



**STANDARD
BIDDING
DOCUMENT**

FOR THE PROCUREMENT OF GOODS:

**SUPPLY, DELIVERY INSTALLATION, AND
COMMISSIONING OF ERP SERVERS, AND LAPTOPS**

CLOSING DATE: 26 JANUARY 2024

CLOSING TIME: 1000 HOURS

**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY, DELIVERY
INSTALLATION, AND COMMISSIONING OF ERP SERVERS AND LAPTOPS
PROCUREMENT REFERENCE NO: MMCZ DOM 21/2023**

**Standard Bidding Document for the SUPPLY, DELIVERY INSTALLATION, AND
Procurement of: COMMISSIONING OF ERP SERVERS AND
LAPTOPS**

Procurement Reference No: MMCZ DOM 21/2023

Procuring Entity: Minerals Marketing Corporation of Zimbabwe

**BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY, DELIVERY
INSTALLATION, AND COMMISSIONING OF ERP SERVERS AND LAPTOPS
PROCUREMENT REFERENCE NO: MMCZ DOM 21/2023**

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PROCUREMENT REFERENCE NO: MMCZ DOM 21/2023

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 supply of the goods specified in the Statement of Requirements below, by completing and returning the following documentation:

1. the Bid Submission Sheet in this Part;
2. the Bid Securing Declaration
3. the Statement of Requirements in Part 2;
4. a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
5. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe in the categories of **Computers, printers, photocopiers, networking equipment and accessories (Goods Category G/C/006) and any other relevant category** `
6. The following documentation must be submitted:
 - Certificate of Incorporation with Registrar of Companies
 - Detailed Company profile showing the vision and mission of the organization, Management philosophy, referees with physical addresses and contact telephone numbers
 - CR14
 - CR6
 - Valid Tax Clearance Certificate from Zimbabwe Revenue Authority
 - Valid NSSA Clearance Certificate
 - Reference letters on company letterhead and signed for the supply of similar goods, with verifiable contact details.
 - Proof of dealership with the original equipment manufacturer for the brands quoted for.
 - Letter from Lawyers confirming that the company has the legal capacity to enter into a contract and declaring that the bidder is solvent. The letter should not be more than three (3) months from the date of tender closing.
 - Three copies of bid submissions

Failure to submit the documentation will lead to automatic disqualification.

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. 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.

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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 and the Bidder's name and any reference number.

Lots and Packages

The requirement is divided into lots, as indicated in Part 2, Statement of Requirements. Bidders are not limited to the number of lots they may tender for and the awards of Lots are not conditional of the award of another.

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 before 19 January 2024 and should be sent to

**The Procurement Management Unit
Minerals Marketing Corporation of Zimbabwe
90 Mutare Road**

Msasa

Harare

Or email proc@mmc.co.zw

Validity of Bids

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

Submission of Bids

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

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

The Bidder must prepare one original of the documents comprising the Bid and clearly mark it "ORIGINAL." And in addition, two of copies of the Bid, which must be clearly marked "COPY." In the event of any discrepancy between the original and the copies, the original will prevail.

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

Date of deadline:

26 JANUARY 2024

Deadline Time: 1000hours

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Submission address: **MMCZ Complex Number 90 Mutare Road Msasa, Harare**

Means of acceptance: **Sealed bids are to be placed in a marked bid box located at MMCZ Reception.**

Bid opening

Bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

Withdrawal, amendment or modification of Bids

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

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.

Bid Prices and Discounts

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

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

- (a) For Goods
 - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
 - (ii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
 - (iii) Any other applicable import taxes;
 - (iv) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
 - (v) any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the Schedule of Requirements:
 - the price of each item comprising the Related Services (inclusive of any applicable taxes).

Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration

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PART I BIDDING PROCEDURES

Any bid not accompanied by a Bid Securing Declaration will be rejected by the Procuring Entity as non-responsive.

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

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.

	Attributes	Compliance Status Compliant - C Non-Compliant - NC
1.	Completed and signed Bid Submission Sheet in this Part	
2.	Completed and signed Bid Securing Declaration in Part three	
3.	Current Tax Clearance Certificate	
4.	Copy of CR14/CR6 showing Company Directors	
5.	Detailed Company profile showing the vision and mission of the organization, showing profiles of key staff	
6.	Letter from Lawyers confirming that the company has legal capacity to enter into a contract and declaring that the bidder is solvent. The letter should not be more than three (3) months from the date of tender closing.	
7.	Certificate of Incorporation with the Registrar of Companies	
8.	Proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) under the computers, printers, photocopiers, networking equipment, and accessories (Goods Category G/C/006) or any other relevant category	
9.	Proof of authorized dealership from the Manufacturer for the specific equipment quoted	
10.	Valid NSSA Clearance Certificate	

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	Attributes	Compliance Status Compliant - C Non-Compliant - NC
11.	At least three written trade references (in the form of official letters from client companies), where successful delivery of similar products was done. MMCZ reserves the right to contact and or visit the referees.	
12.	Delivery period of not more than 12 weeks	
13.	Bid validity of not less than 90 days	
14.	Bidders are required to submit three bids clearly labeled with the tender number and address	

2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

Bids failing any stage will be eliminated and not considered in subsequent stages.

