

**Government of Zimbabwe**

**STANDARD  
BIDDING  
DOCUMENT**

**For  
Hire of Scaffolding Equipment**

**Issue Date  
06 May 2022**



**STANDARD BIDDING DOCUMENT FOR HIRE OF SCAFFOLDING EQUIPMENT  
AT WINDSOR GUEST HOUSE PROCUREMENT REFERENCE  
NUMBER:MOFAIT/DCB/HIRE/04/2022**

**Standard Bidding Document for Hire of Scaffolding Equipment**

**Procurement Reference No:  
MOFAIT/DCB/HIRE/04/2022**

**Procuring Entity:  
MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL  
TRADE**

**Date of Issue:  
06 MAY 2022**

**DEADLINE  
12 MAY 2022**



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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 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 Statement of Requirements in Part 2;
3. a copy of every document necessary to demonstrate 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 this Part;
6. A copy of
  - Praz registration certificate in the appropriate category
  - Valid Tax Clearance Certificate
  - Certificate of Incorporation
  - CR14 and CR6
  - Valid NSSA clearance certificate
  - Three months bank statement
  - Proof of business ownership or lease agreement of the premises
7. Proof of projects of similar nature and magnitude handled in the last three-years. Attach (at least three) proof i.e., award letter, contract or purchase order.
09. A Government vendor number clearly stated.



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10. Payment terms must be clearly stated.

11. Bidders must be able to supply goods before payment is made. **Bidders must confirm in writing acceptance of this condition.**

**12. THERE SHALL BE COMPULSORY EVALUATION AND INSPECTION OF BIDDERS PREMISES**

5.1 Site inspection will **ONLY** be conducted to addresses given in the bid document and to bidders whose bids have satisfied all requirements of the bid (Administratively Compliant). Written notice of change of business address must reach the Procurement Management Unit on the address given in this tender document.

5.2 The following criterion shall be utilized to conduct site inspections:

5.3 The site inspection shall only be conducted at the address, which was provided on the bid document, to verify/validate the following:

- a) Physical Existence of the business as per attached proof of ownership of business site or lease agreement.
- c) At 65% of availability and adequacy of the equipment.

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.

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 procurement is not divided into lots and packages.

**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.



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**Clarification**

Clarification of the bidding document may be requested in writing by any Bidder up to 10 May 2022 at 10:00 hrs and should be sent via email to: **The Secretary, Ministry of Foreign Affairs and International Trade,**

**Attention: M.C. Zulu**

**pmumofait@gmail.com**

All requests for clarification must be made on a company letter head with company email address indicated below for responses. Clarifications and responses regarding the queries received shall be responded to via the email and or the website ([www.zimfa.gov.zw](http://www.zimfa.gov.zw)) to all prospective bidders on the 11<sup>th</sup> of May 2022.

**Services to be performed, location(s) and other requirements**

The services to be performed under the Contract, the location or locations where these services are to be performed, the times of performance and the manpower, equipment and other resources required and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

Repairs shall be subject to approval by the organisation where the need has not yet arisen prior to the sale of this document.

The Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services.

The Bidder, at the Bidder's own responsibility and risk, is invited to a site visit to examine the location(s) and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site will be at the Bidder's own expense.

**Documents establishing conformity of services**

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan and Schedule in this Part other standards of quality, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

**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:

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;



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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.

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.

Participation in this bidding procedure is open to Zimbabwean companies only

**Validity of Bids**

The minimum period for which the Bidder's bid must remain valid is sixty days (60) 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 submission of their bid that has correct details of the Bidder and the number of the Bid.

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

The Bidder must submit 3 copies. One clearly marked "**ORIGINAL**". In addition, **TWO** 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**

12 May 2022

Time:1000

Hours GMT

Submission address: The Permanent Secretary  
Ministry of Foreign Affairs and International Trade  
P.O box 4240,Munhumutapa Building, Corner Samora Machel Ave and  
Sam Nujoma, **Harare**



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Means of acceptance: **Sealed Bids clearly marked with tender number and description must be hand delivered to the above address to the marked tender box at the Basement Floor Reception Area between 9 am to 3 pm**

**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.

**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 in the Price Schedule included in Part 2 (Statement of Requirements).

