

**BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND
INSTALLATION OF CANOPIES ON POTRAZ VEHICLES: POTRAZ/DOM/24/2020**



Creating a level playing field

**POSTAL AND TELECOMMUNICATIONS REGULATORY AUTHORITY OF
ZIMBABWE (POTRAZ)**

**BIDDING DOCUMENT FOR THE SUPPLY AND INSTALLATION OF CANOPIES ON POTRAZ
VEHICLES**

SUBMISSION DATE OF DEADLINE : 15 DECEMBER 2020

SUBMISSION DEADLINE TIME : 1000 HOURS

**BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND
INSTALLATION OF CANOPIES ON POTRAZ VEHICLES: POTRAZ/DOM/24/2020**

**Bidding document for the procurement of supply and installation of canopies on
POTRAZ vehicles.**

Procurement Reference No: POTRAZ/DOM/24/2020

**Procuring Entity: Postal and Telecommunications Regulatory Authority of Zimbabwe
(POTRAZ)**

Date of Issue: 04 December 2020

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PART 1: BIDDING PROCEDURES

References

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter22:23] and references to the Regulations are to the Public Procurement, Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) and the Public Procurement and Disposal of Public Assets (General) (Amendment) Regulations, 2020 (No. 1). 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 items described in the Statement of Requirements below, by completing and returning the following documentation:

1. the Bid Submission sheet in this Part;
2. the Statement of Requirements in Part 2;
3. a copy of every documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations :
4. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe;
5. A bid security in the format specified in Part 2;
6. Bid validity period;
7. Company profile with a copy of
 - a. Valid tax clearance certificate
 - b. Certificate of incorporation, CR14 and CR6
8. The period for which the bid is valid.
9. At least three written, signed, and dated letters of reference on company letterheads from organisations which bidder has done similar contracts in the past three years.
10. Proof of supply of goods of a similar nature and value e.g. copies of purchase orders, contracts, etc., executed within the last three years.

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

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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. Even where the requirements are divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned directly or indirectly, by the same person.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to **10 December 2020** and should be sent to:

**The Supply Chain Manager
POTRAZ
1008 Performance Close
Mt Pleasant Business Park
Mt Pleasant
Harare.**

Or through email to pmu@potraz.gov.zw

Eligibility and qualification requirements

Bidders are required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. They must therefore **meet the following mandatory administrative qualification criteria;**

Checklist

Subject	Criteria	Documentation Required
Eligibility		
Legal Status	Vendor must be a legally registered entity	Company Registration Documents - Certificate of Incorporation - CR14 - CR6
Legal eligibility	Bidder must confirm eligibility in terms of section 28(1) of the Regulations. Bidder must not be debarred from bidding and must not be conflicted in relation to this procurement.	Signed bid submission sheet - Bidders that do not sign the bid submission sheet will be deemed not agreeable with the stated terms and conditions hence will be disqualified. The bid submission sheet should be signed by persons authorised to sign

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Subject	Criteria	Documentation Required
		documents on behalf of the company
Bankruptcy	Bidder must 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	- Declaration by completing and signing the bid submission sheet in this part
Taxes and Social Security Requirements	Bidders should have fulfilled their obligations to pay taxes, licences and social security contributions in Zimbabwe for domestic bidders.	- Valid tax clearance certificate
Conflict of Interest	Bidders must not be debarred from participation in public procurement under section 72 (6) of the Act and section 74 (1)(c) (d) (e) of the Regulations or declared ineligible under section 99 of the Act	- Declaration by completing and signing the bid submission sheet in this part.
PRAZ registration	Bidder must be registered with the Procurement Regulatory Authority of Zimbabwe and should have paid the applicable Supplier registration fees set out in Part III of the fifth schedule of the Regulation for both domestic and international suppliers. Details for registration and applicable fees are available on www.praz.gov.zw	- Proof of PRAZ registration (copy extract from the government gazette or PRAZ copy showing registration details)
Bid Security	Bidders are required to pay a refundable bid security of ZW\$50 000.00 . The bid security is payable at the Procurement Regulatory Authority of Zimbabwe or through a registered commercial bank	- Receipt from PRAZ or valid bid security from a registered commercial bank.
Bid Validity	Bids are required to remain valid for 60 days from the closing date of the tender	- To state bid validity period on the bid submission sheet

