

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF NETWORKING
EQUIPMENT**

PROCUREMENT REFERENCE NO: MOFAIT/DCB/IT/03/20

Government of Zimbabwe

STANDARD

BIDDING

DOCUMENT

**for the
Procurement of Goods**

Issue Date: 25th of September 2020

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF NETWORKING
EQUIPMENT**

PROCUREMENT REFERENCE NO: MOFAIT/DCB/IT/03/20

Standard Bidding Document for Supply and Delivery of Networking Equipment
the Procurement of:

Procurement Reference No: MOFAIT/DCB/IT/03/20

Procuring Entity: Ministry of Foreign Affairs and International
Trade

Date of Issue: 25th of September 2020

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PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

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Preparation of Bids

You are requested to bid for the 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 securing declaration in the format specified in this Part;
6. A certified copy of
 - i. Valid Tax Clearance Certificate
 - ii. Certificate of Incorporation
 - iii. CR14 and CR6
 - iv. Valid NSSA clearance certificate
 - v. Three months bank statement
 - vi. Audited financial statements for 2018 and 2019

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- vii. Proof of projects of similar nature and magnitude handled in the last three years.
Attach (at least three) proof i.e. award letter or contract.
- viii. Submission of three traceable references (stating name of organisation, contact person, contact number and email address) from customers where similar goods were supplied in the last two years.
- ix. A government vendor number clearly stated.

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 requirement 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.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before or on the 28th of September 2020 and should be sent via email to:

The Deputy Director Procurement Management Unit, Ministry of Foreign Affairs and International Trade,

Attention: M.C. Zulu pmumofait@gmail.com

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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 by via the website to all prospective bidders on the 29th of September 2020.**

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is at least **60 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 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 2 copies. One clearly marked "ORIGINAL". In addition, state the number 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: 1st of October 2020

**Time:1000hrs
(GMT)**

Submission

The Permanent Secretary

Address:

Attention: Deputy Director Procurement Management Unit

Ministry of Foreign Affairs and International Trade P.O. Box

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**4240, Munhumutapa Building, ,Corner Samora Machel Ave
and Sam Nujoma, Harare**

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.**

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.

Purchase of Similar Goods

In line with section 33 of the Act repeat of a similar requirement shall be done using direct procurement method after necessary due diligence has been undertaken.

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:

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

Bid Security

The Bidder must include :

A "Bid-Securing Declaration" using the form included in Part 2.

Any bid not accompanied by a Bid Security or Bid Securing Declaration, where this is a requirement of bidding, 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:

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1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements; **Equipment should be from original equipment manufacturers.**
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.

Contract Administration Fees

Bidders will be subject to contract administration fees of ZWL\$8000.00 OR USD\$100 upon winning the bid in line with Part VI of SI 219 OF 2020.

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.
1. (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. Payment within 30 days after delivery and acceptance testing. **Bidder must be able to supply goods before payment is made. Bidders are required to confirm in writing acceptance of this condition.**

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Eligibility and Qualification Criteria

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

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

And therefore must submit a copy of the following:

- i. Valid Tax Clearance Certificate
- ii. Certificate of Incorporation
- iii. CR14 and CR6
- iv. Proof of dealership or franchise holder
- v. Valid NSSA clearance certificate
- vi. Three months bank statement
- vii. Audited financial statements for 2018 and 2019

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- viii. Proof of projects of similar nature and magnitude handled in the last three years.
Attach proof i.e award letter or contract (attach at least three).
- ix. Submission of three traceable references (stating name of organisation, contact person, contact number and email address) from customers where similar goods were supplied in the last three years.

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.

Equipment should be strictly from original equipment manufacturers. The goods offered must meet this specification, but no credit will be given for exceeding the specification.

Currency

Tenders should be priced in both local Zimbabwean dollar currency and United States Dollars or any other freely convertible foreign currency. (Dual pricing in accordance with S.I 185 of 2020)

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/>.

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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 immediately of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

Right to Reject

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

Corrupt Practices

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

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

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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}.

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Subject of Procurement: SUPPLY AND DELIVERY OF NETWORKING
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Name of Bidder:

Bidder's Reference Number:

Date of Bid:

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

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

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

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

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

Bid Authorised by:

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

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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:.....

Ite m No¹	Description of Goods	Quantit y²	Unit Price³	Total Price⁴
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1	CISOC 4321 Router	1		
2	16 port Switch	6		
3	24 port Switch	4		
4	Ubiquiti AC Pro wireless access point	9		
5	CAT 5 cable (drum)	7		
6	Cat 6 cable (drum)	1		
7	Black Box fully loaded - (box, module and faceplate)Double	70		
8	Black Box fully loaded-s (box, module and faceplate)Single	54		
9	4U Cabinet Swivel	6		
10	6U Cabinet Swivel	4		
11	Brush Tidy Panel	10		

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PART 2 STATEMENT OF REQUIREMENTS

12	Cat 6 patch panel	2		
13	Cat 5 patch panel	8		
14	3m fly leads	124		
15	0.5 fly leads	124		
16	Cage nuts and bolts	60		
17	Rawl Bolts	40		
18	White Cable tiers (pack of)	5		
19	Cable Clips small (pack of)	5		
20	Cable Slip Large(pack of)	3		
21	RJ45 Connectors	20		
22	Screws (boxes of)	4		
23	Fisher Plugs (boxes of)	4		
24	4 way surge adapters	11		
25	Drill Bits Masonry 8mm	2		
26	Drill Bits wooden 8mm	2		
27	Trunking 40x 40mm	50		
28	Trunking40x20mm	20		
	Grand Total Including Vat			

Note 1: Equipment should be from original equipment manufacturers.

