

**BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES.
PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 08/2026**



Government of Zimbabwe

BIDDING DOCUMENT

FOR

THE PROCUREMENT OF NON-CONSULTANCY SERVICES

NATIONAL TENDER

ZIMRA NCB08/2026



**BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES.
PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 08/2026**

March 2026

Provision of Static Security Services.

Procurement Reference Number: ZIMRA TENDER NO. NCB 08/2026

Procuring Entity: Zimbabwe Revenue Authority

Date of Issue: Friday 13 March 2026

Closing Date: Friday 17 April 2026

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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 **S\$350.00** 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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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 **120 days** from the deadline for the submission of bids.

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Submission of Bids

Bids shall be submitted via the Electronic Government Procurement System of Zimbabwe (E-gp), address <https://egp.praz.org.zw>

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:	Friday 17 April 2026	Deadline Time:	17:00 hours Harare Time GMT+2 hours
Submission address:	https://egp.praz.org.zw		
Means of acceptance:	Only bids submitted online via the e-GP system shall be accepted.		

Bid opening

Bids shall be opened online, via the e-GP system.

Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Delivery Requirements

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2. However, bidders may provide their proposed delivery period.

Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price, Schedules must conform to the requirements specified below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods
 - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
 - (ii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;

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PART 1 BIDDING PROCEDURES

- (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 **USD 2,000.00** in *either* of the following forms;

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

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

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

The bid security shall be valid for a period of **120 days** after the end of the bidding period.

Any bid not accompanied by a Bid Security 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 **USD2,000.00** which is valid for **120 days**, obtainable from a reputable Registered Commercial Bank.

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

1. Letterhead of registered commercial bank (i.e., the Supplier of the Bank Guarantee).
2. The Header has to clearly state that it is a Bank Guarantee.
3. Purpose of the Bank Guarantee to be clearly stated.
4. Conditions of the said Obligations must be stated.
5. The physical address of the Surety should be given.
6. The validity period of the Bank Guarantee must be clearly stated.
7. Signature of surety and the date when it was endorsed must be clearly shown.
8. It must be an original document that is date stamped.
9. Bid Bonds from Insurance Companies are not acceptable.
10. 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

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Option 3

If **Option 3** is chosen bidders must pay **USD2,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **USD175.00 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.

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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 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:

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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	Proof 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 (attach & for Zimbabwean companies only)
5	A copy of your company profile
6	A valid NSSA Certificate (attach certificate)
7	VAT Registration Certificate (attach certificate)
8	Registration with the Ministry of Home Affairs (attach certificate)
9	Proof of ISO Certification (attach a valid certificate).
10	Bank statement (immediate 3 months statement).

2. Technical Evaluation

NO.	EVALUATION CRITERION
1	Bid validity of 120 days
2	Bid Security of US\$2,000.00
3	Administration fees of US\$175.00 for bid security lodged with PRAZ
4	Payment of Special Procurement Oversight Committee (SPOC) Fees of US\$350.00
5	Bidder to provide names of at least five (5) institutions (with Banking Halls) to which it provided security services of which three (3) trade references (from the five(5) listed above) trade references must be submitted on a company letterhead, signed and subject to verification as part of further due diligence . The services should have been rendered within the immediate past five (5) years & subject to verification .
6	Bidder must have at least five (5) years working experience in the provision of security services within Institutions with Banking Halls, in the immediate past five (5) years .
7	Bidders to have a Public Liability Insurance of US\$5,000,000.00 million or Zimbabwean Gold equivalent bank rate on the date of settlement.
8	Bidders to comply with Firearms Control Act (submit proof of ownership of at least forty (40) firearms by way of valid firearm certificates for each firearm)

