

Government of Zimbabwe

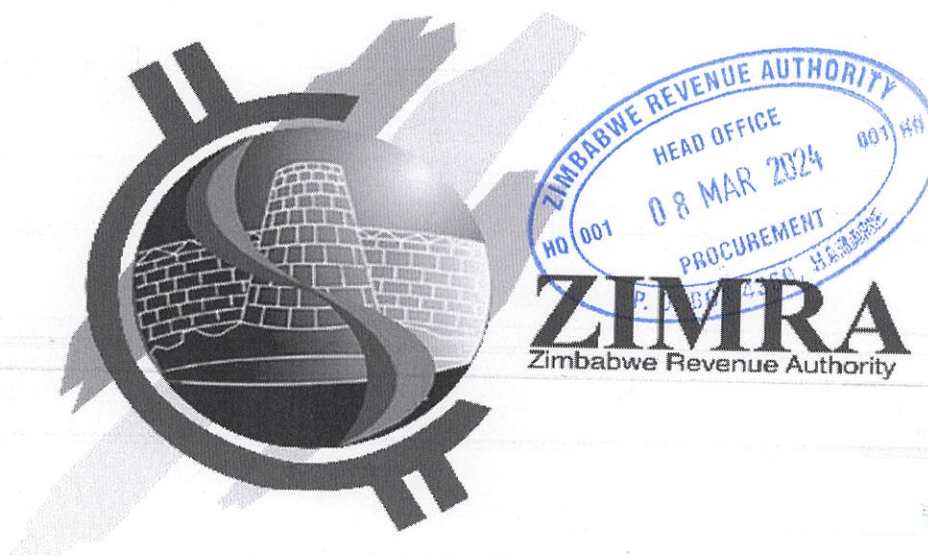
STANDARD

BIDDING

DOCUMENT

For the

Procurement of Goods



March 2024

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL
PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 09/2024

Standard Bidding Document For *Promotional Material*
The Procurement Of:

Procurement Reference No: *ZIMRA Tender No. NCB 09/2024*

Procuring Entity: *Zimbabwe Revenue Authority*

Date of Issue: *March 08, 2024*

Pre – Bid Meeting: *March 11, 2024@0900hrs*

Venue: *10th Floor, ZB Centre, Cnr First St/Kwame
Nkrumah Ave, Harare*

Closing Date: *March 28, 2024*

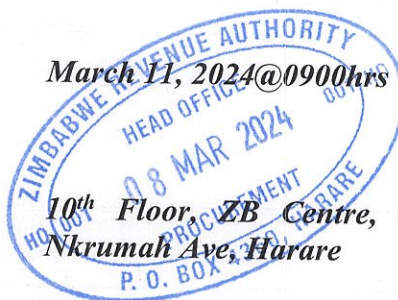


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BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL
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PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

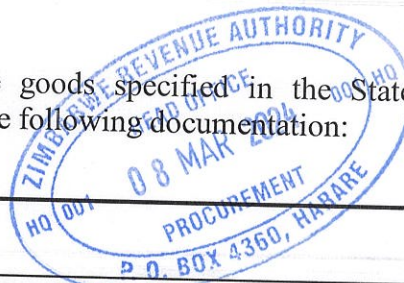
References:

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.

Procurement Reference Number: ZIMRA TENDER NO. NCB 09/2024

Preparation of Bids

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



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

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF PROMOTIONAL MATERIAL
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PART 1 BIDDING PROCEDURES

- | | |
|-----|--|
| 13. | Payment Terms: Bidders should indicate acceptance of (our) ZIMRA payment terms on a company letterhead. Failure to indicate as such confirms acceptance of ZIMRA payment terms. |
|-----|--|

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 **seven (7) days** before tender closing.

Pre-Bid Meeting:

There is a mandatory pre bid for this tender on **March 11, 2024@0900hrs** on the following physical address:

Procurement Office,
10th Floor, ZB Centre
Corner Kwame Nkrumah Ave/First Street
Harare

Viewing of Samples

All bidders **must** bring samples for the pre bid meeting. Thereafter, bidders shall be required to submit bids based on **the approved sample after the pre-bid meeting.**

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PART 1 BIDDING PROCEDURES

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.

