

**STANDARD BIDDING DOCUMENT FOR THE PREQUALIFICATION OF
SUPPLIERS (AIR TRAVEL MANAGEMENT SERVICES)**

Procurement Reference Number: MOFAIT/ DCB/AIRTRAVEL/02/23.

Government of Zimbabwe

STANDARD

BIDDING

DOCUMENT

for the

Prequalification of Suppliers for Inclusion in the

Standing List for the Provision of Air Travel

Management Services-Air tickets

10th of February 2022

STANDARD BIDDING DOCUMENT FOR THE PREQUALIFICATION OF SUPPLIERS (AIR TRAVEL MANAGEMENT SERVICES)

Procurement Reference Number: MOFAIT/ DCB/AIRTRAVEL/02/23.

Standard Bidding Document for the Procurement of:	Prequalification of Suppliers for inclusion on the Standing List For the Provision Of Air Travel Management Services
Procurement Reference No:	MOFAIT/DCB/AIRTRAVEL/02/23
Procuring Entity:	Ministry of Foreign Affairs and International Trade
Date of Issue:	10 th of February
Closing Date	2 nd of March 2023

**STANDARD BIDDING DOCUMENT FOR THE PREQUALIFICATION OF
SUPPLIERS (AIR TRAVEL MANAGEMENT SERVICES)
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Introduction

The Ministry of Foreign Affairs and International Trade (MOFAIT) wishes to engage competent and reputable companies to provide air travel management services for the year 2023. The Ministry of Foreign Affairs and International Trade intends to maintain a standing list of suppliers for air travel management services from which individual agencies will be selected as and when required.

The Ministry of Foreign Affairs and International Trade now invites eligible air travel management agencies to indicate their interest in providing the services. Interested agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

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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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. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe;
4. A bid security in the format specified in Part 2 ;
5. The prospective agencies must have (5) years relevant experience in the provision of air travel management services.

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6. Signed curriculum vitae for key staff. The key staff must hold a minimum of a Diploma in Hospitality Management, Travel and Tourism Management or its equivalent;
7. Travel Agencies must be registered with PRAZ in terms of section 4 of the Public Procurement and Disposal of Public Assets Regulations S.I 5 OF 2018.
8. Travel agency must be accredited by the International Air Transport Association membership. Copy of IATA accreditation certificate must be attached.
9. Travel agency must submit copy of a tourism license/permit.
10. Must have a valid NSSA clearance certificate.
11. Copy of company profile listing names and addresses of all directors and their shareholding structure.
12. Agencies must be registered with ZIMRA and must attach of Valid Tax Clearance Certificate or valid proof of registration with ZIMRA.
13. Must have a Government Vendor Number.
14. List of major corporate clients and contract value.
15. At least 3 letters of recommendation letters where similar services were provided in the past three years. Provide contact details for verification purposes.
16. Annual number and value in United States Dollar of tickets issued in, 2020 ,2021 and 2022. (Please List)
17. Certified copies of current Three months bank statements.
18. Bidders must be able to issue tickets before payment is made and must confirm in writing acceptance of this condition.
19. Bidders who download tender documents from the website or obtain it electronically by other means **must** register their names and contact details on the email mofaittenders@gmail.com for record and any further clarification addenda.

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

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responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above.

Lots and Packages

This procurement 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 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 *the 20th of February 2023* and should be sent to M. Zulu, Head of the Procurement Management Unit via email at mofaiftenders@gmail.com

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.

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. The costs of visiting the Site will be at the Bidder's own expense.

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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 have the legal capacity to enter into a contract;

1. 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;
2. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
3. not have a conflict of interest in relation to this procurement requirement;
4. 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;
5. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
6. 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.

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7. The prospective agencies must have (5) years relevant experience in the provision of air travel management services.
8. Signed curriculum vitae for key staff. The key staff must hold a minimum of a Diploma in Hospitality Management, Travel and Tourism Management or its equivalent;
9. Travel Agencies must be registered with PRAZ in terms of section 4 of the Public Procurement and Disposal of Public Assets Regulations S.I 5 OF 2018.
10. Travel agency must be accredited by the International Air Transport Association membership. Copy of IATA accreditation certificate must be attached.
11. Travel agency must submit copy of a tourism license/permit.
12. Must have a valid NSSA clearance certificate.
13. Copy of company profile listing names and addresses of all directors and their shareholding structure.
14. Agencies must be registered with ZIMRA and must attach of Valid Tax Clearance Certificate or valid proof of registration with ZIMRA.
15. Must have a Government Vendor Number.
16. List of major corporate clients and contract value.
17. At least 3 letters of recommendation where similar services were provided. Bidder must provide contact details email and phone number for verification purposes
18. Annual number and value in United States Dollar of tickets issued in 2020,2021 and 2022. Please list.
19. Certified copies of three month 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 both Zimbabwean bidders only.