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9	Bidders must submit a fully completed & signed bid submission sheet .
10	Bidders must submit proof of ownership of security dogs (at least twenty (20) dogs with a record of vaccination for each dog (vaccination certificate) and accompanied by a dog skills register . Additionally, bidders are also mandated to submit individual certificates proving dog handling training for at least fourty (40) dog handlers, subject to further verification.
11	Bidders must submit a completed Technical Specification & Compliance Sheet.
12	POTRAZ Private Mobile Radio License (attach certificate and proof of ownership of at least fifty (50) radios).
13	Certificate of NEC Security Sector Membership
14	Bidder must submit proof of Security Sector Association/Affiliation
15	Submit individual certificates proving firearms/weapons handling training for at least eighty (80) security guards.
16	Demonstrate a proven track record of managing large-scale contracts involving more than five hundred (500) security personnel for a single client verifiable through NSSA & NEC.
17	Provide proof of ownership of at least thirty (30) deployment and supervision vehicles through valid vehicle registration books one of which should be a bus/minibus minimum thirty (30) seater or more and five (5), 4 x 4 off-road vehicles excluding open trucks for deployment, subject to verification.
18	Bidders who have previously provided services to ZIMRA must demonstrate a clean, untainted performance record with the organisation. Participants must not have breached any contract terms and conditions with ZIMRA or have any outstanding litigation issues with ZIMRA.
19	Provide proof of physical operational offices (lease agreement or title deed).
20	Bidder must submit a detailed mobilisation plan demonstrating ability to deploy within 30 days of contract signing.
21	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)
22	Low balling / unrealistically low entry prices in order to win contracts, only to immediately seek price escalations after the award is prohibited for this tender.
23	Bidders with any conflict of interest including but not limited to Cleaning and Clearing services on the part of the Bidder are barred from participating from this tender.
24	Restriction of a maximum of one (1) lot to be awarded to a single supplier .

Note: *Submission of the tax clearance certificate shall be subject to further due diligence through ascertaining the exact tax compliance status with ZIMRA and may lead to disqualification in the event that non-compliance is identified and poses material risk to the contract.*

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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 Gold, 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 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 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	of	Unit Rate	Monthly Price ¹	Total Price ²
Lot 1	Greater Harare See Annexures For more details on deployments		.				
Lot 2	Region 1 See Annexures For more details on deployments.						
Lot 3	Region 2 & Bulawayo See Annexures For more details on deployments.						
Lot 4	Region 3 See Annexures For more details on deployments.						
Lot 5	Masvingo See Annexures For more details on deployments.						
Lot 6	Beitbridge Border Post See Annexures For more details on deployments.						
					<i>Other additional costs (be specific here)</i>		
					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: Award will be made on a lot-by-lot basis to a **maximum** of two (2) lots.

Note 4: 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 5: The cost for further deployments with respect to **Note 4** above **aligned to the prevailing rates** at the time the contract variation is agreed upon.

Note 6: **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.

	<i>A</i>	<i>B</i>	<i>C</i>
<i>Item No.</i>	<i>Description</i>	<i>MINIMUM technical Specification required (or Equivalent of) (including applicable standards) weight for items to be ferried</i>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i>
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.	Communicati on 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:

.....


.....
16 MArch 2026

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

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PART 3 CONTRACT

PART 3 CONTRACT

Contract Agreement

Procurement Reference: ZIMRA Restricted Tender No. NCB08/2026

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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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: *[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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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 were modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: **ZIMRA Tender No. NCB08/2026**

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	<p>Authorised representatives:</p> <p>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</p> <p>Switchboard: +263 242 790 811-4 Ext. 317, Mobile: +263 719 526 953 Direct: +263 242 773 040</p> <p>E-Mail: procurement@zimra.co.zw</p> <p>2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</p>
GCC 7.4	<p>Ineligible countries: Only Zimbabwean companies are legible to participate</p>
GCC 18.1	<p>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</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>
GCC 19.1	<p>Commencement of Services: The date or period of time for commencement of services is from date of contract signature</p>
GCC 20.1	<p>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</p>
GCC 22.3	<p>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</p>

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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.

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Annexure A**DEPLOYMENTS**

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

HEAD OFFICE SECURITY REQUIREMENTS								
STATION	SITE	DA Y	NIG HT	DAYS	DOG (S)	GUNS (S)	COVERAGE	TOTAL HOURS
HEAD OFFICE SECURITY REQUIREMENTS	Kurima main entrance	2	2	Sun-Sat	0	0	2x 24	0600hrs-1800hrs 1800hrs - 0600hrs
	Refuse Area/Basement exit	1	0	Sun-Sat	0	0	1x 12	0600hrs-1800hrs
	ICT	0	0	Sun-Sat	0	0	0	0
	Basement	2	2	Sun-Sat	0	0	2x 24	0600hrs-1800hrs 1800hrs - 0600hrs
	Central Stores	2	3	Sun-Sat	1	1	1x 24 & 1x12	0600hrs-1800hrs 1800hrs - 0600hrs
	Parkade - Nyerere	1	1	Sun-Sat	0	0	1x24	0600hrs-1800hrs 1800hrs - 0600hrs
	Parkade - Samora	2	2	Sun-Sat	0	0	2x 24	0600hrs-1800hrs 1800hrs - 0600hrs
	Contact Centre	1	1	Sun-Sat	0	0	1x24	0600hrs-1800hrs 1800hrs - 0600hrs
	DR - Kensington	1	1	Sun-Sat	0	0	1 x 24	0600hrs-1800hrs 1800hrs - 0600hrs
	Lynton Flats	1	1	Sun-Sat	1		1 x 24	0600hrs-1800hrs 1800hrs - 0600hrs
TOTAL [H.O]		13	13		2	1		
STATION	SITE	DA Y	NIG HT	DAYS	DOG (S)	GUN (S)	COVERAGE	TOTAL HOURS
CHIRUNDU OSBP	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 -