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Subject	Criteria	Documentation Required
Qualification and Experience		
References	Minimum of 3 references from reputable companies which bidder has been in business with within the past three(3) years	- 3 or more signed and dated letters of reference from companies which bidder has supplied similar services from within the past three years
Proof of capacity and experience	Minimum of two contracts or purchase orders in which bidder was contracted by other entities to provide similar goods. These should be from within the last three (3) years	Submit proofs - Attach copies of contracts/Purchase Orders/Order instructions awarded and executed
Premises Inspections	POTRAZ reserves the right to inspect the bidders` operating premises to verify evidence of operations and capacity to deliver. POTRAZ may disqualify bidders that fail to provide Physical Evidence of operations as per its vendor verification checklist procedures.	- Bidder to submit physical address of operating premises

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

Lots and Packages

The requirement is **divided into three lots**. Bidders can bid for **either one or all the lots** if qualified and has capacity to supply all the lots.

Participation

Participation in this bidding procedure is open to Zimbabwean registered companies only. Company registration documents must be submitted for confirmation.

Validity of Bids

The minimum period that the Bidder’s bid must remain valid is sixty (60) days, from the deadline for the submission of bids.

Submission of Bids

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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:

- i) the price of the Goods and the cost of delivery to the final destination, which is POTRAZ Head Office, Harare, 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.

Bid Security

The Bidder must include a bid security of **ZW\$50 000.00** in the following form:

Option 1 --- A certified Bank Cheque addressed to POTRAZ and shall be valid throughout the bid validity period.

Option 2 --- A Bank Guarantee endorsed by a registered commercial bank or building society.

Please note: if this option is preferred, the required bid security should include the following features in order for it to be considered valid:

- i) Letterhead of a registered commercial bank or building society (i.e. the guarantor of the bid security /surety).
- ii) The heading clearly stating that it is a security bond.
- iii) Purpose of the bond to be clearly stated.
- iv) The date when the common seal of the said surety was effected to be indicated.
- v) Conditions of the said obligation to be stated.
- vi) The physical address of the guarantor to be stated.
- vii) The validity period of the bids bond to be clearly stated.
- viii) Signature of guarantor and the date when it was endorsed to be clearly shown
- ix) It must be an original document and date stamped.

Option 3 --- A Cash Deposit to the Procurement Regulatory Authority of Zimbabwe (PRAZ) If Option 3 is chosen, bidders must also submit proof of payment to PRAZ of non-refundable cash bid bond establishment fee of **ZW\$12,000.00 dollars** in line with Part V of the Public Procurement and Disposal of Public Assets (General) (Amendment) Regulations, 2020 (No. 2).

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Any Bid not accompanied by a Bid Security will be rejected by POTRAZ as non-responsive. 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.

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee (SPOC) for certain valuable contracts. This requirement will NOT be subject to review by the SPOC.

Evaluation of Bid

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation and in accordance with the requirements set forth in this document.
2. Technical evaluation to determine their 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 compliant evaluated Bid.

Bids failing any stage will be eliminated and not considered in subsequent stages. In detail below is the evaluation criteria:

Evaluation Criteria	Weight/Score	Comments
Mandatory Administrative Requirements	Qualification/ Elimination	Failure to comply with mandatory administrative requirements will result in elimination.
Evaluation of Technical Requirements	Qualification/ Elimination	Failure to be substantially responsive to the technical specifications will result in elimination.
Delivery Period:	Qualification/ Elimination	Bidders offering a longer delivery period than required may be eliminated.
Price	Ranking	Bidders that meet all the administrative, technical and delivery requirements will be shortlisted for award with the lowest bidder being awarded the contract.

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NB: POTRAZ will critically assess reasonability of prices and MAY reject unreasonably lower prices that are significantly below market averages.