Note 2: Lots and packages should be shown as separate items.

Note 3: The description or quantity must indicate the unit of measure where relevant.

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Note 4: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 5: 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	Quantity	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>
1	CISOC 4321 Router	1	each	7 days DDP	
2	16 port Switch	6	each	7 days DDP	
3	24 port Switch	4	each	7 days DDP	
4	Ubiquiti AC Pro wireless access point	9	each	7 days DDP	
5	CAT 5 cable	7	drum	7 days DDP	
6	Cat 6 cable	1	drum	7 days DDP	
7	Black Box fully loaded -double (box, module and faceplate)	70	each	7 days DDP	
8	Black Box fully loaded-single (box, module and faceplate)	54	each	7 days DDP	

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9	4U Cabinet Swivel	6	each	7 days DDP	
10	6U Cabinet Swivel	4	each	7 days DDP	
11	Brush Tidy Panel	10	each	7 days DDP	
12	Cat 6 patch panel	2	each	7 days DDP	
13	Cat 5 patch panel	8	each	7 days DDP	
14	3m fly leads	124	each	7 days DDP	
15	0.5 fly leads	124	each	7 days DDP	
16	Cage nuts and bolts	60	each	7 days DDP	
17	Rawl Bolts	40	each	7 days DDP	
18	White Cable tiers (pack of)	5	packet	7 days DDP	
19	Cable Clips small (pack of)	5	packet	7 days DDP	
20	Cable Slip Large(pack of)	3	packet	7 days DDP	
21	RJ45 Connectors	20	each	7 days DDP	
22	Screws (boxes of)	4	boxes	7 days DDP	
23	Fisher Plugs (boxes of)	4	boxes	7 days DDP	
24	4 way surge adapters	11	each	7 days DDP	
25	Drill Bits Masonry 8mm	2	each	7 days DDP	
26	Drill Bits wooden 8mm	2	each	7 days DDP	
27	Trunking 40x 40mm	50	each	7 days DDP	
28	Trunking40x20mm	20	each	7 days DDP	

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

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

Ministry of Foreign Affairs and International
Trade, Corner Samora Machel and Sam Nujoma
Street, Basement Floor, Munhumutapa Building,
Harare

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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:

[Columns a and b are completed by the Procuring Entity. Column c and 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>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>

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

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- b. Bidders must complete column c or their tender will be rejected. **Bidders are required to include technical literature to positively support the details provided in column c.**

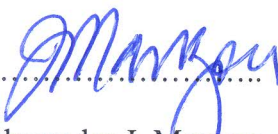
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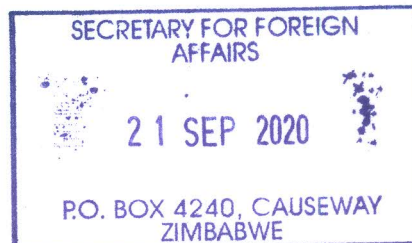
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PART 2 STATEMENT OF REQUIREMENTS

Declaration by the Accounting Officer

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

.....

Ambassador J. Manzou



Secretary for Foreign Affairs and International trade

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

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

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

Signed	Name
	:

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PART 2 STATEMENT OF REQUIREMENTS

In capacity of: **Date:**(DD/MM
/YY)

Duly authorised for and on behalf of:

Company
...

Address:
...
.....
....

**Corporate Seal (where
appropriate)**

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

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PART 3 CONTRACT

PART 3 CONTRACT

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PART 3 CONTRACT

Contract Agreement

Procurement Reference:

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

BETWEEN

- (1) *Ministry of Foreign Affairs and International Trade, an agency of the Government of Zimbabwe, and having its principal place of business at P.O Box 4240, Munhumutapa Building, Corner Samora Machel and Sam Nujoma (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., *[Supply and Delivery of Networking Equipment]* 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;

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PART 3 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.
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

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Signed:

Name:

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

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PART 3 CONTRACT

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: MOFAIT/DCB/IT/03/20

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 Ambassador J. Manzou , Munhumutapa Building ,Corner Samora Machel and Sam Nujoma. 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 reference	Special Conditions
GCC 21.2	<p>Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 [<i>State any special packing requirements</i>]</p> <p>The documents to be furnished by the Contractor are:</p> <p>Delivery Note ,Proforma Invoice, Tax Invoice, Manufacturer's Warranty Certificate</p> <p><i>Sample provision - For Goods supplied from abroad:</i></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;
	<ul style="list-style-type: none">(iii) two copies of the packing list identifying contents of each package;(iv) copy of the Insurance Certificate, showing the Procuring Entity as the

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GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured comprehensively in transit against any loss or damage with an insurance company of the contractor choice The risk in the goods shall pass to the purchaser upon receipt of goods..
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>100% inspection and technical compliance</i>
GCC 24.1	Performance security: The Contractor shall provide a performance security of <i>[1% one percent]</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 .
GCC 24.4	Reduction of performance security: <i>Not Applicable</i>
GCC 25.1	Warranty: The period of the warranty shall be <i>[12]</i> months where applicable.
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>[30 days]</i> .
GCC 29.1	Price adjustments: There will be no price adjustments.
GCC 30.1	Terms of Payment: The structure of payments shall be: On Acceptance: Full payment within 30 days after delivery and acceptance testing.
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in

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GCC reference	Special Conditions
	Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is ZWL\$ [8000].or (\$USD100)

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PART 3 CONTRACT

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.

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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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