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								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
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	0	Sun-Sat	0	0	1x16hrs		0600hrs - 2200hrs
Dry Port Commercial Entry/exit - Zambia	1	0	Sun-Sat	0	0	1x16hrs		0600hrs - 2200hrs
Scanner Shed - Northbound	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
Dry Port Entry/Exit Gate to Scanner	2	2	Sun-Sat	0	2	2x24hrs		0600hrs - 1800hrs 1800hrs - 0600hrs
VID Impound	2	2	Sun-Sat	0	1	2x24hrs		0600hrs - 1800hrs 1800hrs - 0600hrs
IT Impound 1 [IT Motor Traffic]	2	2	Mon-Sun	0	1	2 x24hrs		0600hrs - 1800hrs 1800hrs - 0600hrs
IT impound 2 [VID Offices]	1	1	Mon-Sun	0	0	2x24hrs		0600hrs - 1800hrs 1800hrs - 0600hrs
Roving Guard Entry Side	0	1	Sun-Sat	0	1	1x12hrs		1800hrs - 0600hrs
Roving Guard Exit Side	0	1	Sun-Sat	0	1	1x12hrs		1800hrs - 0600hrs

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	Cash Office	1	1	Sun-Sat	0	1	1x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Car Park Staff	1	0	Sun-Sat	0	0	1x12hrs	0600hrs - 1800hrs
	State Warehouse and Search Bay Entry Side	2	2	Sun-Sat	0	0	2x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	State Warehouse and Search Bay Exit Side	1	1	Sun-Sat	0	0	1x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	State Warehouse Extension	1	1	Sun-Sat	0	0	1x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Main Flat	1	0	Sun-Sat	0	0	1x12hrs	0600hrs - 1800hrs
	Station Manager's House and Girls Mess	1	0	Sun-Sat	0	0	1x12hrs	0600hrs - 1800hrs
	Boys Mess	1	0	Sun-Sat	0	0	1x12hrs	0600hrs - 1800hrs
	Cottages Phase 2	1	1	Sun-Sat	0	1	1x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
TOTAL [ZWCH]		27	23		0	8		
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
	Mushonga Ridge Car Park	2	2	Mon-Sun	0	0	2x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Heights Car Pound	2	2	Mon-Sun	0	2	2x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
KARIBA MOST HIGH	Main Entrances	2	2	Sun-Sat	0	0	2x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
TOTAL [ZWKB]		10	10		0	3		
STATION	SITE	DAY	NIGHT	DAYS	DOG (S)	GUN (S)	COVERAGE	TOTAL HOURS
REGION 1 DT	Marondera	1	1	Sun-Sat	0	0	1x24hrs	0600hrs - 1800hrs

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								1800hrs - 0600hrs
	Bindura	1	1	Sun-Sat	0	0	1x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Chinhoyi	1	1	Mon-Sun	0	0	1x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Old Mutual	1	0	Mon-Sat	0	0	1x12hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Kurima (Ex Barclays Reception and Kiosk)	2	2	Mon-Sun	0	0	1x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
TOTAL [REGION 1]		6	5		0	0		
STATION	SITE	DAY	NIGHT	DAYS	DOG (S)	GUN (S)	COVERAGE	TOTAL HOURS
KANYEMBA	ZIMRA HOUSE	1	1	Sun-Sat	0	0	1x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Office	1	1	Sun-Sat	0	0	1x24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
TOTAL		2	2		0	0		
MUKUMBUR A	ZIMRA HOUSE	1	1	Sun-Sat	0	0	1 x 24 hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Office	1	1	Sun-Sat	0	0	1 x 24 hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
TOTAL		2	2		0	0		
NYAMAPAN DA	ZIMRA BOREHOLE	1	1	Sun-Sat	0	0	1 x 24 hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	ZIM Entry and Boom Gate 2	2	2	Sun-Sat	0	0	1 x 24 hrs/1 x 12 hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Search Bay Gate and Traffic Control	1	0	Sun-Sat	0	0	1 x 14hrs	0600hrs - 1800hrs
	Zim Entry and Boom Gate 3	1	1	Sun-Sat	0	0	1 x 24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs

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	Drones Office	1	1	Sun-Sat	0	0	1 x 24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Vehicles Impounded Yard	1	1	Sun-Sat	1	0	1 x 24hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Entry into Border Boom Gate 1	2	2	Sun-Sat	0	0	1 x 24hrs/1 x 12hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Gate 4	1	1	Sun-Sat	0	0	1 x 12 hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Cash Office	1	0	Sun-Sat	0	1	1 x 14hrs	0600hrs - 2000hrs
	Supervisor's Mess K9 Mess 1	0	1	Sun-Sat	0	0	1 x 12hrs	1800hrs - 0600hrs
	Chirwa House Mess 7	0	2	Sun-Sat	0	0	1 x 12hrs	0600hrs - 1800hrs 1800hrs - 0600hrs
	Nyamukoro so House Mess 8	0	1	Sun-Sat	0	0	1 x 12 hrs	1800hrs - 0600hrs
	Ulombo House Mess 8	0	1	Sun-Sat	0	0	1 x 12hrs	1800hrs - 0600hrs
	Gwizo House Mess 11	0	1	Sun-Sat	0	0	1 x 12hrs	1800hrs - 0600hrs
	Kodzawak o House Mess 6	0	1	Sun-Sat	0	0	1 x 12 hrs	1800hrs - 0600hrs
	Ngondonga House Mess 2, 3 and 4	0	2	Sun-Sat	0	0	1 x 12hrs	1800hrs - 0600hrs
	Mutukwa House Mess 9	0	1	Sun-Sat	0	0	1 x 12hrs	1800hrs - 0600hrs
	Nyakuna House Mess 5	0	1	Sun-Sat	0	0	1 x 12hrs	1800hrs - 0600hrs
	ZIMRA Flat	1	1	Sun-Sat	0	0	1 x 24hrs	0600hrs - 1800hrs 1800 hrs - 0600hrs
TOTAL		12	21		1	1		
Region 1 Customs & Excise and Greater Harare (Regional Offices)								
STATION	SITE	DAY	NIGHT	DAYS	DOG (S)	GUN (S)	COVERAGE	TOTAL HOURS
Harare Port	NRZ State Warehouse	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	NRZ Admin Warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800 hrs -

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								0600hrs
	Bak Storage	6	6	Sun-Sat	1	2	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Cash Office (Motor Traffic Kurima)	1	1	Monday-Sat	0	1	1 x9hrs	0800hrs-1800hrs
	Cash Office (Motor Traffic Kurima)	1	1	Saturday	0	0	1 x4.5hrs	0800hrs-1230hrs
TOTAL		10	10		1	4		
RGMI	State Warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
	Airfreight offices	1	1	Sun-Sat	0	1	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
TOTAL		2	2		0	1		
Region 1 Excise Division Belgravia Offices	Excise Offices	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs - 0600hrs
TOTAL		1	1		0	0		
GRAND TOTAL		85	89	0	4	18		

LOT 2 - REGION 2 & BULAWAYO

PROPOSED DEPLOYMENTS BUILDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES							
SITE	DAY	NIGHT	DAYS	DOGS	GUN(S)	COVERAGE	TOTAL HOURS
Plumtree Border Roving	1	1	Mon-Sun	1	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Staff Car Park	2	2	Mon-Sun	0	0	2x24hrs	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	2x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Entry Gate	2	2	Mo	0	0		0600hrs-1800hrs 1800hrs-

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P L U M T R E E			n - Sun			2x24hrs	0600hrs	
	Scanner Shed	2	2	Mo n - Sun	0	0	2x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Plumtree Search Bays Imports	2	2	Mo n - Sun	1	0	2x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Plumtree Truck Yard Boom	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Plumtree Anti-Smuggling	1	1	Mo n - Sun	1	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Plumtree warehouse	1	1	Mo n - Sun	1	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Plumtree car Pound	2	2	Mo n - Sun	1	0	2x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	K9 House	1	1	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Hebron Houses (202, 203 & 207)	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Station Manager's House	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Banking/Travellers Halls	2	2	Mo n - Sun	0	1	2x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Check Point	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Exit Scanner	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Cash Office	1	1	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	ZIMRA Mangwe Flats	1	2	Mo n - Sun	0	0	1x12hrs, 1x12hrs	0600hrs-1800hrs 0600hrs 1800hrs-

