

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF MOTOR
VEHICLE INSURANCE COVER**

Procurement Reference Number: MOFAIT/DCB/INS/17/23

Government of Zimbabwe

STANDARD

BIDDING

DOCUMENT

for the

Procurement of Motor Vehicle Insurance Cover

May 2023

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF MOTOR
VEHICLE INSURANCE COVER**

Procurement Reference Number: MOFAIT/DCB/INS/17/23

Standard Bidding Document for the Procurement of	Motor Vehicles Insurance Cover
Procurement Ref No	MOFAIT/DIRECT/MV/17/23
Procuring Entity	Ministry of Foreign Affairs and International Trade
Date of Issue	26 th of May 2023
Closing Date	29 th of June 2023

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PART 1: BIDDING PROCEDURES

References

The definitions used in the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] (“the Act”), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) (“the Regulations”) and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the Regulations govern the submission of Bids and should be read by all Bidders.

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Services Required

Comprehensive and third-party insurance policy cover for a period of one year as per the vehicle fleet schedule.

The comprehensive cover shall provide indemnity with excess buy back to the insured for the loss or damage to motor vehicles and its accessories and parts whilst thereon as well as third party liability occasioned by use of the vehicle.

Preparation of Bids

You are requested to bid for the items described in the Statement of Requirements below, by completing and returning the following documentation:

1. the Bid Submission in this Part;
2. a copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations
3. Proof of registration showing that you are registered with the Procurement Regulatory Authority of Zimbabwe;
4. A *bid securing declaration* in the format specified in Part 2 ;
5. A copy of
 - Current registration/ membership with IPEC and a letter of good standing

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- Copy of Valid registration with insurance brokers of Zimbabwe (in the case of a broker)
- Letter of authorisation from proposed underwriter/insurance firm (applicable where bidder is a broker)
- The company profile
- Certified copy of Certificate of Incorporation
- Copy of Valid Tax Clearance Certificate
- Valid NSSA compliance certificate
- Certified copy of CR14 & CR6
- **Audited financial statement for the past financial year.**
- Submission of three traceable references (stating name of organisation, contact person, contact number and email address) from customers where similar services were supplied in the last five years.
- Proof of projects of similar nature and magnitude handled in the last three years. Attach proof i.e award letter or contract.
- Signed curriculum vitae of key staff with a minimum of diploma in insurance management, actuarial science or equivalent qualification.
- A declaration on corruption, collusion and professional conduct of the bidder in accordance with format specified in this Part
- State vendor number (local bidders only)
- State numbers and physical addresses of owned and/or contracted agents authorised to service and repair the vehicles during warranty period if awarded the tender.
- Provide name, contact number and address of person responsible for this tender
- Bidders must submit at least three copies of the bid proposal and the “ORIGINAL” should be clearly marked and other copies must be clearly marked “COPY”. In the event of any discrepancy between the original and the copies, the original will prevail.
- Letter from bidders’ lawyer indicating litigation status.

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- Evidence of at least 3 years relevant experience in the provision of motor vehicle insurance services.

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. 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.

You are also required to pay the administration fee of \$ 350USD payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations. Payment

Details:

Bank: CBZ

Currency: United States Dollar (USD)

Account Number: 10721064850108

Branch Sort Code: 6101

Swift Code: COBZZWHAXXX

Bank: CBZ

Currency: ZIM DOLLAR (ZWL)

Account Number: 10721064850020

Branch Sort Code: 6101

Swift Code: COBZZWHAXXX

PROOF OF PAYMENT MUST BE ATTACHED TO THE BID

Lots and Packages

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This procurement requirement is divided into lots, as indicated in Part 2, Statement of Requirements. Bidders may bid and may be awarded for more than one lot.

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

Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to *8th of June 2023* and should be sent via email to

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

Attention: M.C. Zulu mofaiftenders@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 by email to all prospective bidders on the 10th of June 2023.

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.

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.

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The Bidder, at the Bidder's own responsibility and risk, is invited to a 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. *For this purpose, the Procuring Entity has arranged a vehicle assessment visit to take place on the 6th of June 2023 at 1000Hours convening at 3rd and Central Avenue Parking Lot, Opposite Causeway Post Office contact person N. Gatsi 0712878896.* 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; Valid tax clearance certificate and NSSA registration/compliance certificate are required.
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. Must submit:

Certificate of incorporation

Declaration letter of conflict of interest

Certified copy of CR14 and CR6

Audited financial statements for the past financial year.