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. This requirement will not be subject to this review.

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.
- (c) Other criteria specified in this Standard Bidding Document
- (d) **Technical Specifications:** compliance to technical specifications

Eligibility and Qualification Criteria

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PART 1 BIDDING PROCEDURES

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.

Origin of Goods

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

Technical Criteria

The Technical Specifications Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification.

Currency

Bids should be priced in United States Dollars. The currency of evaluation will be United States Dollars. Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Zimbabwe on the date of the submission deadline, see <http://www.rbz.co.zw/> Payment shall be done in local Nostro accounts.

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.

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PART 1 BIDDING PROCEDURES

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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PART 1 BIDDING PROCEDURES

Bid Submission Sheet

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

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

Procurement Reference Number:	
Subject of Procurement:	
Name of Bidder:	
Bidder's Reference Number:	
Date of Bid:	
Bid price in figures for Lot 1: for each part	
Bid price in words for Lot 1:	
Bid price in figures for Lot 2:	
Bid price in words for Lot 2: for each part	

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.

The delivery period shall be{days} from the date of contract signing.

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.

We understand that Minerals Marketing Corporation of Zimbabwe reserves the right to award the tender in whole or in part and that the lowest or any tender may not necessarily be accepted.

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Bid Authorised by:

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

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PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

Currency of Bid: US Dollars

Item No	Description of Goods	Quantity	Unit Price (Including vat)	Total Price (Including vat)
	LOT 1 ERP SERVERS	4		
	TOTAL PRICE (TO BE CARRIED TO THE BID SUBMISSION SHEET)			

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Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

Currency of Bid: US Dollars

Item No	Description of Goods	Quantity	Unit Price (Including vat)	Total Price (Including vat)
	LOT 2			
1.	Laptops	8		
	TOTAL PRICE (TO BE CARRIED TO THE BID SUBMISSION SHEET)			

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Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

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

Item No	Description of Goods	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
LOT				<i>[Completed by Procuring Entity]</i>	<i>{to be provided by the Bidder}</i>
1	ERP SERVERS	4		0-12 weeks	
2	LAPTOPS	8		0-12 weeks	

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

The Project Site for delivery of the **MMCZ 90 Mutare Road Harare** goods is the final destination:

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Name of Bidder:

Bidder's Reference Number:

*The Goods and Related Services must comply with following Technical Specifications and Standards:
[Column d 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	d
Item No	Item description and full technical Specification required (including applicable standards)	Quantities	{Confirm full specification of items offered by Bidder and compliance of items to detail in column d}
	ERP SERVERS (TOTAL)	4	
	Minimum specifications		
	Specify the brand quoted and model		
1	2x CPU		
2	Intel Xeon Gold 6430		
3	At least 2.10 GHz (Base Frequency)		
4	32 Cores		
5	64 Threads		
6	60MB Cache		
7	16 x 32GB RDIMM, 4800MT		
8	Power Supply Dual, Hot-Plug, 1100W		
9	8 x Power Cables C13 to C14		
10	2.5inch Chassis up to 16x SAS/SATA Drives		
11	8 x 3.84TB SSD SAS 2.5" Hot-Plug (2x OS - Raid 1 & 6x Storage - Raid 5)		
12	4 port x 1Gbe BASE - T Adapter		
13	2 port x 10Gbe BASE - T Adapter		

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14	2 x 32GB Fibre Channel ports		
15	Rackmount and Kit		
16	3 years warranty		
	Specify the brand quoted and model code		
1	2x CPU		
2	Intel Xeon Gold 6430		
3	At least 2.10 GHz (Base Frequency)		
4	32 Cores		
5	64 Threads		
6	60MB Cache		
7	8 x 32GB RDIMM, 4800MT		
8	Power Supply Dual, Hot-Plug, 1100W		
9	8 x Power Cables C13 to C14		
10	2.5inch Chassis up to 16x SAS/SATA Drives		
11	8 x 3.84TB SSD SAS 2.5" Hot-Plug (2x OS - Raid 1 & 6x Storage - Raid 5)		
12	4 port x 1Gbe BASE - T Adapter		
13	2 port x 10Gbe BASE - T Adapter		
14	2 x 32GB Fibre Channel ports		
15	Rackmount and Kit		
16	3 years warranty		

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

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PART 2 STATEMENT OF REQUIREMENTS

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:
[Column d must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]*