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	TOTAL	28	29		5	3				
M A I T E N G W E	Maitengwe Banking Hall	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-	
	Maitengwe Cash Office	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-	
	Maitengwe Officers House	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-	
	Maitengwe Roving/Gunner	1	1	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-	
	TOTAL	4	4		0	1				
M P O E N G S	Mpoengs Banking Hall	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-	
	Mpoengs Cash Office	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-	
	Mpoengs Officers House	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-	
	Mpoengs Roving/Gunner	1	1	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-	
		TOTAL	4	4		0	1			
	VicFalls Roving Guards	2	2	Mo n - Sun	0	0	2x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-	
ZIMRA UTC Flats	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-		
Victoria Falls Customs OfficeTown	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-		

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V i c f a l l s	Vicfalls DT Office	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	VicFalls Private Imports Search Bay	2	2	Mo n - Sun	0	0	2x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	VicFalls State warehouse	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	Banking/Travellers Hall	2	2	Mo n - Sun	0	0	2x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	Vicfalls Exit/Entry	2	2	Mo n - Sun	0	0	2x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	Chinotimba Compound	2	2	Mo n - Sun	0	1	2x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	Low Density 40, 50, 51, 52 and 53 Dele Cres and 70 Courtney Selous 181 West Drive and 39 West Drive	4	4	Mo n - Sun	0	0	4x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	ZIMRA New Flats	2	2	Mo n - Sun	0	0	2x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	Traffic Control	2	2	Mo n - Sun	0	0	2x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	TOTAL	22	22		0	1			
K a z	Kazungula Compound	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	Banking/Travellers Hall	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	State Warehouse	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-
	Kazungula Lastman	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs	1800hrs-

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u n g u l a								
	Kazungula Roving	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Kazungula Cash Office	1	1	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
TOTAL	6	6		0	1			
P A N D A M A T E N G A	Pandamatenga	1	1	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	TOTAL	1	1		0	1		
H W A N G E	Hwange Offices	1	1	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Hwange Baobab Compounds	2	2	Mo n - Sun	0	0	2x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Hwange Southgate Compond	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Binga	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	TOTAL	5	5		0	1		
	Florian Court	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs 1800hrs-
	Regional Office Stand	2	3	Mo n -	1	1	2x12hrs,	0600hrs-1800hrs 0600hrs 1800hrs-

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PART 3 CONTRACT

			Sun			3x12hrs		
B U L A W A Y O	Manica Condep	4	4	Mo n - Sun	1	1	4x24hrs	0600hrs-1800hrs 1800hrs- 0600hrs
	Bulawayo Port	3	2	Mo n - Sun	0	0	3x12hrs, 2x12hrs	0600hrs-1800hrs 0600hrs
	K9 House	1	1	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs
	NRZ Warehouse	1	1	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs
	Bulawayo Airport	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs
	Beitbridge DT Office	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs
	TOTAL	17	17		2	4		
	Gwanda Customs and DT Offices	1	1	Mo n - Sun	0	0	1x24hrs	0600hrs-1800hrs 0600hrs
	Gwanda Warehouse (whwn Operational)	1	2	Mo n - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs
	G W A N D A	Mlambapele Office	2	2	Mo m - Sun	0	1	2x24hrs
Mlambapele Compound		1	1	Mo m - Sun	0	1	1x24hrs	0600hrs-1800hrs 0600hrs
TOTAL		5	6		0	3		
GRAND TOTAL	92	94		7	16			

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 08/2026

PART 3 CONTRACT

LOT 3 - REGION 3 & FORBES

Station	Site	Day Guards	Night Guards	Days	Dog[s]	Gun[s]	Coverage	
MASVINGO	Zimre Centre Office – Main Entrance	1	1	Sat - Sun	0	0	1 x 24hrs	
	Office Car Park...Along Hughes Street (LAPF)	1	1	Sat - Sun	0	0	1 x 24hrs	
	CSC Warehouse	1	1	Sat - Sun	0	0	1 x 24hrs	
	Car pound 4334 Industrial site, Masvingo	1	1	Sat - Sun	0	1	1 x 24hrs	
	NRZ Warehouse	1	1	Sat - Sun	0	0	1 x 24hrs	
	No.122 Mutondo Drive, Bushmead, Masvingo	1	1	Sat - Sun	0	0	1 x 24hrs	
	No 54 McGhee Avenue, Rhodene Masvingo	1	1	Sat - Sun	0	0	1 x 24hrs	
	ZVISHAVANE	Zvishavane Office - Main Gate.	1	1	Sat - Sun	0	0	1 x 24hrs
		Zvishavane Warehouse	1	1	Sat - Sun	0	1	1 x 24hrs
Gweru	MEGAWATT	1	1	Sat - Sun	0	0		
	Customs house	1	1	Sat - Sun	0	0	1 x 24hrs	
	Stand 8491(No guard now. There will be need in future once the stand is finished)	1	1	Sat - Sun	0	0	1x24hours	
Kwekwe	CAIPF Building, 2Kings road, ground floor	1	1	Sat - Sun	0	1	1 x 24hrs	