Submission of Bids

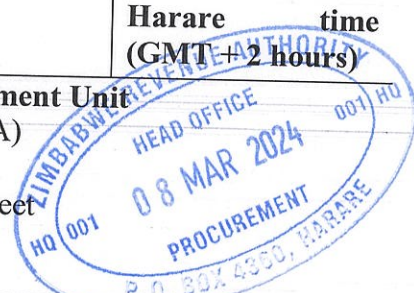
Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they have completed the bid submission register.

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

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

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

Date of deadline	March 28, 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:	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 **shall** witness the opening of bids on the date of tender closing.

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** complete a Bid Securing Declaration as a form of Bid Security

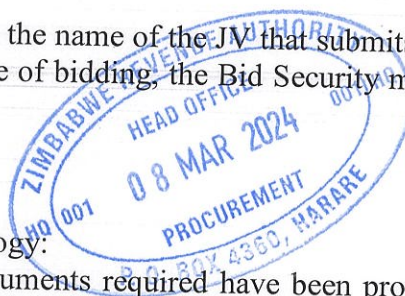
The Bid Security of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security must be in the names of all intended partners.

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.



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PART 1 BIDDING PROCEDURES

Evaluation criteria

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

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. In the event that the supplier cannot meet the stated lead times, they should indicate their proposed delivery period.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (GCC 30.1) in Part 3. A Bidder may propose a deviation from the schedule and is subject to negotiation with the Procuring Entity.
- (c) **Cost of major replacement components, mandatory spare parts, and service:** Bidders must state the unit prices for these items. The total cost of these items and quantities will be added to the Bid price, for evaluation purposes only.

Eligibility and Qualification Criteria

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

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

Participation in this bidding procedure is open to both Zimbabwean and foreign bidders

Eligibility Criteria

Evaluation Parameter	Compliant/Non-Compliant
Proof of registration with the Procurement Regulatory Authority of Zimbabwe (for Zimbabwean companies only)	
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).	
A valid current tax clearance (for Zimbabwean companies only)	

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PART 1 BIDDING PROCEDURES

A copy of your company profile

A valid NSSA Certificate

A VAT Registration Certificate

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

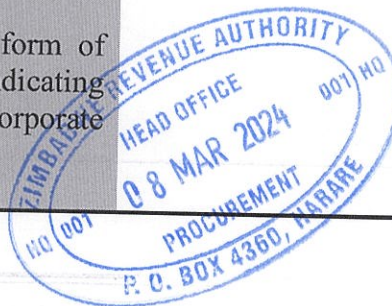
Every bidder **must** index (insert a table of contents page) the bid document for easy of evaluation

A fully completed & signed submission sheet

A signed Bid Securing Declaration

Submission of Technical Specification & Compliance Sheet

A minimum of three (3) references in the form of reference letters on client letterhead indicating relevant experience in supply & delivery of corporate wear.



Technical Evaluation Criteria

The Technical Specifications Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification. No alternatives to technical specifications given shall be accepted for evaluation.

Evaluation Parameter

Compliant/Non-Compliant

Bidders to indicate adherence to ZIMRA payment terms on company letterhead otherwise failure to do so will be construed to mean the supplier is accepting our terms.

Bidder **must** indicate delivery period on the Delivery Schedule. Failure to indicate as such will be construed as confirmation of acceptance of our delivery period.

Submission of sample(s)

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Currency

Bids should be priced in United States Dollars (US\$). The currency of payment for local companies will be the Zimbabwean Dollars, using the prevailing RBZ interbank rate 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 they have suffered prejudice from the process, they may within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

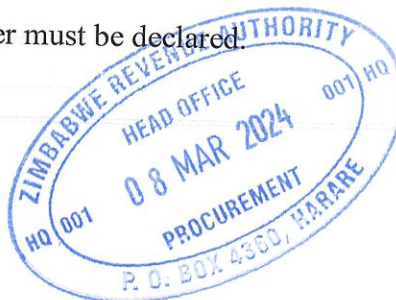
Right to Reject

The Procuring Entity reserves the right to accept or reject any Bids or to cancel the procurement process and reject all bids at any time prior to contract award.