**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. Payment will be made within 30 days after delivery and acceptance testing. **Bidders must be able to supply goods before payment is made. Bidders are required to confirm in writing acceptance of this condition.**

**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;





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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.
8. Bidders must therefore must submit a copy of the following:
  - i. Valid Tax Clearance Certificate
  - ii. Certificate of Incorporation
  - iii. CR14 and CR6
  - i. Valid NSSA clearance certificate.
  - ii. Three months bank statement
  - iii. Proof of registration with PRAZ in the appropriate category
  - iv. Proof of projects of a similar nature and magnitude handled in the last three years. Attach proof i.e. award letter, purchase order or contract ( attach at least three)
  - v. Physical Existence of the business as per attached proof of ownership of business site or lease agreement.
  - vi. Government vendor number.

Participation in this bidding procedure is open to *Zimbabwean bidders only*.

**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.

**Equipment should be strictly from original equipment manufacturers.**

**Currency**

Bids should be priced in **USD\$**. The currency of evaluation will be **USD\$**. 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 Terms**

Payment will be made via bank transfer in Zimbabwean dollars (**ZWL\$**) using the RBZ exchange rate



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**Award of Contract**

The lowest evaluated bid, after the 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 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 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. **Ministry of Foreign Affairs and International Trade** shall enter into a Service Level Agreement (SLA) with eligible bidders for a period not exceeding (3months.)

**Right to Reject**

The Procuring Entity 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. 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 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:**

**Bidder's Reference Number:**

**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.

**Bid Authorised By:**

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



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**List of Services and Price Schedule**

Procurement Reference Number: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Bidder's Reference Number: \_\_\_\_\_

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

Currency of Quotation \_\_\_\_\_

Item No	Description Of Goods	Qty	Unit Of Measure	Unit Price Inc Vat	Cost Total Price Inc Vat
<b>LOT 5</b>	<b>SCAFFOLDING</b>				
1	Supply 6 Tower, Width 4m Depth 1,2m(Decking, Assembling And Dissembling On Site)	2	90 days		
2	Supply 18m Tower, Width 2,5 Depth 1,2m (Decking, Assembling And Dissembling On Site)	2	90 days		
<b>TOTAL</b>					

Note 1: Lots and packages should be shown as separate items.

Note 2: The description or quantity must indicate the unit of measure where relevant.

Note 3: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 4: Include any additional costs, such as installation or commissioning.

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**

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	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				<i>Completed by Procuring Entity]</i>	<i>{to be provided by the Bidder}</i>
<b>LOT 5</b>	<b>SCAFFOLDING</b>				
1	Supply 6 Tower, Width 4m Depth 1,2m(Decking, Assembling And Dissembling On Site)	2	90 days	DDP 5 Days	
2	Supply 18m Tower, Width 2,5 Depth 1,2m (Decking, Assembling And Dissembling On Site)	2	90 days	DDP 5 Days	



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**Part 2: Statement of Requirement**

The following specific requirements for the Non-Consulting Services to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

<b>SUBJECT</b>	<b>HIRE OF SCAFFOLDING EQUIPMENT</b>
<b>Services to be performed</b>	Provision of scaffolding equipment to Ministry of Foreign Affairs and International Trade
<b>Location(s)</b>	The Equipment To Be delivered At No 18 Windsor Close Mt Pleasant Harare
<b>Time of performance</b>	The equipment to be At No 18 Windsor Close Mt Pleasant Harare from the day of contract signing for the next 2 months
<b>Duration of contract</b>	The Contract Shall Be Valid for 2 months from The Date of Signing
<b>Manpower</b>	Qualified Competent Technicians Shall be at the site All the Time
<b>Equipment</b>	The Contractor Is Expected to Have all the Equipment to carry out the services or will have Reliable Sub Contractors to Do Such Services on Their Behalf
<b>Resources</b>	The Contractor Should Have Adequate Financial Capacity (To Provide Bank Statements for The Past 3 Months to Show Financial Capability & Capacity) To provide the equipment Before Payment Is Done, Also to Ensure That They Have the Resources to Attend to faults Anytime.
<b>Other requirements</b>	Site visits/Inspections of bidder's premises will be done so as to ascertain the level of security and equipment available at the bidder's workshops
<b>Supervision of performance</b>	Ministry of Foreign Affair and International Trade Shall Issue Out Maintenance Orders for Works to Be Done After Which Certification of The Work Done Will Be Done By The Ministry of Foreign Affair and International Trade administration Section



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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.