Validity of Bids

The minimum period that the Bidder's bid must remain valid is **sixty days** from the deadline for the submission of bids.

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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.

The Bidder must mark the envelope with the Bidder’s name and address and the Procurement Reference Number: **MOFAIT/DCB/AIRTRAVEL/02/23**

3 copies of the bid documents must be provided. The Bidder must prepare one original of the documents comprising the Bid and clearly mark it “ORIGINAL.” In addition, the Bidder must state the number of copies of the Bid and must mark each of them clearly “COPY.” In the event of any discrepancy between the original and the copies, the original shall 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 document of the amended bid submission deadline.

Date of deadline: 2 nd of March 2023	Deadline Time: 1000HOURS GMT
Submission address:	The Permanent Secretary Ministry of Foreign Affairs and International Trade Postal: P.O Box 4240 Harare Physical: Corner Samora Machel and Sam Nujoma Munhumutapa Building Harare
Means of acceptance:	Sealed bids clearly marked with tender

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	<p>number must be hand delivered to the above address to the marked tender box at the Basement Floor Reception Area.</p>
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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.

Bid Security

The Bidder must include either:

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

Any Bid not accompanied by a 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.

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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;

NB: There shall be a compulsory evaluation and inspection of bidders premises.

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 address must reach the Procurement Management Unit within 7 days from date of closing the tender.

Site inspection shall be conducted to verify the following:

- a) Physical Existence of the business as per attached proof of ownership of business site or lease agreement
- b) Physical existence of suitable equipment
- c) Security of premises.

NB: Misrepresentation of facts will result in disqualification of the bid.

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.

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EVALUATION CRITERIA

A	Mandatory Requirements	Compliance
	Proof of registration with Praz	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	YES/NO
	Certificate of incorporation or proof of company registration	Yes/No
	Accredited valid IATA MEMBERSHIP. Where a bidder is using a third-party IATA licence, the bidder provides a certified copy of the agreement of use and a certified copy of the third party IATA licence certificate	Yes/No
	Copy of Tourism License/Permit	Yes/No
	Certified copy of three months bank statement	Yes/NO
	Certified Copy of Valid Nssa Clearance Certificate	Yes/No
	Three months bank statement	Yes/No
	Payment after issuance of tickets	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
	At least 5 Years of Experience in the relevant field 0 marks for <5 years, 5 marks for 5 Years and	15 marks

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	1 mark for each year after 5 years , max marks for 15 years/ plus is 15 marks)	
	<p>Provision of 24/7/365 days service</p> <p>2 marks - for Provision of designated travel consultant</p> <p>2 marks – for operating hours between 0900hours and 1600hours.</p> <p>2 marks-Availability of 24 hour and weekend emergency service (provide contact number).</p>	6
	<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 – 1 MARK EACH</p> <p>A minimum diploma in travel management or equivalent for key staff-1 marks for each staff</p>	6
	<p>Refund Policy</p> <p>Must submit copy of ticketing and refund policy.</p>	1
	<p>Membership</p> <p>Proof of membership with Zimbabwe Association of Travel agents</p>	1
	<p>Preference</p> <p>Preference will be given to women owned businesses (attach proof)</p>	6

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	6 marks for business 100% owned by women and 3 marks for a woman/woman as part owner/s	
	<p>Evaluation of Bidders Premises</p> <p>Physical existence of the business as per attached proof of ownership of business, title deeds or lease agreement.</p> <p>Physical existence of suitable equipment Computer/Laptops telecommunication and internet facility</p>	<p>10</p> <p>2</p>
	<p>Financial Capability</p> <p>Annual Sales Turnover during any of the last three years (between 2019 and 2022) to be at least more than or equal to US\$200 000 (from financial statements, purchase orders or contracts)</p> <p>Annual sales turnover more than \geq 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>	<p>20</p>

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	Other Unique services	2
	Total	75 marks

Bidders should note that they will be subject to security vetting and will be shortlisted only if they meet at least 70% of the technical criteria.

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.

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.

Award Criterion for Prequalified Travel Agencies

Shortlisted/Prequalified travel agencies will be contacted to submit their quotations whenever travel arrangements are required and are to note that the criterion for award will be based on the most economically advantageous tender. An agency will only be contacted back if it has been evaluated to be the most economically advantageous bid.

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MEANS OF DELIVERY OR TICKET ISSUE

Travel tickets will be delivered electronically 48 hours before time of departure unless otherwise stated.