Currency of Bids

Bids should be priced in United States Dollars, which shall be the currency of evaluation. Payments shall be effected in Zimbabwean Dollars (ZW\$) converted at the interbank ruling rate on the agreed delivery dates as will be stated in the contract.

Award of Contract

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

The contract will only be valid subject to payment of annual contract administration fees of **ZW\$8,000.00**, assuming a total award of all three lots.(The contract administration fee payable may vary in relation to the contract sum per Lot).The contract admin fees are payable to the Procurement Regulatory Authority of Zimbabwe.

Right to Reject

POTRAZ reserves the right to accept or reject any Bid or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

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

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

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Bid Submission Sheet

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

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

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

Procurement Reference

Number: _____

Subject of Procurement:

Name of

Bidder: _____

Date of Bid: _____

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

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

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

The validity period of our bid is: {Days} from the date of submission. We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

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Bid Authorised by:

Signature	Name:

Position:	Date:/...../...../.....

Authorised for and on behalf of:	
Company	
.....	
Address:	
.....	
.....	
.....	

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PART 2: STATEMENT OF REQUIREMENTS

Name of
Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

Currency of Bid:.....

Item No¹	Description of Goods	Quantity²	Unit Price³	Total Price⁴
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1	LOT 1 (VW Amarock Vehicles Canopies)			
	(VW Amarock Vehicles Canopies with detailed specifications as below; <ul style="list-style-type: none"> • Glass fibre shell • Brake light • Roof rakes • Spoiler • Curved back glass • Air vents • Interior light • Speaker boxes Submit brochure.	7		
2	LOT 2 (New Ford Ranger 2.2XLT)			
	Ford Ranger 2.2 XLT canopies with detailed specifications as below; <ul style="list-style-type: none"> • Glass fibre shell • Brake light • Roof rakes • Spoiler • Curved back glass • Air vents • Interior light • Speaker boxes Submit brochure.	8		
3	LOT 3 (Isuzu DMAX)			
	Isuzu DMAX canopies with detailed specifications as below; <ul style="list-style-type: none"> • Glass fibre shell • Brake light • Roof rakes 	8		

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	<ul style="list-style-type: none">• Spoiler• Curved back glass• Air vents• Interior light• Speaker boxes <p>Submit brochure.</p>			
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Note 1: Lots and packages should be shown as separate items.

Note 2: Unit and total prices must be for delivery through to the final destination stated in Part 1.

The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

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Delivery Schedule LOT 1

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}.

Item No	Description of Goods	Qty	Unit	Delivery Date and applicable INCOTERM	Bidder's offered Delivery period
Lot 1	VW Amarock Vehicles Canopies	7	ea.	<i>Maximum 6 weeks from date of order: Delivery Duty Paid (DDP)POTRAZ HQ</i>	
Lot 2	New Ford Ranger 2.2XLT	8	ea.	<i>Maximum 6 weeks from date of order: Delivery Duty Paid (DDP)POTRAZ</i>	
Lot 3	Isuzu DMAX	8	ea.	<i>Maximum 6 weeks from date of order: Delivery Duty Paid (DDP)POTRAZ HQ</i>	

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The delivery period required is measured from the date of order placement or the signing of the Contract between the Procuring Entity and the Bidder; whichever comes first.

The Site for delivery of the goods is **POTRAZ Head Office**
1008 Performance Close
Mt Pleasant Business Park
Mt Pleasant
Harare

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Technical Specification and Compliance Sheet

The Goods and Related Services must comply with following Technical Specifications and Standards:

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)]

A	B	C
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i>
1.	<p>(VW Amarock Vehicles Canopies with detailed specifications as below;</p> <ul style="list-style-type: none"> • Glass fibre shell • Brake light • Roof rakes • Spoiler • Curved back glass • Air vents • Interior light • Speaker boxes <p>Submit brochure.</p>	
2.	<p>Ford Ranger 2.2 XLT canopies with detailed specifications as below;</p> <ul style="list-style-type: none"> • Glass fibre shell • Brake light • Roof rakes • Spoiler • Curved back glass • Air vents • Interior light • Speaker boxes <p>Submit brochure.</p>	
3.	<p>Isuzu DMAX canopies with detailed specifications as below;</p> <ul style="list-style-type: none"> • Glass fibre shell • Brake light • Roof rakes • Spoiler • Curved back glass • Air vents • Interior light • Speaker boxes <p>Submit brochure.</p>	

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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.

