offices, 606 Baobab road Chiredzi	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Chipinge Domestic Taxes Offices, stand number 94 Chipinge	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES
PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB43/2023

PART 3 CONTRACT

Chiredzi Customs Warehouse, 601 Strychnos road Chiredzi	1	1	Sun-Sat		1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Chiredzi Customs House, 309 Inyati Drive Chiredzi	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Chiredzi Customs house, 19 Old Mill Hippo Valley	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Chiredzi Zimra Woodpecker Staff Quarters, Stand number 637 woodpecker drive	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Zimra Rutenga Staff Quarters	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Chiredzi Agricultural Show Stand (Annual Event)	1	1	Mon-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Chipinge Agricultural Show Stand (Annual Event)	1	1	Mon-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
Total	33	33		1	20		

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB43/2023

PART 3 CONTRACT

Lot 4, Beitbridge Border Post							
Site	Day	Night	Days	Dog(s)	Gun(s)	Coverage	Total Hours
South Bound Exit	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Boom Entrance Exports Truck Yard	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Malume Gatehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Hazardous Substances	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Sealing Office	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Imports Truck Yard	4	4	Sun-Sat	0	0	4x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Malume Holding Bay	4	4	Sun-Sat	0	0	4x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Decontamination Warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Malume Cash Office	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Malume Search Bay	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Malume Warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Freight Warehouse North	3	3	Sun-Sat	0	0	3x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Freight Warehouse South	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Malume Settlement Area	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES
PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB43/2023

PART 3 CONTRACT

Lastman	3	3	Sun-Sat	0	0	3x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Truck Entrance North Bound	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Export Truck Holding Bay	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Commercial Terminal	3	3	Sun-Sat	0	1	3x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Manica	8	8	Sun-Sat	3	1	8x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Sabot Condep	1		Sun-Sat	0	0	1x16hrs	0600hrs-2200hrs
Malindi	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
BTS	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
NRZ	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
APQ Warehouse	2	4	Sun-Sat	2	2	2x24/2*12hrs	0600hrs-1800hrs 1800hrs-0600hrs
Travellers Terminal	4	4	Sun-Sat	0	1	4x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Temporary Warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance Shed Scanners	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance Shed Gatehouse North Bound	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance Shed Boom	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance Shed South Bound	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance Shed Buses Holding Bay	2	2	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance Shed Entry to Scanners	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Staff Car Park Compliance	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB43/2023

PART 3 CONTRACT

Round About Car park	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Cars Impound	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Light Motor Vehicles Gatehouse North Bound	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Private Red Route/ Regional Office Terminal	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Private Travellers Terminal	3	3	Sun-Sat	0	1	3x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Light Vehicles Yard North Bound	3	3	Sun-Sat	0	0	3x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Light Vehicles Yard South Bound	2	2	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Reaction	12	12	Sun-Sat	2	2	12x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
36 Hagelthorne	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
44 Hagelthorne	1	2	Sun-Sat	1	0	1x24hrs 1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
72/74 Justicia	1	2	Sun-Sat	0	0	1x24hrs 1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
86/87 Impala Drive	1	2	Sun-Sat	0	0	1x24hrs 1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
109 Impala Drive	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
115 Eland Road	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
297/8 Flamboyant	1	2	Sun-Sat	0	0	1x24hrs 1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
258 Limpopo View	1	2	Sun-Sat	1	0	1x24hrs 1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
123 Impala Drive	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
184 Impala Drive	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB43/2023

PART 3 CONTRACT

1259 Impala Extension	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
1639 Impala Extension	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
1735 Impala Extension	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
317 Acacia Road	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
577 Acacia Road	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
580 Acacia Road	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
596 Baobab	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
597 Baobab	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
605 Baobab	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
625 Baobab	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
659 Baobab	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
730 Baobab Road (House & Cottage)	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
412 Hagelthorne	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
744 Hagelthorne	2	2	Sun-Sat	1	1	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
757 Medium Density	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
824 Medium Density	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
871 Medium Density	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
967 Medium Density	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB43/2023

PART 3 CONTRACT

1056 Medium Density	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Flats 542 Pound Road	1	2	Sun-Sat	1	0	1x24hrs 1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
Flats 543 Round Pound	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
410-411 Justacia (Whiteflats)	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
35 Park road	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
999 Medium density	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
78 Cactus Road	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Total	129	136		11	10		

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB43/2023

PART 3 CONTRACT

Lot 5, Mutare & Forbes Region								
Station	Site	Day	Night	Days	Dog(s)	Gun(s)	Coverage	Total Hours
Mutare	Zimre Centre Mutare	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Customs Warehouse	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Rusape	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Mt Selinda	Main Gate Entry	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Borehole	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Staff messes	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Main Gate Exit	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Forbes Border Post	Main Gate Entry (Armed with Gun at Night)	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Main Gate Exit	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Cash Office	1	0	Sun-Sat	0	1	1x16hrs	0600hrs-2200hrs
	Cash Office GMS	1	0	Sun-Sat	0	0	1x16hrs	0600hrs-2200hrs
	General Yard & Car Park (Clamping and Touts Control)	1	0	Sun-Sat	0	0	1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
	GMS (Container Depot)	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Customs House	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	BAK	1	2	Sun-Sat	0	0	1x24hrs/ 1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
	TOAZ	2	2	Sun-Sat	0	0	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Staff Quarters	6	6	Sun-Sat	2	2	6x24hrs	0600hrs-1800hrs 1800hrs-0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES
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PART 3 CONTRACT

	Regional Manager	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
	Manicaland Agricultural Show (Annual Event)	0	1	Wed-Sun	0	0	1x12hrs	0600hrs-1800hrs
	Makoni Agricultural Show-Rusape (Annual Event)	0	1	Friday	0	0	1x12hrs	0600hrs-1800hrs
	Total	25	25		2	9		

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES
PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB43/2023

PART 3 CONTRACT

ANNEXURE “B”

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

Currency of Quotation/Contract: _____ **US\$**

Bidders should clearly show the breakdown of associated costs required, as given in the table below. *Failure to provide this will lead to automatic disqualification.*

Item	Provision of Cash In Transit & Static Security Services for a period of 2 years	Qty	Unit Rate (12hrs) (insert)	Total Monthly Fee	Cost element as a % of sum (supervisory and staff costs)
1	Management Costs				
2	Supervisory Costs				
3	Staff Costs (basic), Holiday and Sick pay (Attach NEC Rates)				
4	Cover for Staff absences				
5	Repair, Recruitment and vetting costs				
6	Training (basic)				
7	Training (Specific to contract)				
8	Uniforms				
9	Equipment				
10	Consumables (please specify)				
11	Insurances				
12	Other direct costs (please specify)				
13	Other overheads (please specify)				
14	Profit				
Monthly Service Fee Incl. VAT in US\$					
Annual Service Fee Incl. VAT in US\$					

For and on behalf of the Contractor

Signed:

Name:

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