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

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PART 3 CONTRACT

Kadoma	reception						
	Main Office building, 29 Union Avenue, Kadoma	1	1	Sat - Sun	0	1	1 x 24 hrs
	Customs yard/ Car impound yard at 29 Union Ave. Kadoma	1	1	Sat - Sun	1	1	1 x 24 hrs
CHIREDDZI	Sango Border Post Entry gate	1	1	Sun-Sat	0	1	1 x 24hrs
	Sango Border Post Exit gate	1	1	Sun-Sat	0	1	1 x 24hrs
	Sango Border Post main office patrols	1	1	Sun-Sat	0	1	1 x 24hrs
	Sango Border Post – staff residents	1	1	Sun-Sat	0	0	1x24hrs
	Rutenga Customs Office, NRZ clearance yard	1	1	Sun-Sat	0	1	1 x 24hrs
	Zimra Rutenga staff quarters	1	1	Sun-Sat	0	0	1 x 24hrs
	Chiredzi Customs Warehouse, 601 Strychnos road Chiredzi	1	1	Sun-Sat	0	1	1 x 24hrs
	Chiredzi Car Pound, stand 9798 light industrial sites	1	1	Sun-Sat	1	1	2 x 24hrs
	Chiredzi Customs House, 309 Inyati Drive Chiredzi	1	1	Sun-Sat	0	0	1 x 24hrs
	Chiredzi Customs House, 609 Baobab Road, Chiredzi	1	1	Sun-Sat	0	1	2 x 24hrs

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PART 3 CONTRACT

	Chiredzi Customs house, 19 Old Mill Hippo Valley	1	1	Sun-Sat	0	0	1 x 24hrs
	Chiredzi Customs, number 18 Stanley Cook, Triangle	1	1	Sun-Sat	0	0	1x24hrs
	Chiredzi Zimra Woodpecker staff quarters, Stand number 637 woodpecker drive	1	1	Sun-Sat	0	0	1 x 24hrs
MUTARE	Zimre Centre Office – Main Entrance	1	1	Sun-Sat	0	1	1 x 24hrs
	Customs house	1	1	Sun-Sat	1	1	1 x 24hrs
	Rusape Office	1	1	Sun-Sat	0	1	1 x 24hrs
TOTALS		31	31		3	15	

Comments**Masvingo**

- NRZ Masvingo - guards removed and will be reviewed as activities are adhoc -Leaving 1by1 (Currently for warehouse five Guards)
- Car pound 4334 Industrial site, Masvingo - there is (Currentl need for 1 day guard and 2-night guard (1 x 24hrs) y-1by1)
- Stands 29979/29980 Oliver Street Commercial stand, Masvingo was removed because currently there is no activity - there is a proposal that the stand be used for Car Park, and there is need for 1 guard (1 x 24hrs)

CHIREDDZI

- 609 Baobab Road, there is need for an extra guard at night
- Stand 9798 Car pound light industrial need for 2*24hrs with gun and dog
- 18 Stanley cook, Triange, need for (Officers 1*24hrs guard house)

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PART 3 CONTRACT

- 4) Chiredzi Agricultural show needs 1*24hr guard for show period. 4 days.
 5) There is a proposal to look for a new warehouse needs a guard 1*24hr with a gun

Mutare, Chipinge, Rusape

- 1) Mutare main entrance need for a gun at night (Main Mutare Office (Zimre))
 2) Chipinge entrance need for a gun at night (Main Chipinge Office)
 3) Sanganani Travel expo needs 1 x 24hrs guard for those days
 4) Mutare Agricultural show needs 1*24hr guard for show period.
 5) Rusape Agricultural show needs 1*24hr guard for show period.
 6) Chipinge Agricultural show needs 1 x 24Hr guard for show period.