Corrupt Practices

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

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



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Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

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

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

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

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

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

Bid Authorised by:

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



**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF
BRANDED GOLF T SHIRTS**

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PART 3 CONTRACT

BID-SECURING DECLARATION

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference number:

Date:

Bidder's Reference Number:

.....[date (in day, month and year format)]

To: {full name of Procuring Entity}

We, the undersigned, declare that:


We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from bidding for any contract with a Procuring Entity in Zimbabwe for a period of time to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, either when we receive your notification to us of the name of the successful Bidder, or twenty-eight days after the expiration of our Bid, whichever is the earlier.

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



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

**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF
BRANDED GOLF T SHIRTS**

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PART 3 CONTRACT

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

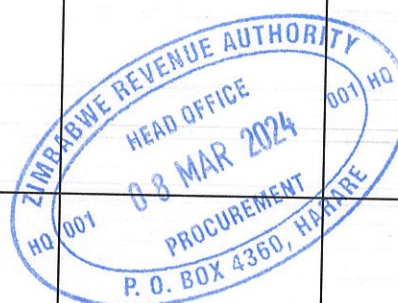
Bidder's Reference Number:

List of Goods and Price Schedule

Currency of Bid:.....

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

Lot No ¹	Description of Goods	Quantity ²	Unit Price ³	Total Price ⁴
			[to be provided by the Bidder]	[to be provided by the Bidder]
1.	Branded Golf T Shirts <ul style="list-style-type: none"> • Spandex polyester • Sizes from small to 4XL, • Number of quantities per size to be provided • Colour blocking excluding yellow 	2,000		
2.	Branded Safari Shirts <ul style="list-style-type: none"> • Short Sleeved • lightweight cotton safari material • Male and Female design • Khaki, Navy blue, Black 	400		



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3.	Branded Water Bottles: <ul style="list-style-type: none"> • Stainless steel • White, black, orange, blue & red • Capacity 1 litre • Double Wall • Insulated bottle • Keep hot & cold more than eight (8) hours • Big mouth with big nozzle cover for easy drinking • Flip top with locked safe • No leakage 	500		
4.	Branded Lunch Bags: <ul style="list-style-type: none"> • Six (6) cooler bags • Insulated • Black and Navy Blue • ZIMRA logo branded at the top and side 	2,000		
5.	Branded Windbreakers <ul style="list-style-type: none"> • Men's and women's Elevate Body warmer /windbreaker • Fully padded quilted outer and lining. Black, Grey or Navy blue • Lightweight • Black, Grey Navy Blue & Red 	500		

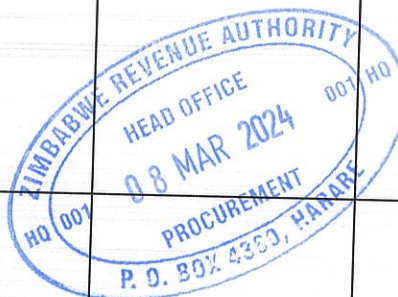


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6.	Branded Sunhats <ul style="list-style-type: none"> • Outdoor standard sun hat • Veranda hat • Khaki, Black, White, Green & Navy Blue colours 	800		
7.	Contact Centre Channel: <ul style="list-style-type: none"> • Printing & framing of A0 Snapper Frame Posters 	150		
8.	Gazebos: <ul style="list-style-type: none"> • Size 3m * 6m • Steel frame • Branded in ZIMRA Graphics • Ideal for outdoor activities • Roof only, no side panels • Full colour 	15		
9.	Gazebo: <ul style="list-style-type: none"> • Heavy duty 3m * 3m pop up • Powder coated steel frame and canopy only • Inscription#I'mForZero, • ZIMRA Logo 	4		