NB: Bidders MUST include technical literature to positively support the details provided in column c.

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Declaration by the Accounting Officer

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

.....

Dr. G.K Machengete
Director General

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Part 3: Contract

NB: This part is not for completion at this time, but shall be for familiarisation purposes and shall only be concluded with the winning bidder following contract award.

CONTRACT AGREEMENT

Procurement Reference:

THIS CONTRACT AGREEMENT is made the _____ day of _____/_____/2020.

BETWEEN

- (1) The Postal and Telecommunications Regulatory Authority of Zimbabwe, hereinafter referred to as “POTRAZ”, a statutory body established in terms of section 3 of the Postal and Telecommunications Act and having its principal place of business at 1008 Performance Close, Mt Pleasant Business Park, Mt Pleasant, Harare (hereinafter called “the Procuring Entity”), and
- (2) _____, a corporation incorporated under the laws of Zimbabwe and having its principal place of business at _____ (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for the supply and installation of canopies to POTRAZ vehicles, and has accepted a Bid by the Contractor for the supply of these goods in the _____ sum of _____ (hereinafter called “the Contract Price”).

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between POTRAZ 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 Schedules;
 - (f) POTRAZ’s Notification of Contract Award;
 - (g) Any other documents as may be relevant
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.

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4. In consideration for the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the goods and services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor, in consideration of the provision of the goods and services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

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

For and on behalf of the Procuring Entity

Signed:
Name:
In the capacity of:	<i>The Director General of the Postal and Telecommunications Regulatory Authority of Zimbabwe (The Accounting Officer)</i>

For and on behalf of the Contractor

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

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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 where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number:

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

GCC reference	Special Conditions
GCC 7.5	Eligible Countries: Only Zimbabwean Countries are eligible
GCC 8.1	<p>Notices: Any notice shall be sent to the following addresses: Postal and Telecommunications Regulatory Authority of Zimbabwe 1008 Performance Close Mount Pleasant Business Park Harare contact shall be Dr. G.K. Machengete in his capacity as Director General For the Contractor, the address shall be as given in the Bid and the contact shall be</p> <p>_____</p>
GCC 19.1	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the event of delay in performance obligations or as per the delivery schedule for which the contractor is solely responsible, the contractor shall be liable to payment of liquidated damages at a rate of 0.05% of the contract price per each week of delay, up to maximum of 10%. For calculating such Liquidated Damages, a grace period of seven working days shall be observed, and the Contract Schedule shall be extended by any additional time caused by reasonable delays outside the sole control of Contractor or delay not caused by the Contractor, including force majeure. It shall be the responsibility of the Contractor, to promptly notify the Procuring Entity of any reasonable conditions beyond the Contractor`s control, impeding the performance of the contract.</p>

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GCC reference	Special Conditions
GCC 21.2	<p>Packing, Marking and Documentation: The goods shall meet the following packing requirements in addition to the general requirements stated in GCC clause 21.1</p> <p>The goods shall be delivered packaged in sealed boxes and shall have the necessary cushioning and protection against damage in transit or storage</p> <p>The documents to be furnished by the Contractor are:</p> <p>OEM or distributor`s warranty certificate, technical data sheets and any other relevant user – guide literature.</p> <p>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"> 1. one original and copy of the Contractor`s invoice, showing POTRAZ`s details, the Contract number and order number, Goods` description, quantity, unit price, and total amount. 2. Invoices must be signed in original and should be VAT compliant.one original of the manufacturer`s or Contractor`s Warranty certificate covering all items supplied. 3. The Invoices should be accompanied by a delivery note. 4. Warranty certificate 5. User guides and maintenance sheets