LOT 4, BEITBRIDGE BORDER POST

DESCRIPTION/COVERAGE AREA	DAY	NIGHT	DAY S	DOG S	GUN S	COVERAGE	TOTAL HOURS
Boom Entrance Import	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Hazardous substances	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Imports truck yard-wafawafa	4	4	Sun-Sat	0	0	4x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Drone Site	1	2	Sun-Sat		1	1x 24 hours/ 1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
Malume holding bay	2	3	Sun-Sat	0	0	2x24hrs/1x12hrs	0600hrs-1800hrs 1800hrs-0600hrs
Malume gate house	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Decontamination warehouse	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

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PART 3 CONTRACT

Malume cash office + Firearm	1	1	Sun- Sat	0	1	1x24hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Malume search bay	1	1	Sun- Sat			1x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Malume warehouse	1	1	Sun- Sat			1x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Malume Settlement Area	1	1	Sun- Sat			1x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Freight Terminal Warehouse North	2	2	Sun- Sat			2x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Freight Terminal Warehouse South	2	2	Sun- Sat			2x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Freight terminal	2	2	Sun- Sat			2x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Lastman	2	2	Sun- Sat			2x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Truck Entrance South Bound	1	1	Sun- Sat			1x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Truck Exit South Bound	1	1	Sun- Sat			1x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Export holding bay	2	2	Sun- Sat			2x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Bus terminal	2	2	Sun- Sat			2x24 hrs	0600hrs- 1800hrs 1800hrs- 0600hrs
Temporary Warehouse	1	1	Sun- Sat			1x24hrs	0600hrs- 1800hrs 1800hrs- 0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

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PART 3 CONTRACT

Compliance Shed - scanners	1	2	Sun-Sat			1x24 hrs/1x12 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance shed - Gate house North Bound	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance Shed - Exit Boom	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance Shed - South Bound	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Compliance Shed - Buses holding bay North Bound	3	3	Sun-Sat			3x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Staff carpark Compliance	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Car impound	2	2	Sun-Sat	1		2x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Light Motor vehicles gatehouse north bound	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Private red route/Regional office terminal	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Private travellers terminal	2	2	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Sealing Office	1	1	Sun-Sat	0	0	1x24hrs	0600hrs-1800hrs 1800hrs-0600hrs
Light vehicles yard northbound	2	2	Sun-Sat			2x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
light vehicles yard south bound	1	1	Sun-Sat			1x 24 hours	0600hrs-1800hrs 1800hrs-0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

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PART 3 CONTRACT

Light vehicle South bound exit	1	1	Sun-Sat			1x 24 hours	0600hrs-1800hrs 1800hrs-0600hrs
Reaction	8	8	Sun-Sat	1	1	8x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Manica	8	8	Sun-Sat	2	1	8x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Malindi	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
BTS	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
NRZ	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
APQ Warehouse + Firearm	2	3	Sun-Sat	1	2	2x24/ 1*12hrs	0600hrs-1800hrs 1800hrs-0600hrs
1259 Impala Cottage	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
480 Tsakani Flats	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
36 Hagelthorn	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
44 Hagelthon	2	2	Sun-Sat	1		2x 12 hours	0600hrs-1800hrs 1800hrs-0600hrs
72/74 Justicia/409/410/411	2	2	Sun-Sat			1x24	0600hrs-1800hrs 1800hrs-0600hrs
86/87 Impala drive	1	2	Sun-Sat			1x24/1 X12hrs	0600hrs-1800hrs 1800hrs-0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

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PART 3 CONTRACT

109 Impala drive	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
115 Eland Road	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
297/8 Flamboyant Avenue	1	2	Sun-Sat			1x24/1 X12hrs	0600hrs-1800hrs 1800hrs-0600hrs
258 Limpopo View	1	1	Sun-Sat	1		1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
123 Impala Drive	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
184 Impala Drive	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
1259 Impala Extension	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
1639 Impala Extension	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
1735 Impala Extension	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
317 Acacia Road	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
577 Acacia Road	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
580 Acacia Road	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
596 Baobab	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

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PART 3 CONTRACT

597 Baobab	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
605 Baobab	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
625 Baobab	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
659 Baobab	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
730 Baobab road	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
412 Hagelthorne	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
744 Hagelthorne	1	2	Sun-Sat	1		1x24 hrs/1x12 hrs	0600hrs-1800hrs 1800hrs-0600hrs
757 Medium Density	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
871 Medium Density	1	2	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
1056 Medium Density	1	2	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
flat 542 Pound road	1	1	Sun-Sat	1		1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
Flats 543 Round Pound Rd	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
35 Park Avenue	1	1	Sun-Sat			1x24	0600hrs-1800hrs 1800hrs-0600hrs
Sabot Condep	1	0	Sun-			1x 16 hrs	0600hrs-

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PART 3 CONTRACT

			Sat				2200hrss
78 Cactus Close	1	1	Sun-Sat			1x24 hrs	0600hrs-1800hrs 1800hrs-0600hrs
TOTAL	106	114		9	6		

LOT 5, MUTARE & FORBES REGION

FORBES AND MT SELINDA PORPOSED DEPLOYMENT FOR 2026		Anticipated deployment			
Station	House Stand No.	Properties	Day	Night	Gun
Forbes	Border General Yard(entry)	Office	1	1	
Forbes	Border Main gate Entry (Gun at Night)	Office	1	1	
Forbes	Border General Yard(exit)	Office	1	1	
Forbes	Border Main gate Exit	Office	1	1	
Forbes	Border cash office with gun	Office	1	1	1
Forbes	Border Flat including K9 Kennels		1	1	
Forbes	GMS Enforcement	Office	1	1	
Forbes	GMS exit	Office	1	1	
Forbes	GMS Cash office with gun	Office	1	1	1
Forbes	GMS Roving		1	1	
Forbes	Customs house	Office	1	1	
Forbes	Ceva entry	Office	1	1	
Forbes	Ceva exit	Office	1	1	
Forbes	Ceva impound	Office	1	1	
Forbes	Ceva cash office with gun	Office	1	1	1
Forbes	Ceva roving	Office	1	1	
Forbes	BAK Storage entry	Office	1	1	
Forbes	BAK Storage exit	Office	1	1	
Forbes	9 cornwall	Office	1	1	
Forbes	11 Swineburne,Fairbridge	House	1	1	
Forbes	15 Alexander Drive,Border vale,Mutare	House	1	1	
Forbes	15 Auckland,Westlea,Mutare	House	1	1	
Forbes	5 Shakespear,Fairbridge Mutare	House	1	1	
Forbes	21 Somerset,Yeovil Mutare	House	1	1	

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

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PART 3 CONTRACT

Forbes	5560 Murambi East,Mutare	House	1	1	
Forbes	7 Rekayi Tangwena,Morningside ,Mutare	House	1	1	
Forbes	9 Auckland Circle,Westlea ,Mutare	House	1	1	
Forbes	10408 Greenside Extension,Mutare	House	1	1	
Forbes	5607 Murambi,Mutare	House	1	1	
Forbes	6606 Zimta ,Chikanga 3 Mutare	House	1	1	
Forbes	6607 Zimta ,Chikanga 3 Mutare	House	1	1	
Forbes	1827 Chikanga 2 Mutare	House	1	1	
Forbes	5198 Chikanga 3 ,Mutare	House	1	1	
Forbes	6 Honde,Murambi,Mutare	House	1	1	
+Forbes	10 Bouganvillea Close,Palmerstone Mutare	House	1	1	
Forbes	31 Starline,Greenside,Mutare	House	1	1	
Forbes	10077 Greenside Extension,Mutare	House	1	1	
Forbes	1 Cornwell Yeovil,Mutare	House	1	1	
Forbes	9 Missanda Avenue,Morningside	House	1	1	
Forbes	14 Manica Murambi,Mutare	House	1	1	
Forbes	3 Jason Moyo	House	1	1	
Forbes	5569 Murambi East	House	1	1	
Forbes	1 Baker	House	1	1	
Forbes	10111 Green side extension ,mutare	House	1	1	
Forbes	32-11 Avenue,Mutare	House	1	1	
Forbes	3 Jason Moyo ave B	House	1	1	
Forbes	23 Chaminuka drive greenside	House	1	1	
Forbes	14 Bunting street,greenside	House	1	1	
Forbes	182 Rekayi Tangwena,Greenside extension	House	1	1	
Forbes	10199 Greenside extension	House	1	1	
Forbes	5491 Murambi East	House	1	1	
Forbes	7 houses to accommodate staff in Hotels	House	7	7	
Forbes	4 houses to accommodate managers in hotels	House	4	4	
Forbes	4 houses to accommodate supervisors to come	House	4	4	
Forbes	Anticipated 5 houses to accommodate more staff	House	5	5	

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES**PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 08/2026****PART 3 CONTRACT**

Forbes	Anticipated 5 guards to accommodate possible deployment at Bulwark	Office	5	5	
Total	Forbes		76	76	3
Mt Selinda	Main gate Entry		1	1	
Mt Selinda	Borehole		1	1	
Mt Selinda	Staff messes		2	2	
Mt Selinda	Main Gate Exit		1	1	
Total	Mt Selinda and Forbes		81	81	3

BIDDING DOCUMENT FOR THE PROVISION OF SECURITY SERVICES

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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 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:	<i>[Title or other appropriate designation]</i>