Three months bank statement

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 bidders only**.

Validity of Bids

The minimum period that 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 with correct details of the Bidder and the number of the Bid.

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The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.: *MOFAIT/DCB/INS/17/23*

The Bidder must submit 3 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 via the Herald /Sunday Mail Newspaper.

Date Of Deadline: 29th of June 2023

Time:1000hrs

(GMT)

Submission **Ministry of Foreign Affairs and International Trade P.O.**

Address: **Box 4240, Munhumutapa Building, Harare**

Means of **Sealed Bids** to be Submitted clearly marked To The Permanent
Acceptance: Secretary Attention: The Deputy Director , Procurement
Management Unit , Ministry of Foreign Affairs and International
Trade, P.O. Box 4240, Munhumutapa Building, Corner Samora
Machel Ave and Sam Nujoma, Harare and **can be submitted to
the above address either by post or hand delivered** to the
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

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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.

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 where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

The Bid Security of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security 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 Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;

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3. Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid. **Preference may be given to bidders who are able to provide attractive payment terms.**

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

Evaluation Criteria

EVALUATION CRITERIA

A	Mandatory Requirements	Compliance
	Proof of registration with Praz	Yes/No
	SPOC Administration fees	Yes/No
	Proof of valid tax registration with ZIMRA	Yes/No
	Company Profile showing shareholding structure	Yes/No
	Government Vendor Number	Yes/No
	CR14 AND CR6	Y/No
	CR5 , Certificate of incorporation or proof of company registration	Yes/No
	Current registration/ membership with IPEC and a letter of good standing	Yes/No
	Copy of Valid registration with insurance brokers of Zimbabwe (in the case of a broker)	Yes/No

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	Letter of authorisation from proposed underwriter/insurance firm (applicable where bidder is a broker)	Yes/ No
	Certified copy of three months bank statement	Yes/No
	Certified Copy of Valid Nssa Clearance Certificate	Yes/No
	Audited financial statement for the past financial year signed and stamped by an independent registered auditing firm.	Yes/No
	Bidder must provide Proof of projects of a similar nature and magnitude handled in the last three years. Attach proof at least 3 of either award letter, purchase order or contract.	Yes/No
	Signed curriculum vitae of key staff with a minimum of diploma in insurance management, actuarial science or equivalent qualification.	Yes/No
	State numbers and physical addresses of owned and/or contracted agents authorised to service and repair the vehicles during warranty period if awarded the tender.	Yes/No
	Letter from bidders' lawyer indicating litigation status.	Yes/No

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	<p>Payment terms stated as follows:</p> <p>a) Annual Subscription for each lot including vat /stamp duty</p> <p>b) Biannual Subscription for each lot including vat /stamp duty</p>	Yes/No
	Bid Securing Declaration	Yes /No
	Submission of the above is MANDATORY and any tender deemed non responsive at this stage will not be considered further.	
B	Technical Evaluation	Marks
	<p>Provide evidence of at least 5 Years of Experience in the relevant field</p> <p>0 marks for <5 years, Max 5 marks for 5 Years and above</p>	5 marks
	<p>Provision of Designated Portfolio Manager</p> <p>2 marks - for Provision of designated portfolio manager . Provide name ,cell and contact details.</p>	2
	<p>Business Reference</p> <p>3 recommendation letters where similar services where provided (letters from Government Departments must be signed by PMU or Accounting Officer)</p> <p>2 marks for each reference</p>	6
	<p>Qualifications of key staff</p> <p>Signed cv of 3 key staff – 1MARK EACH</p> <p>Signed curriculum vitae of key staff with a minimum of diploma in insurance</p>	3

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	management, actuarial science or equivalent qualification.	
	<p>Financial Capability</p> <p>Annual Sales Turnover during the past audited financial year (between 2020 and 2021) to be at least more than or equal to US\$200 000 (from financial statements,)</p> <p>Annual sales turnover more than >/= USD\$200 00010</p> <p>Annual sales less than <USD \$200 0000</p> <p>Liquidity Ratio (obtained from financial statements): Current Ratio (current assets/current liabilities)</p> <p>>1.....10</p> <p><1.....0</p>	20
	<p>Provide full details of the following in each lot:</p> <p>(1 mark for detailing provisions of each condition for each lot , state where not applicable)</p> <p>Estimated sum insured for each vehicle;</p> <p>Estimate total loss of each vehicle;</p> <p>Excess buy back insured for Lot 1 only;</p> <p>Total annual premium for each vehicle including vat /stamp duty;</p>	19 Marks