.....

**Amb R T Faranisi**

**A/Secretary for Foreign Affairs and International Trade**



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**Proposed Methodology, Work Plan and Schedule**

*{State the methodology and work plan you would propose to complete the required Services, the associated resources and the schedule for commencement and completion.}*





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**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.

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

*{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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**Part 3: Contract**

**CONTRACT AGREEMENT**

*{For completion with the authorised representative of the Procuring Entity following Notification of Contract Award.}*

**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 Services, viz., *[insert brief description of Services]* and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (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 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. Schedule of Requirements;
  - e. The Contractor's Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and 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 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 Services and to remedy any defects in them in conformity with the Contract.



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5. The Procuring Entity hereby agrees to pay the Contractor, in consideration for the performance of the 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]*

**General Conditions of Contract**

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority’s website) except were 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 3.6 and 8.1	<p><b>Authorised representatives:</b></p> <ol style="list-style-type: none"> <li>The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i>.</li> <li>The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</li> </ol>
GCC 7.4	<p><b>Ineligible countries:</b> Nationals of the following countries are ineligible to be a Contractor or Sub-Contractor under this Contract. <i>[State none if no countries ineligible.]</i></p>
GCC 18.1	<p><b>Liquidated damages:</b> The rate of liquidated damages shall be <i>[State amount as a rate]</i></p>



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	<i>per day or delete if liquidated damages do not apply].</i>
GCC 19.1	<b>Commencement of Services:</b> The date or period of time for commencement of services is <i>[state date or period of time]</i> .
GCC 20.1	<b>Completion of Services:</b> The date for completion of Services or the period within which the Services are required to be performed is <i>[state date or period of time]</i> .
GCC 22.2	<b>Contract price:</b> Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i> .
GCC 22.3	<b>Payment schedule:</b> The terms of payment shall be <i>[State:</i> <ul style="list-style-type: none"> <li>i. <i>For regularly performed services: the specified period (usually one calendar month) for which payment will be made for the total amount of Services performed during that period;</i></li> <li>ii. <i>For single or occasional services: the time after completion (usually 60 days) within which payment will be made.]</i></li> </ul>
GCC 23.1	<b>Price adjustment:</b> <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i>
GCC 24.2	<b>Payment procedure:</b> <i>[State any other documentation that must accompany the Contractor's invoice.]</i>
GCC 28.1	<b>Insurance to be taken out by the Contractor:</b> <i>[The risks and the coverage shall be as follows:</i> <i>Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Contractor or its Personnel or any Sub-Contractor or their Personnel, with a minimum coverage of [insert amount and currency];</i> <i>Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>professional liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>employer's liability and workers' compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</i> <i>Insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i> <i>[Note: Delete what is not applicable].</i>
GCC 30.1	<b>Contract Administration Fee:</b> 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> .
GCC 35.1	<b>Performance Security:</b> <i>[State whether a Performance Security is required and, if so, the amount and form of such security, which must not exceed ten (10) percent of the Contract value.]</i>



**STANDARD BIDDING DOCUMENT FOR HIRE OF SCAFFOLDING EQUIPMENT  
AT WINDSOR GUEST HOUSE PROCUREMENT REFERENCE  
NUMBER:MOFAIT/DCB/HIRE/04/2022**

MINISTRY OF FOREIGN AFFAIRS AND  
INTERNATIONAL TRADE  
PROCUREMENT MANAGEMENT UNIT  
**06 MAY 2022**  
P.O. BOX 4240, HARARE  
ZIMBABWE