<i>a</i>	<i>B</i>	<i>c</i>	<i>d</i>
Item No	Item description and full technical Specification required (including applicable standards)	Quantities	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column d}
	LAPTOPS		
	Minimum specifications		
	Specify the brand quoted and model code		
1	Core i7 (High-performance processors)		
2	13th Generation or higher		
3	15 inch		
4	1TB SSD		
5	Graphics Card at least 4GB		
6	Touch screen		
7	32 GB RAM		
8	Wifi		
9	Webcam		
10	RJ-45 Ethernet port (optional), USB, HDMI,		
11	Fingerprint reader		

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12	Backlit Keyboard		
13	External mouse		
15	8 port USB / Type C external hub with RJ45		
16	Backpack carry case		
17	3 years warranty		

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

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PART 2 STATEMENT OF REQUIREMENTS

Declaration by the Accounting Officer

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

ACTING GENERAL MANAGER: DR NOMSA. JANE. MOYO.....

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PART 2 STATEMENT OF REQUIREMENTS

Bid-Securing Declaration

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

Procurement Reference number:

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

Bidder's Reference Number:

To: {full name of Procuring Entity}

We, the undersigned, declare that:

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

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

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

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

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

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

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EQUIPMENT**

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PART 2 STATEMENT OF REQUIREMENTS

PART 3 CONTRACT

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PART 2 STATEMENT OF REQUIREMENTS

Contract Agreement

Procurement Reference:

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

BETWEEN

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

WHEREAS the Procuring Entity invited Bids for certain 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 the Goods and Services and to remedy any defects in them in conformity with the Contract.

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PART 2 STATEMENT OF REQUIREMENTS

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]*

BIDDING DOCUMENT FOR THE PROCUREMENT OF THE SUPPLY AND DELIVERY OF ICT EQUIPMENT

PROCUREMENT REFERENCE NO: MMCZ DOM 21/2023

PART 2 STATEMENT OF REQUIREMENTS

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: All countries are eligible, except for <i>[list countries]</i> .
GCC 8.1	Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be <i>[state name of contact and the location where he/she can be found]</i> . For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i>
GCC 19.1	Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall/ shall not <i>[delete as appropriate]</i> apply. <i>[Where applicable, state the percentage of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction after which the Contract may be terminated. State the terms of liquidated damages by specifying the details as required in section 88 of the Act.]</i>

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GCC 21.2	<p>Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 <i>[State any special packing requirements]</i></p> <p>The documents to be furnished by the Contractor are:</p> <p><i>[insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer's or Contractor's warranty certificate, inspection certificate issued by nominated inspection agency, Contractor's factory shipping details etc]</i></p> <p>Sample provision - For Goods supplied from abroad:</p> <p>Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of Goods sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:</p> <ul style="list-style-type: none">(i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original;(ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;(iii) two copies of the packing list identifying contents of each package;(iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;(v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies <i>[state whether inspection is required]</i>;(vii) <i>[any other procurement-specific documents required for delivery/payment purposes]</i>. <p>Sample provision - For Goods from within Zimbabwe</p>
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	<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> <ul style="list-style-type: none">(i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;(ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;(iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;(iv) four copies of the packing list identifying contents of each package;(v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);(vii) <i>[other procurement-specific documents required for delivery/payment purposes]</i>. <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p>
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PART 2 STATEMENT OF REQUIREMENTS

GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured <i>[state whether as specified in the Incoterms or any alternative arrangement.]</i> .
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: <i>[provide details including the place where the tests will be carried out or delete]</i> .
GCC 24.1	Performance security: The Contractor shall provide a performance security of <i>[state a fixed amount or percentage, which shall be no more than ten (10) per cent]</i> of the Contract Price. The performance security shall be denominated in the currency of the Contract 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 <i>[Delete if performance security is not required.]</i>
GCC 24.4	Reduction of performance security <i>[State whether the Performance Security will be progressively reduced in line with the Contractor's progress in delivering or completing the procurement requirement to which the security relates]</i>
GCC 25.1	Warranty: The period of the warranty shall be <i>[state number of]</i> months.
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 <i>[state number of months or days]</i> .
GCC 29.1	Price adjustments: The following price adjustments are applicable <i>[State any arrangements for adjustment of the contract price.]</i>
GCC 30.1	<p>Terms of Payment: The structure of payments shall be:</p> <p><i>Sample provision</i></p> <p>Advance payment: <i>[State whether any advance payment, as defined in section 63 (1) of the Regulations is to be made and any security required or delete this provision.]</i></p> <p>On Delivery: Ninety (90) per cent of the Contract Price shall be paid within a maximum of sixty (60) days of receipt of the Goods and upon submission of the documents specified in GCC Clause 13.</p> <p>On Acceptance: The remaining ten (10) per cent of the Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.</p>
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is \$ <i>[State applicable Fee or delete]</i> .

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PART 2 STATEMENT OF REQUIREMENTS

Bank Guarantee for Performance Security

[Delete page if no Performance Security is required in the SCC]

[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

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