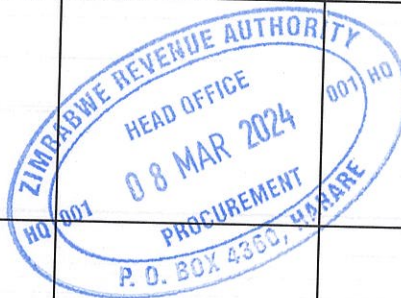


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10.	Gazebo: <ul style="list-style-type: none"> • 3m * 3m aluminium frame; halfwall • Water resistant canvas material • Digital dye sublimation • Ropes pegs and bag 	3		
11.	Foldable Table & Chairs: <ul style="list-style-type: none"> • 180mm * 750mm * 740mm table with hard plastic top. • 2 branded foldable Directors chairs. 	1		
12.	Background/Wall Banners: <ul style="list-style-type: none"> • 4500mm * 2250mm 	2		
13.	Pull Up Banners: <ul style="list-style-type: none"> • 2m * 3m Executive Banners 	8		
14.	Telescopic Banners: <ul style="list-style-type: none"> • 300mm * 680mm • 100% flag material • Poles, bag & ground spike 	4		
15.	Sharkfins: <ul style="list-style-type: none"> • 300mm * 680mm • 100% flag material • Poles, bag & ground spike 	4		



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16.	Pull up Banners: <ul style="list-style-type: none"> Standard pull up banner 800mm * 2000mm Inscription#I'mForZero, Say No to Corruption, Say Yes to Integrity, ZIMRA Logo 	3		
17.	Umbrellas: <ul style="list-style-type: none"> Golf umbrellas with logo Medium size fiberglass windproof frame and shaft Soft EVA handle Pongee fabric Inscription#I'mForZero ZIMRA logo 	200		
18.	Cooler Bags: <ul style="list-style-type: none"> Water resistant Eleven (11) litres Inscription#I'mForZero ZIMRA logo 	200		
19.	Caps: <ul style="list-style-type: none"> Baseball Inscription#I'mForZero ZIMRA logo 	200		

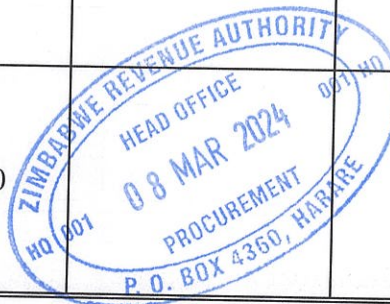


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20.	Rulers: <ul style="list-style-type: none"> Inscription#I'mForZero ZIMRA logo 	5000		
21.	Key Holders: <ul style="list-style-type: none"> Inscription#I'mForZero ZIMRA logo 	5000		
22.	Pens: <ul style="list-style-type: none"> Inscription#I'mForZero ZIMRA logo 	200		
23.	Fliers: <ul style="list-style-type: none"> A5 5 designs 	5000		



Additional Notes:

Note 1: Failure to submit a sample will lead to automatic disqualification.

Note 2: Options on samples is acceptable.

Note 3: Quoted prices should include all applicable taxes i.e. VAT.

**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF
BRANDED GOLF T SHIRTS**

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PART 3 CONTRACT

Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

Lot No. ¹	Description of Goods	Annual Quantity	Physical Unit	Procuring Entity Delivery Period (weeks)	Bidder's Delivery period
1.	Branded Golf T Shirts <ul style="list-style-type: none"> • Spandex polyester • Sizes from small to 4XL, • Number of quantities per size to be provided • Colour blocking excluding yellow 	2,000	Each	4	
2.	Branded Safari Shirts <ul style="list-style-type: none"> • Short Sleeved • lightweight cotton safari material • Male and Female design • Khaki, Navy blue, Black 	400	Each	4	
3.	Branded Water Bottles: <ul style="list-style-type: none"> • Stainless steel • White, black, orange, blue & red • Capacity 1 litre • Double Wall • Insulated bottle • Keep hot & cold more than eight (8) hours • Big mouth with big nozzle cover for easy drinking 	500	Each	4	

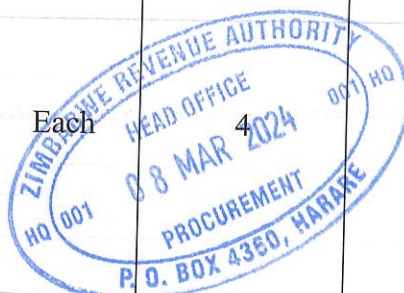


**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF
BRANDED GOLF T SHIRTS**

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 31/2023

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	<ul style="list-style-type: none"> • Flip top with locked safe • No leakage 				
4.	Branded Lunch Bags: <ul style="list-style-type: none"> • Six (6) cooler bags • Insulated • Black and Navy Blue • ZIMRA logo branded at the top and side 	500	Each	4	
5.	Branded Windbreakers <ul style="list-style-type: none"> • Men's and women's Elevate Body warmer /windbreaker • Fully padded quilted outer and lining. Black, Grey or Navy blue • Lightweight • Black, Grey Navy Blue & Red 	500	Each	4	
6.	Branded Sunhats <ul style="list-style-type: none"> • Outdoor standard sun hat • Veranda hat • Khaki, Black, White, Green & Navy Blue colours 	800	Each	4	
7.	Contact Centre Channel: <ul style="list-style-type: none"> • Printing & framing of A0 Snapper Frame Posters 	150	Each	4	



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8.	Gazebos: <ul style="list-style-type: none"> • Size 3m * 6m • Steel frame • Branded in ZIMRA Graphics • Ideal for outdoor activities • Roof only, no side panels • Full colour 	15	Each	4	
9.	Gazebo: <ul style="list-style-type: none"> • Heavy duty 3m * 3m pop up • Powder coated steel frame and canopy only • Inscription#I'mForZero, • ZIMRA Logo 	4	Each	4	
10.	Gazebo: <ul style="list-style-type: none"> • 3m * 3m aluminium frame; halfwall • Water resistant canvas material • Digital dye sublimation • Ropes pegs and bag 	3	Each	4	
11.	Foldable Table & Chairs: <ul style="list-style-type: none"> • 180mm * 750mm * 740mm table with hard plastic top. • 2 branded foldable Directors chairs. 	1	Each	4	
12.	Background/Wall Banners: <ul style="list-style-type: none"> • 4500mm * 2250mm 	2	Each	4	

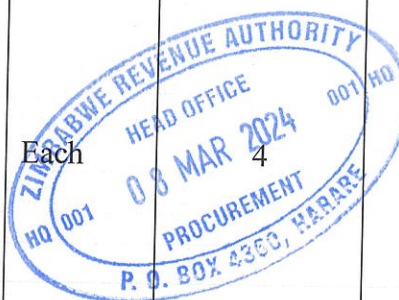


**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF
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13.	Pull Up Banners: <ul style="list-style-type: none"> 2m * 3m Executive Banners 	8	Each	4	
14.	Telescopic Banners: <ul style="list-style-type: none"> 300mm * 680mm 100% flag material Poles, bag & ground spike 	4	Each	4	
15.	Sharkfins: <ul style="list-style-type: none"> 300mm * 680mm 100% flag material Poles, bag & ground spike 	4	Each	4	
16.	Pull up Banners: <ul style="list-style-type: none"> Standard pull up banner 800mm * 2000mm Inscription#I'mForZero, Say No to Corruption, Say Yes to Integrity, ZIMRA Logo 	3	Each	4	
17.	Umbrellas: <ul style="list-style-type: none"> Golf umbrellas with logo Medium size fiberglass windproof frame and shaft Soft EVA handle Pongee fabric Inscription#I'mForZero ZIMRA logo 	200	Each	4	

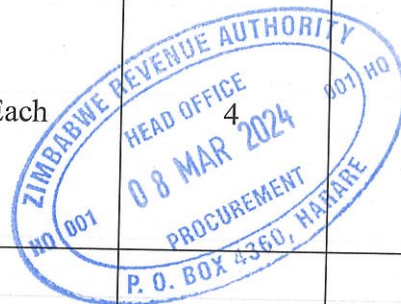


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18.	Cooler Bags: <ul style="list-style-type: none"> Water resistant Eleven (11) litres Inscription#I'mForZero ZIMRA logo 	200	Each	4	
19.	Caps: <ul style="list-style-type: none"> Baseball Inscription#I'mForZero ZIMRA logo 	200	Each	4	
20.	Rulers: <ul style="list-style-type: none"> Inscription#I'mForZero ZIMRA logo 	5000	Each	4	
21.	Key Holders: <ul style="list-style-type: none"> Inscription#I'mForZero ZIMRA logo 	5000	Each	4	
22.	Pens: <ul style="list-style-type: none"> Inscription#I'mForZero ZIMRA logo 	200	Each	4	
23.	Fliers: <ul style="list-style-type: none"> A5 5 designs 	5000	Each	4	



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

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

Zimbabwe Revenue Authority (ZIMRA)

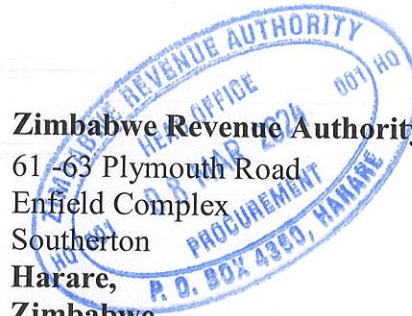
61 -63 Plymouth Road

Enfield Complex

Southern

Harare,

Zimbabwe



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Technical Specification and Compliance Sheet

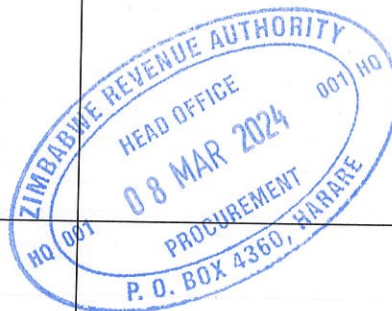
Name of Bidder:

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)]


<i>a</i>	<i>B</i>	<i>c</i>
<i>Item No.²</i>	<i>(Minimum Specifications) Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
1.	Branded Golf T Shirts <ul style="list-style-type: none">• Spandex polyester• Sizes from small to 4XL,• Number of quantities per size to be provided• Colour blocking excluding yellow	
2.	Branded Safari Shirts <ul style="list-style-type: none">• Short Sleeved• lightweight cotton safari material• Male and Female design• Khaki, Navy blue, Black	
3.	Branded Water Bottles: <ul style="list-style-type: none">• Stainless steel• White, black, orange, blue & red• Capacity 1 litre• Double Wall• Insulated bottle• Keep hot & cold more than eight (8) hours• Big mouth with big nozzle cover for easy drinking• Flip top with locked safe• No leakage	



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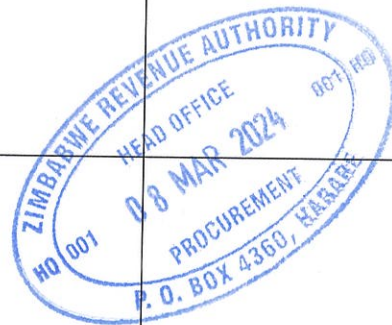
4.	Branded Lunch Bags: <ul style="list-style-type: none"> • Six (6) cooler bags • Insulated • Black and Navy Blue • ZIMRA logo branded at the top and side 	
5.	Branded Windbreakers <ul style="list-style-type: none"> • Men's and women's Elevate Body warmer /windbreaker • Fully padded quilted outer and lining. Black, Grey or Navy blue • Lightweight • Black, Grey Navy Blue & Red 	
6.	Branded Sunhats <ul style="list-style-type: none"> • Outdoor standard sun hat • Veranda hat • Khaki, Black, White, Green & Navy Blue colours 	
7.	Contact Centre Channel: <ul style="list-style-type: none"> • Printing & framing of A0 Snapper Frame Posters 	
8.	Gazebos: <ul style="list-style-type: none"> • Size 3m * 6m • Steel frame • Branded in ZIMRA Graphics • Ideal for outdoor activities • Roof only, no side panels • Full colour 	
9.	Gazebo: <ul style="list-style-type: none"> • Heavy duty 3m * 3m pop up • Powder coated steel frame and canopy only • Inscription#I'mForZero, • ZIMRA Logo 	

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10.	Gazebo: <ul style="list-style-type: none">• 3m * 3m aluminium frame; halfwall• Water resistant canvas material• Digital dye sublimation• Ropes pegs and bag	
11.	Foldable Table & Chairs: <ul style="list-style-type: none">• 180mm * 750mm * 740mm table with hard plastic top.• 2 branded foldable Directors chairs.	
12.	Background/Wall Banners: <ul style="list-style-type: none">• 4500mm * 2250mm	
13.	Pull Up Banners: <ul style="list-style-type: none">• 2m * 3m Executive Banners	
14.	Telescopic Banners: <ul style="list-style-type: none">• 300mm * 680mm• 100% flag material• Poles, bag & ground spike	
15.	Sharkfins: <ul style="list-style-type: none">• 300mm * 680mm• 100% flag material• Poles, bag & ground spike	
16.	Pull up Banners: <ul style="list-style-type: none">• Standard pull up banner• 800mm * 2000mm• Inscription#I'mForZero, Say No to Corruption, Say Yes to Integrity,	



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	<ul style="list-style-type: none"> • ZIMRA Logo 	
17.	Umbrellas: <ul style="list-style-type: none"> • Golf umbrellas with logo • Medium size fiberglass windproof frame and shaft • Soft EVA handle • Pongee fabric • Inscription#I'mForZero • ZIMRA logo 	
18.	Cooler Bags: <ul style="list-style-type: none"> • Water resistant • Eleven (11) litres • Inscription#I'mForZero • ZIMRA logo 	
19.	Caps: <ul style="list-style-type: none"> • Baseball • Inscription#I'mForZero • ZIMRA logo 	
20.	Rulers: <ul style="list-style-type: none"> • Inscription#I'mForZero • ZIMRA logo 	
21.	Key Holders: <ul style="list-style-type: none"> • Inscription#I'mForZero • ZIMRA logo 	



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22.	Pens: <ul style="list-style-type: none"> Inscription#I'mForZero ZIMRA logo 	
23.	Fliers: <ul style="list-style-type: none"> A5 5 designs 	

Lot No ¹	Promotional Material Type	Users
1.	Branded Golf T Shirts – as per description	All Staff
2.	Branded Safari Shirts – as per description	Selected Staff
3.	Branded Water Bottles – as per description	Selected Staff
4.	Branded Lunch Bags – as per description	Selected Staff
5.	Branded Windbreakers – as per description	Selected Staff
6.	Branded Sunhats – as per description	All Staff
7.	A0 Snapper Frame Posters – as per description	TBA
8.	Gazebo – as per description	TBA
9.	Gazebo – as per description	TBA
10.	Gazebo – as per description	TBA
11.	Foldable Table & Chairs – as per description	TBA
12.	Background/Wall Banners – as per description	TBA
13.	Pull Up Banners – as per description	TBA
14.	Telescopic Banners – as per description	TBA
15.	Sharkfins – as per description	TBA

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16.	Pull up Banners – as per description	TBA
17.	Umbrellas – as per description	TBA
18.	Cooler Bags – as per description	TBA
19.	Caps – as per description	TBA
20.	Rulers – as per description	TBA
21.	Key Holders – as per description	TBA
22.	Pens – as per description	TBA
23.	Fliers – as per description	TBA

NB: All the material **should** meet the characteristics described above

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. **Bidders may include technical literature to positively support the details provided in column c.**

Submission of Samples & Evaluation of Samples Submitted Along with The Tender:

- ❖ No viewing of samples is required but bidders are expected to adhere to the technical specifications given and approved sample during the pre-bid meeting.
- ❖ Bidders **may** submit alternative samples of each item they are bidding for and,
- ❖ It **must** be noted that Bids received without the samples will not be considered for items tendered for. The clothes may be subject to destructive testing by Standards Association of Zimbabwe. This sample **must** be submitted together with other samples of designs following the instruction for submission of samples.
- ❖ The Authority reserves the right to reject defective, loose and damaged samples.
- ❖ It is to be noted that all costs incurred in the preparation and any development costs related to production of the samples and the cost of shipment of samples to the Authority for submission along with the Bid are to be borne by the bidder.
- ❖ The tenderer shall indicate, when submitting samples, whether it wishes the samples to be returned. If no indication is given, ZIMRA shall not be obliged to return samples to the tenderer. Notwithstanding the above, risk of loss or damage to the samples shall at all times remain with the **tenderer** and where the samples are to be subjected to testing/ destructive testing, such samples will not be returned to the **tenderer**.
- ❖ The Samples should be forwarded in a separate box marked 'SAMPLES', and submitted along with the bid, quoting the Tender reference, title, Bidder's name and the closing date.
- ❖ Production should be undertaken only after the produced sample has been approved by the Authority.

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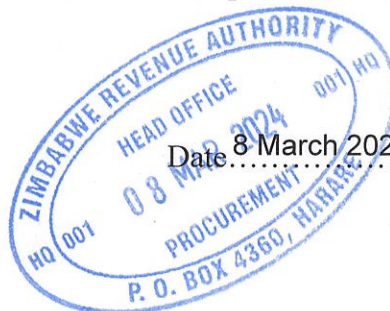

Quality Inspection & Rejection after Release of Purchase Order:

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

Declaration by the Accounting Officer

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

Signed



Date 8 March 2024

PART 3 CONTRACT

Contract Agreement

Procurement Reference:

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

BETWEEN

- (1) Zimbabwe Revenue Authority (ZIMRA) a corporate body established by the Revenue Authority Act (Chapter 23:11) having its principal offices at 6th floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street Harare (hereinafter called "the Procuring Entity"), and
- (2) *[TBA]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for manufacturing, supply and delivery of staff uniforms and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[TBA]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity's Notification of Contract Award;
3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
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.

**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF
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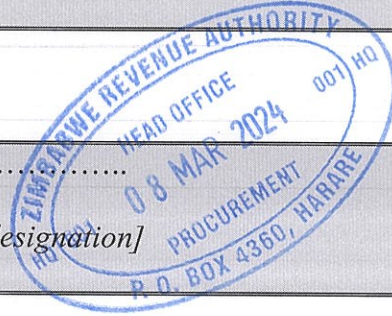
PART 3 CONTRACT

For and on behalf of the Procuring Entity

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

For and on behalf of the Contractor

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



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PART 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. NCB 09/2024**

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

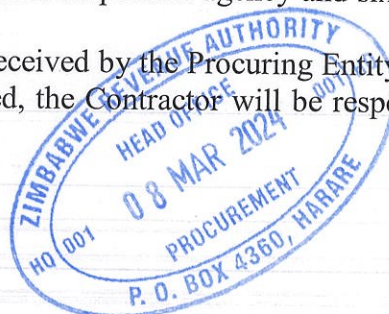
GCC reference	Special Conditions
GCC 7.5	Eligible Countries: Zimbabwe companies only.
GCC 8.1	<p>Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be:</p> <p>Director, Procurement Management Unit Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Cnr First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe Mobile: +263 719 524 266 Direct: +263 242 707 711</p> <p>Email address: procurement@zimra.co.zw For the Contractor, the address shall be as given in the Bid and the contact shall be {state name of contact}</p>
GCC 19.1	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Public Procurement & Disposal of Public Assets Act (Chapter 22:23) shall apply. In the case of delays in the delivery of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled</p> <p>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.</p>

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PART 3 CONTRACT

GCC reference	Special Conditions
GCC 21.2	<p>Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1. Suitable Export packaging.</p> <p>The documents to be furnished by the Contractor are:</p> <ol style="list-style-type: none">1. A negotiable bill of lading when the goods are coming by sea2. An airway bill, when the goods are coming by Air3. A road consignment note, when the goods are coming by road4. Insurance certificate, <p>For Goods from within Zimbabwe: Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:</p> <ol style="list-style-type: none">(i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;(ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;(iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;(iv) four copies of the packing list identifying contents of each package;(v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required); <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p>



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GCC reference	Special Conditions
GCC 22.1	Insurance: Not Applicable
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: 100% inspection on technical compliance.
GCC 24.1	Performance security: No performance guarantee shall be required for this tender since payment shall be done after delivery, inspection & certification of the goods
GCC 24.4	Reduction of performance security. Not Applicable
GCC 25.1	Warranty: The period of the warranty shall be one (1) month .
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be 30 days .
GCC 29.1	Price adjustments: The following price adjustments are applicable. When the application of price adjustment would modify the initial price by more than twenty per centum or would modify the balance owing under the contract by more than twenty per centum, the procuring entity may terminate the contract
GCC 30.1	Terms of Payment: The structure of payments shall be: Acceptance: The Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee to be advised by the Procuring Entity