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	<p>Indemnity Conditions;</p> <p>Territorial Boundary Limits to cover the whole of Zimbabwe only;</p> <p>Towing Conditions;</p> <p>Medical Expenses;</p> <p>Funeral Expenses;</p> <p>Averaging Condition Applicable;</p> <p>Third property damage to each vehicle;</p> <p>Passenger Liability;</p> <p>Limit per passenger;</p> <p>Unauthorised repair limit;</p> <p>Legal Expenses;</p> <p>Recovery and towing charges;</p> <p>Contingent Liability;</p> <p><i>Emergency Accommodation;</i></p> <p><i>Self-Authorisation;</i></p>	
	<p>Provision of the following extensive clauses:</p> <ul style="list-style-type: none"> i) Passenger Legal Liability ii) Liability of passengers acts of negligence iii) Strike, Riots and civil commotion iv) Earthquakes, Floods and all special perils/ act of God v) The cover must provide for no fault insurance especially in relation to passengers 	<p>20 Marks</p>

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	Other services Provided Level, quality and type of client training and technical assistance provided.	6
	Total	80 marks

Currency

Tenders should be priced in both local Zimbabwean dollar currency and in United States Dollars. (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/>.

Payment

Payment will be made in RTGS using the official rate on the date of payment.

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.

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The contract will only be valid subject to payment of annual contract administration fees required in line with Part V of the Fifth Schedule to the Regulations.

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.

CANCELLATION OF THE TENDER PROCEDURE

Cancellation may occur where:

- a) When no tender has been submitted within the specified deadline
- b) When it is established that the tender documents contain terms or technical specifications that cannot be met by any of the tenderers
- c) The tender procedure has been unsuccessful, namely where no qualitative or financially worthwhile tenders have been received or there has been no response to the invitation
 - i. there is a significant change in the technical details of the procurement requirement, or in the bidding conditions, contractual terms or other particulars, so that the procurement proceedings need to be recommenced; or
 - ii. Exceptional circumstances or force majeure render normal performance by MOFAIT under the contract impossible
 - iii. All technically compliant tenders exceed the financial resources available
 - iv. There have been irregularities in the procedure, in particular where these have prevented fair competition
 - v. When the prices of all tenders meeting the terms and the technical requirements of the tender documents are unrealistic or appear to be the product of collusion between the tenderers, resulting in the circumvention of healthy competition.
 - vi. the need for the procurement has ceased to exist or changed significantly;
 - vii. insufficient funding is available for the procurement; or

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viii. it is otherwise in the public interest.

After Cancellation of the Tender Procedure

MOFAIT will ensure that the following are done;

(a) all hard-copy bids received are available for the bidders to collect for a period of thirty days

following the announcement of the cancellation; and

(b) destroy all bids after the thirty-day period referred to in (a)

ACCEPTANCE

MOFAIT reserves the right to:

a) Accept the bid wholly or in part;

b) Vary the services required in any resulting award of Contract within reasonable limits of up to plus or minus 20%;

c) Contract on terms requested in this tender or on different service delivery terms;

d) Reject any bid; or

e) Annul the bidding process and reject all bids at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders.

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;

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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.

OWNERSHIP OF TENDERS

MOFAIT retains ownership of all tenders received under this tender procedure.

Consequently, tenderers have no right to have their tenders returned to them unless the tender procedure has been cancelled.

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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.

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

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

Bid Authorised By:

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

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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/Contract: _____

Item No¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Total Price²
Lot 1	Provision of Comprehensive Motor Vehicle Insurance Policy Cover for motor vehicles for a period of one year. (Including excess buy back)	37	Rate per vehicle as per fleet schedule		
Lot 2	Provision of Third-Party insurance cover for motor vehicles for a period of one year.	11	Rate per vehicle as per fleet schedule		
				Total Premiums Charged Including Vat /Stamp Duty	

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

Note 2: Include any additional costs, such as hire or purchase of equipment, protective clothing, chemicals and materials to perform the services.

Note 3: The premiums charged **FOR LOT 1 must be inclusive of excess protector** on motor vehicles. (Material damage liability and excesses must be included).

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Note 4: **Must include passenger legal liability** component for the buses and vans.

Note 5: The Ministry of Foreign Affairs may increase or decrease the number of the insured vehicles at any given time and this shall affect premiums on a pro rata basis.

Note 6: Bidders are encouraged to visit our transport department on the 6th of June 2023 contact N. Gatsi 0712878896 to value the fleet shown on the next page.

MINISTRY OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE: VEHICLE INSURANCE 2023-2024

No.	Make	Model	Reg No.	CHASSIS#	ENGINE NUMBER	YEAR	REMARKS
Lot 1 Comprehensive Insurance Cover with Excess Buy Back							
1	Hyundai	HI MPV	AFC 8985	KMHWH81KMKU033<	D4CBJ662630	2018	FULL COMPREHENSIVE
2	Hyundai	Sedan	AFC 8986	KMHD741CMJ476659<	GEFGJU274609	2018	FULL COMPREHENSIVE
3	Mazda	3	ADL 1563	ZW1 2WBMMY10005	LF11321467	2014	FULL COMPREHENSIVE
4	Mazda	3	ADL 1562	ZW1 2WBMMY10005	LFI 1321606	2014	FULL COMPREHENSIVE
5	Toyota	Quantum Combi	MOFAIT 1	JTFEB9CP906004291	1GD8440815	2019	FULL COMPREHENSIVE
6	Toyota	Prado Landcruiser	AEQ 4623	JTEBH9FJ80K064552	1KD2146575	2012	FULL COMPREHENSIVE
7	Toyota	Landcruiser	ADT 3581	JTERB71J300062053	1H20677504	2012	FULL COMPREHENSIVE
8	Toyota	Hilux	ACO 4800	AHTFR229106040822	2KD5319064	2011	FULL COMPREHENSIVE
9	Toyota	Hilux	AFE 6617	AHTHA3CD20342975:	1GD4671294	2019	FULL COMPREHENSIVE
10	Toyota	Prado Landcruiser	AFF 2605	JTEBH3FJX0K213668	1KD2851754	2019	FULL COMPREHENSIVE
11	Toyota	Corolla Sedan	MOFAIT2	AHTBB3JE600013437	2ZRW120567	2019	FULL COMPREHENSIVE
12	Toyota	Corolla Sedan	MOFAIT 3	AHTBF3JE100013474	2ZRW132224	2019	FULL COMPREHENSIVE
13	Toyota	Corolla Sedan	MOFAIT4	AHTBF3J200013466	2ZRW136091	2019	FULL COMPREHENSIVE
14	Toyota	Land Cruiser Prado	AFN4343	JTMHV02J204322240	IVD0562962	2019	FULL COMPREHENSIVE
15	Toyota	Hilux	ACO 4799	AHTFR22G806040736	2KD5317676	2011	FULL COMPREHENSIVE
16	Toyota	Land Cruiser Prado	AFY3977	JTEBH3FJXOK029816	1KD23030685	2010	FULL COMPREHENSIVE
17	Toyota	Land Cruiser Prado	AFY3976	JTEBH3FJ10K128962	IKD2371632	2014	FULL COMPREHENSIVE
18	Mercedes Benz	E300	AFU9864	WDD2120542A556124	27295231989505	2012	FULL COMPREHENSIVE
19	Mercedes Benz	GLS350D	AFU9865	WDDC1668236M0217(64282648161415	2019	FULL COMPREHENSIVE
20	Mazda	BT50	AFY3824	MP2FTFS87JNT00132(RZ4EXJ0709	2022	FULL COMPREHENSIVE
21	Mazda	BT50	AFY3874	MP2TFR87JNT001323	RZ4EXJ0707	2022	FULL COMPREHENSIVE
22	Mazda	BT50	AFY3823	MP2TFR87JNT001322	RZ4EXH4352	2022	FULL COMPREHENSIVE
23	Mazda	BT50	AFY3822	MP2TFR87JNT001321	RX4EXJ0716	2022	FULL COMPREHENSIVE
24	Mazda	BT50	AGC0618	MP2TFR87JPT000107	RZ4EYH9002	2022	FULL COMPREHENSIVE
25	Mazda	BT50	AGC0619	MP2FTR87JPT000112	RZ4EYM0735	2022	FULL COMPREHENSIVE
26	Mazda	BT50	AGC0620	MP2TFR87JPT000104	RZ4EYH9006	2022	FULL COMPREHENSIVE

27	Mazda	BT50	AGA6086	MP2TFR87JPT000124	RZ4EYP1087	2022	FULL COMPREHENSIVE
28	Baic	D20 1.5L 4AT	AFY3828	LNBSBCBAJ3HR01632	DA01F007743	2017	FULL COMPREHENSIVE
29	Baic	D20 1.5L 4AT	AFY3825	LNBSBCBAJ4HR01633C	DA01F007752	2017	FULL COMPREHENSIVE
30	Baic	D20 1.5L 4AT	AFY7794	LNBSBCBAJ5HR01631S	DA02F032240	2017	FULL COMPREHENSIVE
31	Baic	D20 1.5L 4AT	AFY7795	LNBSBCBAJ 1HRO1632(DA02F035418	2017	FULL COMPREHENSIVE
28	Isuzu	D-Max	AGA8149	ACVTFR87JMD10323	RZ4EXN9893	2022	FULL COMPREHENSIVE
29	Isuzu	D-Max	AGA8176	ACVTFR87JMD 10323'	RZ4EXT9100	2022	FULL COMPREHENSIVE
30	Isuzu	D-Max	AGA8177	ACVTFR87JMD10234	RZ4EXT8398	2022	FULL COMPREHENSIVE
31	Isuzu	D-Max	TBA	ACVTFR87JMD10949	RZ4EXW4234	2022	FULL COMPREHENSIVE
32	Isuzu	D-Max	TBA	ACVTFR87JMD10339<	RZ4EXN8385	2022	FULL COMPREHENSIVE
33	Isuzu	D-Max	TBA	ACVTFR87JMD10700'	RZ4EXU8380	2022	FULL COMPREHENSIVE
34	Isuzu	D-Max	TBA	ACVTFR87JMD 10700'	RZ4EXW3418	2022	FULL COMPREHENSIVE
35	Isuzu	D-Max	TBA	ACVTFR87JMD10990L	RZ4EXZ5519	2022	FULL COMPREHENSIVE
36	Isuzu	D-Max	TBA	ACVTFR87JMD10990'	RZ4EXX3491	2022	FULL COMPREHENSIVE
37	Isuzu	D-Max	TBA	ACVTFR87JMD11482'	RZ4EYC7844	2022	FULL COMPREHENSIVE

Lot 2 THIRD PARTY INSURANCE							
1	Isuzu	KB 250	AAM 8403	ADMTER54 D8B31944	4JA134216	2010	THIRD PARTY
2	Isuzu	Twin-cab	ADL 6644	ADM2RD86B7344570C	4JK1607868	2008	THIRD PARTY
3	King Long	Bus	BL146	LA6R1FSE8BB104498	87275659	2011	THIRD PARTY
4	MG6	Saloon	ACX 8330	LSJW26G96BS088267	18K4GF02000194	2011	THIRD PARTY
5	MG6	Saloon	ACX 8331	LSJW269GOBS088260	18K4GF02000193	2011	THIRD PARTY
6	MG6	Saloon	ACX 8653	LSJW26G96BS088244	18K4GF02000195	2011	THIRD PARTY
7	MG6	Saloon	ACX 8651	LSJW26G96BS088262	18K4GF02000196	2011	THIRD PARTY
8	MG6	Saloon	PL 2911	LSJW26G96BS088266	18K4GF02000193	2011	THIRD PARTY
9	Toyota	Prado S/ Wagon	ABO 4837	JTEB49F60K003362	IKD1966531	2009	THIRD PARTY
10	Toyota	Hilux	ACO 4426	AHTFR229X06040818	2KD5319066	2011	THIRD PARTY
11	Toyota	Hilux	ACO 4798	AHTFR22G706040971	2KD5322654	2011	THIRD PARTY

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.}

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.}

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/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 partners to the Joint Venture that submits the Bid.}

part 2: Statement of Requirements

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.

Subject	Requirement
<p>Services to be performed</p>	<p>Comprehensive and third party insurance policy cover for a period of one year as per the vehicle fleet schedule.</p> <p>The comprehensive cover shall provide indemnity to the insured for the loss or damage to motor vehicles and its accessories and parts whilst thereon as well as third party liability occasioned by use of the vehicle.</p> <p>Please give full details where applicable in each lot of the following :</p> <p>Estimated sum insured for each vehicle</p> <p>Estimate total loss of each vehicle</p> <p>Excess insured</p> <p>Total annual premium for each vehicle</p> <p>Payment Terms</p> <p>Indemnity Conditions</p> <p>Territorial Boundary Limits to cover the whole of Zimbabwe only</p> <p>Towing Conditions</p> <p>Medical Expenses</p> <p>Funeral Expenses</p> <p>Averaging Condition Applicable</p> <p>Third property damage to each vehicle</p> <p>Passenger Liability</p> <p>Limit per passenger</p> <p>Unauthorised repair limit</p> <p>Legal Expenses</p> <p>Recovery and towing charges</p> <p>Contingent Liability</p> <p><i>Emergency Accommodation</i></p> <p><i>Self-Authorisation</i></p> <p style="text-align: right;">Page 33 Of 41</p>

	<ul style="list-style-type: none"> • Provide the following extensive clauses; vi) Passenger Legal Liability vii) Liability of passengers acts of negligence viii) Strike, Riots and civil commotion ix) Earthquakes, Floods and all special perils/ act of God x) The cover should provide for no fault insurance especially in relation to passengers • Avail the vehicle insurance certificates and policy documents • Claims settlement turnaround time-Give details of the claims settlement turnaround time. Note that the time will be used to review the performance of the tender and the underwriter for this or any future contracts
Location(s)	Services are to be performed at a well-equipped secure location.
Time of performance	<i>Daily (24hours & 7 days a week). Services cover work days, weekends and public holidays.</i>
Duration of contract	<i>Twelve Months Contract</i>
Manpower	<p>Key Staff Members of the bidding entity should be qualified to practise as insurance practitioners in Zimbabwe.</p> <p>There should be an assigned portfolio manager to handle the Ministry of Foreign Affairs and International Trades insurance scheme.</p>
Equipment	The company is expected to have all the requisite equipment or reliable subcontractor to do such services on their behalf
Resources	<i>The company should have adequate financial capacity to provide comprehensive and third party motor vehicle insurance cover Ministry of Foreign Affairs motor vehicle assets (Attach cash flows and financial</i>

	<i>statements)</i>
Other requirements	If bidder is a broker, bidder should attach proof of registration with the Zimbabwe Insurance Brokers Association.
Supervision of performance	The insurers' portfolio manager shall coordinate with MOFAITS; transport section in processing of claims and any other administrative work relating to the portfolio.

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.

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

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 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 3.6 and 8.1	<p>Authorised representatives:</p> <ol style="list-style-type: none"> 1. The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i>. 2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.
GCC 7.4	<p>Ineligible countries: 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>Liquidated damages: The rate of liquidated damages shall be <i>[State amount as a rate per day or delete if liquidated damages do not apply]</i>.</p>
GCC 19.1	<p>Commencement of Services: The date or period of time for commencement of services is <i>[state date or period of time]</i>.</p>
GCC 20.1	<p>Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is <i>[state date or period of time]</i>.</p>
GCC 22.2	<p>Contract price: Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i>.</p>

GCC reference	Special Conditions
GCC 22.3	<p>Payment schedule: The terms of payment shall be <i>[State:</i></p> <ul style="list-style-type: none"> <li data-bbox="448 416 1374 562">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 data-bbox="448 595 1374 685">ii. <i>For single or occasional services: the time after completion (usually 60 days) within which payment will be made.]</i>
GCC 23.1	<p>Price adjustment: <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i></p>
GCC 24.2	<p>Payment procedure: <i>[State any other documentation that must accompany the Contractor's invoice.]</i></p>
GCC 28.1	<p>Insurance to be taken out by the Contractor:</p> <p><i>[The risks and the coverage shall be as follows:</i></p> <ul style="list-style-type: none"> <li data-bbox="395 1144 1410 1346">(a) <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> <li data-bbox="395 1379 1410 1469">(b) <i>Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i> <li data-bbox="395 1503 1410 1592">(c) <i>professional liability insurance, with a minimum coverage of [insert amount and currency];</i> <li data-bbox="395 1626 1410 1872">(d) <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> <li data-bbox="395 1906 1410 1995">(e) <i>insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i>

GCC reference	Special Conditions
	<i>[Note: Delete what is not applicable].</i>
GCC 30.1	<p>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>.</p>
GCC 35.1	<p>Performance Security: <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></p>