CURRENCY

Quotations should be in USD \$dollars or any other freely convertible foreign currency. 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 TERMS AND METHOD

Payment will be made in US\$ United States Dollars. The Ministry of Foreign Affairs and International Trade will pay invoices after issuance of tickets through bank transfer within 7 days. **Bidders are required to confirm in writing acceptance of this condition.**

DURATION OF ASSIGNMENT

The contract period for the successful travel agents shall be for a period of one year, from the date of contract award.

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:

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Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

Right to Reject

The Procuring Entity reserves the right to accept or reject any 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.

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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:

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

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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.

Signed	Name
	:
In capacity of:	Date:(DD/MM /YY)

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Duly authorised for and on behalf of:

Company

...

Address:

...

.....

....

Corporate Seal (where appropriate)

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

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Part 2: Statement of Requirements

SCOPE OF WORK: AIR TRAVEL MANAGEMENT SERVICES

The travel agency will be responsible for finding or booking various regional and international requests. Requests will vary from month to month and will include both singular and large group requests. The scope of the assignment will include, but will not be limited to the following:

- a) Make bookings and prepare appropriate itineraries based on the most competitive fare and the most direct and convenient routing;
- b) Provide quotations via email for a particular route within 24 hours of the request;
- c) Ensure all taxes and levies are included in the air fare quotation;
- d) Process, reserve and issue electronic air tickets upon authorization by Ministry of Foreign Affairs and International Trade (MOFAIT);
- e) Advise the MOFAIT on the best economic route and flight schedule changes;
- f) Travel agency shall provide travel services at least from 08:00hrs to 16:00hrs during working days and are expected to reply within 24:00hrs from request;
- g) Travel agency shall also provide travel services during weekends, public holidays and after hours and are expected to reply within 24:00hrs from request;
- h) In addition, travel agents shall provide a 24 hour a day “emergency” contact number where emergency travel service is required;
- i) If a quotation is requested and no reply is received for three (3) consecutive requests, the respective travel agency records may be deleted from the MOFAITs’ list;
- j) Much of the official travel must be organised on short notice, thereby placing a premium on efficiency and rapid communication in handling all travel related matters. The travel agency shall also be required to devote at least one (1) personnel providing dedicated services to the travel needs of the MOFAIT;
- k) Travel agencies are to make sure that all re-imburement of flight cancellations is processed through the respective airlines;

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- l) The Travel Agencies must be knowledgeable in preparing special fares, restricted fares, discounted fares, and group fares for use whenever appropriate;
- m) The Travel Agencies shall maintain computerized profiles of all frequent travellers, as designated or defined from time to time by MOFAIT, setting forth the travellers' preferences regarding seats and meal requirements, passport information, and such other information that is useful to facilitate such travellers' travel arrangements.

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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: Prequalification of Suppliers for the Provision of Air Travel Management Services
Services to be performed	<i>REFER TO PAGE 22 AND 23</i>
Location(s)	<i>Well secure location.</i>
Time of performance	<i>Travel agency shall provide travel services at least from 08:00hrs to 16:00hrs during working days and are expected to reply within 24:00hrs from request;</i> <i>Travel agency shall also provide travel services during weekends, public holidays and after hours and are expected to reply within 24:00hrs from request;</i>
Duration of contract	<i>The contract period for the successful travel agents shall be for a period of one year, from the date of contract award .</i>
Manpower	<i>Qualified and competent staff. The key staff must hold a minimum of a Diploma in Hospitality Management, Travel and Tourism Management or its equivalent;</i>
Equipment	<i>Agents Must Have desktop and internet facility.</i>
Resources	<i>Audited Financial statements , 3 months bank statement need to be provided to demonstrate financial capacity.</i>
Other requirements	<i>There shall be a compulsory evaluation and inspection of bidders premises.</i>
Supervision of performance	<i>Ministry of Foreign Affairs -Ticketing Officer will supervise performance. Supplier performance score cards will be issued to travel agents bi-annually.</i>

STANDARD BIDDING DOCUMENT FOR THE PREQUALIFICATION OF SUPPLIERS (AIR TRAVEL MANAGEMENT SERVICES)

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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.

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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:

STANDARD BIDDING DOCUMENT FOR THE PREQUALIFICATION OF SUPPLIERS (AIR TRAVEL MANAGEMENT SERVICES)

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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]

STANDARD BIDDING DOCUMENT FOR THE PREQUALIFICATION OF SUPPLIERS (AIR TRAVEL MANAGEMENT SERVICES)

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General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of 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</i></p>

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GCC reference	Special Conditions
	<i>excluded cost items].</i>
GCC 22.3	<p>Payment schedule: The terms of payment shall be <i>[State:</i></p> <ul style="list-style-type: none"> <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> <i>ii. 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"> <i>(a) 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>(b) Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>(c) professional liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>(d) 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>

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GCC reference	Special Conditions
	<p><i>(e) insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i></p> <p><i>[Note: Delete what is not applicable].</i></p>
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>