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GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured against any loss in transit until they have been delivered to and accepted by the Procuring Entity.
GCC 23.1 & 23.2	<p>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: any pre – shipment inspections, in transit or customs inspections at ports of entry or exit.</p> <p>POTRAZ shall inspect the delivered goods on a sampling basis for the following</p> <ul style="list-style-type: none"> a. Brand originality N.B. Only original products shall be accepted, and in the event that the supplier delivers fake or refurbished products, POTRAZ will not accept the goods, and shall initiate debarment proceeding on the supplier in accordance with section 72 (6) of the Act. b. Conformity to specifications and general substantive responsiveness c. Fitness for use
GCC 24.1	Performance security: The Contractor may be required to provide a performance security of 10% of the Contract Price. If so, the performance security shall be denominated in RTGS dollars and issued by a Bank located in Zimbabwe or a foreign Bank through correspondence with a Bank located in Zimbabwe or from another financial institution acceptable to the Procuring Entity. The format shall be based on the template following the Special Conditions of Contract in this Part.
GCC 24.4	Reduction of performance security The Performance Security may be progressively reduced in line with the Contractor’s progress in delivering the goods to which the security relates.
GCC 25.1	Warranty: The period of the warranty shall be a minimum of 12 months. The Contractor shall guarantee that the goods have a life span of at least 5 years.
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 14 days.
GCC 29.1	<p>Price adjustment: Price adjustments will only be allowable if they meet the following conditions, and notwithstanding the provision of Section 80 and 81 of the ACT, As read with Section 62 of the (General) Regulations.</p> <ul style="list-style-type: none"> (a) increases or decreases in the cost of materials, labour, and energy; provided that these are necessitated by statutory changes, exchange rate fluctuations or rates of import duty and VAT (for imported materials) or changes in labour costs as a result of collective bargaining agreements in terms of the Labour Act. (b) Any price adjustment permissible in terms of 34.2.(a) above will be

**BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND
INSTALLATION OF CANOPIES ON POTRAZ VEHICLES: POTRAZ/DOM/24/2020**

GCC reference	Special Conditions
	<p>reviewed on the particular line items affected by the relevant increases, and if granted, will only be allowable within or up to the percentage increase necessitated by the statutory changes, exchange rate fluctuations, rates of customs duties or changes in labour costs, as applicable. For all price changes as a result of increases in material costs, the supplier is required to provide a minimum of three quotations from reputable material suppliers which POTRAZ shall also conduct an independent verification and comparison with other material suppliers. Bidder is however expected to procure materials for the project upon its commencement to guard against such increases.</p> <p>(c) Price adjustments <u>shall not</u> be permissible when the changes have become necessary due to the Supplier`s own delays, except where extension of the performance or delivery periods have been agreed by both parties in the form of a signed addendum.</p> <p>(d) Any price adjustments shall only be valid if authorised in the form of an addendum</p> <p>(e) 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 POTRAZ may terminate the contract.</p> <p>(f) All claims for price increases allowable under 34.2 (a) above shall be accompanied by substantial documentary evidence.</p>
GCC 30.1	<p>Terms of Payment: The structure of payments shall be:</p> <p>(h) On Delivery and Acceptance: 100% per cent of the Contract Price shall be paid within a maximum of fourteen (14) days of receipt and acceptance of the Goods and upon submission of the documents specified in GCC Clause 13.</p> <p>(i) If advance payment is required, the bidder shall furnish POTRAZ with an advance payment guarantee of an equivalent amount, redeemable in Zimbabwe and issued by a registered commercial bank.</p> <p>(j) Alternatively, amicable terms may be agreed upon contract negotiation, but in no condition shall more than 50% of the contract price be paid upfront without an advance payment guarantee.</p>
GCC 31.1	<p>Contract Administration Fee: The Contract Administration Fee set out in Part VI of the Public Procurement and Disposal of Public Assets (General) (Amendment) Regulations, 2020 (No. 1) is due upon the signing of the Contract and the applicable Fee is ZW\$8,000.00</p>

**BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND
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Bank Guarantee for Performance Security

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

We have been informed that *[name of supplier]* (hereinafter called “the Supplier”) has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature