

Government of Zimbabwe

STANDARD BIDDING DOCUMENT

for the

Provision of Promotional Giveaways for ZIMDEF (2024)

Standard Bidding Document for the	Provision of Promotional Giveaways for ZIMDEF (2024)
Procurement Reference No:	ZPCR01/2024
Procuring Entity:	Zimbabwe Manpower Development Fund (ZIMDEF)
Date of Issue:	January 19, 2024

BIDDING DOCUMENT FOR THE PROCUREMENT OF PROMOTIONAL GIVEAWAYS FOR ZIMDEF (2024).

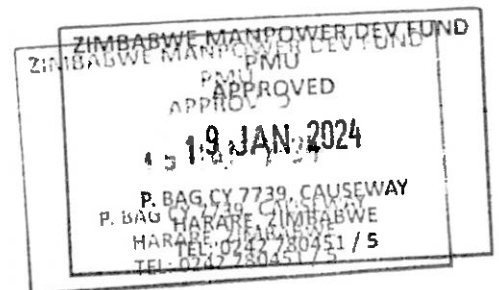
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PART I BIDDING PROCEDURES

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. Proof of VAT Registration Certificate.
4. Current ZIMRA Tax Clearance Certificate
5. Letter from Lawyers confirming that the company has legal capacity to enter a contract and declaring that the bidder is solvent.
6. Copies of Company Profile, CR14, Certificate of Incorporation and CR6.
7. Proof of current registration with the Procurement Regulatory Authority of Zimbabwe (G/C/008, G/C/009)
8. Valid NSSA compliance certificate.
9. At least three trade reference letters not older than 2022, with contact names and details.
10. Bidders must submit at least two copies of the bid proposal and the "ORIGINAL" should be clearly marked and the other copies must be clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original will prevail.

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 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.

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Lots and Packages

The requirement is divided into lots and packages, as indicated in Part 2, Statement of Requirements. **Delivery time is of critical importance.**

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 may 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 January 25, 2024, and should be sent to:

**The Procurement Management Unit
Zimbabwe Manpower Development Fund
ZIMDEF House,
No. 18572 Off Mother Patrick Avenue
Rotten Row, Harare
P. Bag CY7739
Causeway, Harare**

**Attention: Ms. J David
PMU Manager**

Email: jdavid@zimdef.co.zw : THIS EMAIL IS FOR CLARIFICATIONS ONLY

Pre-bid meeting

This procurement does not require a pre-bid meeting.

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is sixty (60) days from the deadline for the submission of bids. Bidders may be requested to extend the bid validity in terms of Section 43 (5) of the PPDPA Act.

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 indicated below. It is the Bidder's responsibility to ensure that

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PART 1 BIDDING PROCEDURES

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.

Bidders must submit at least two copies of the bid proposal and the "ORIGINAL" should be clearly marked and the other copies 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:	February 1, 2024	Deadline Time:	10:00hrs
Submission address:	The Accounting Officer Zimbabwe Manpower Development Fund ZIMDEF House, 4 th Floor, West Wing, No. 18572, Off Mother Patrick Avenue, Rotten Row, Harare		
Means acceptance:	of	The bid documents should be deposited in the Tender Box at: Zimbabwe Manpower Development Fund ZIMDEF House, 4 th Floor, West Wing, No. 18572, Off Mother Patrick Avenue, Rotten Row, Harare. Before the closing time on the deadline date.	

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 their 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.

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Delivery Requirements

The delivery period required (from the date of contract signing) and the destination for delivery are as indicated in the Delivery Schedule in Part 2.

Bid Prices and Discounts

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

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

- (a) For Goods
 - (i) the price of the Goods and the cost of delivery to the 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 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: N/A

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

PLEASE NOTE:

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- 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-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 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.
3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid to specification.

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

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. The request is not subject to review by SPOC.

Evaluation criteria

The Procuring Entity's evaluation of a Bid will consider, 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. Bidders can propose their lead time which must not be more than 8 weeks.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule.
- (c) **Cost of major replacement components, mandatory spare parts, and service:** Bidders must state the unit price for these items. The total cost of these items and quantities will be added to the Bid price, for evaluation purposes only.
- (d) **Specific additional criteria:**

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 a contract.

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

Origin of Goods

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

Technical Criteria

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

Currency

Bids should be priced in United States Dollars (US\$).

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 the 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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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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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 to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

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.

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

List of Goods and Price Schedule

Currency of Bid: USD & ZWL\$

Item No ¹	Description of Goods	Qty ²	Unit Price ³	Total Price ⁴
			USD	USD
Lot 1	Camp Chairs <ul style="list-style-type: none"> • Collapsible, compact, and lightweight folding chair • Sturdy steel frame • with cup holder • Side magazine storage pocket • Includes carry bag. • (Teal blue/Gret/Black) 	60		
Lot 2	Lantern Light & Blue tooth Speaker. <ul style="list-style-type: none"> • 3-Watt output. • Two different brightness levels. • Bluetooth working range 10 meters. • Includes micro-USB charging cable and 3.4mm aux cable. • Built-in music controls and microphone. • ABS material • Dimensions 9,8 x 9,8 x 	100		

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PART 2 STATEMENT OF REQUIREMENTS

	16,5 cm - 520 gr			
Lot 3	Gym Bags <ul style="list-style-type: none"> Sports Gym Bag Unisex Training Travel Bag with Shoes Compartment Nylon Waterproof 23*22*50 cm Black in colour 	60		
	Thermal Mug <ul style="list-style-type: none"> 42.5cl Flip and Lid Thermos Travel Mug Made from Stainless Steel Black in colour) 	150		
Lot 4	Triangle Prism Calendars <ul style="list-style-type: none"> Table triangle pyramid calendar with spiral, 24 x 16 cm. 7 or 13 sheets with 1 month One sided color printing in gloss paper 150 gr and white cardboard base. 	500		
	Shopper's Bag <ul style="list-style-type: none"> Pacific Laminated non-woven shopper branded (Grey) 	1000		

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Lot 5	<p>Men's Cargo Shirts</p> <ul style="list-style-type: none"> • Versatile roll -up sleeve styling • Two patch pockets with Velcro flaps • Roll- up sleeve option • Eyelets on the pocket • Mesh inner shoulder yoke • Back yoke • Vents • 100% cotton fabric • Double button cuffs • Double top-stitched finishes • Shoulder back vent • Grey in colour • Branded with ZIMDEF Acronym-Teal) 	190		
	<p>Ladies' Cargo Shirts</p> <ul style="list-style-type: none"> • 150 g/m2 cotton twill • Ladies cut. • Long Sleeved • Grey in colour • Branded with ZIMDEF Acronym-Teal 	160		
Lot 6	<p>Executive Umbrellas</p> <ul style="list-style-type: none"> • Manual open windproof fiberglass umbrella branded on 2 panels in full colour (Black/Grey/Teal blue) 	150		

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	Umbrellas <ul style="list-style-type: none"> • Cloudburst umbrella branded on 2 panels in full colour. (Black/Grey/Teal Blue) 	200		
Lot 7	Key Holders <ul style="list-style-type: none"> • Chevron bottle opener key holder branded with full logo 	1450		
	Ball Pens <ul style="list-style-type: none"> • Electra Ball pen branded on 1 position in full colour (Teal blue/Grey/Black) 	1700		
Lot 8	Flash Sticks <ul style="list-style-type: none"> • 32 Gig branded in full colour 	1350		
Lot 9	Caps <ul style="list-style-type: none"> • Cincinnati 6 panel cap branded in full colour (White) 	350		
	Hats <ul style="list-style-type: none"> • Safari Wide Brimmed Hats • 65/35 Poly cotton twill • Cord with slide toggle • Brass eyelets & studs • 4 needle 80/20 sweatband • Size Large - 60cm • Grey in colour 	350		

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Lot 10	<p>Golf Shirts</p> <ul style="list-style-type: none"> • Classic golfer, three buttoned plackets supplied with a loose pocket. Easy care garment, surface stripe design. 160g 100% Polyester moisture management fabric. Teal Blue in colour and branded. 	200		
	<p>Executive Golf Shirts</p> <ul style="list-style-type: none"> • Seamless spandex Golf Shirt. • Teal Blue and branded in full colour. 	150		
	<p>Round Neck T-shirt</p> <ul style="list-style-type: none"> • Double Top stitched hem and sleeves • Shoulder to shoulder seam taping for improved comfort and durability • Dyed with reactive dyes. • Double neck rib with top-stitching comfort fit. • 145g 100% carded cotton • Single jersey fabric (Poly cotton blend) <p>(Teal blue/Charcoal Grey)</p>	450		

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

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

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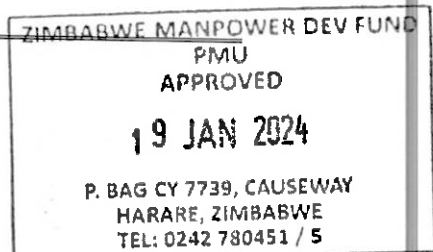
PART 2 STATEMENT OF REQUIREMENTS

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

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

The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

NB: Please provide Visual Samples in your tender submissions.



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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 {to be provided by the Bidder}
Lot1	Camp Chairs <ul style="list-style-type: none"> • Collapsible, compact, and lightweight folding chair • Sturdy steel frame • with cup holder • Side magazine storage pocket • Includes carry bag. • (Teal blue/Gret/Black) 	60		4 Weeks	
Lot 2	Lantern Light & Blue tooth Speaker. <ul style="list-style-type: none"> • 3-Watt output. • Two different brightness levels. • Bluetooth working range 10 meters. • Includes micro-USB charging cable and 3.4mm aux cable. • Built-in music controls and microphone. 	100		4 Weeks	

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	<ul style="list-style-type: none"> • ABS material • Dimensions 9,8 x 9,8 x 16,5 cm - 520 gr • 				
Lot 3	Gym Bags <ul style="list-style-type: none"> • Sports Gym Bag Unisex Training Travel Bag with Shoes Compartment • Nylon Waterproof • 23*22*50 cm • Black in colour 	60		4 Weeks	
	Thermal Mug <ul style="list-style-type: none"> • 42.5cl Flip and Lid Thermos Travel Mug • Made from Stainless Steel • Black in colour) 	150		4 Weeks	
Lot 4	Triangle Prism Calendars <ul style="list-style-type: none"> • Table triangle pyramid calendar with spiral, 24 x 16 cm. • 7 or 13 sheets with 1 month • One sided color printing in gloss paper 150 gr and white cardboard base. 	500		4 Weeks	
	Shopper's Bag <ul style="list-style-type: none"> • Pacific Laminated non-woven shopper branded (Grey) • 	1000		4 Weeks	
Lot 5	Men's Cargo Shirts <ul style="list-style-type: none"> • Versatile roll -up 	190		4 Weeks	

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	sleeve styling <ul style="list-style-type: none"> • Two patch pockets with Velcro flaps • Roll- up sleeve option • Eyelets on the pocket • Mesh inner shoulder yoke • Back yoke • Vents • 100% cotton fabric • Double button cuffs • Double top-stitched finishes • Shoulder back vent • Grey in colour • Branded with ZIMDEF Acronym-Teal) 				
	Ladies' Cargo Shirts <ul style="list-style-type: none"> • 150 g/m2 cotton twill • Ladies cut. • Long Sleeved • Grey in colour • Branded with ZIMDEF Acronym-Teal 	160		4 Weeks	
Lot 6	Executive Umbrellas <ul style="list-style-type: none"> • Manual open windproof fiberglass umbrella branded on 2 panels in full colour (Black/Grey/Teal blue) 	150		4 Weeks	
	Umbrellas <ul style="list-style-type: none"> • Cloudburst umbrella branded on 2 panels in full colour. (Black/Grey/Teal 	200		4 Weeks	

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	Blue)				
Lot 7	Key Holders <ul style="list-style-type: none"> Chevron bottle opener key holder branded with full logo 	1450		4 Weeks	
	Ball Pens <ul style="list-style-type: none"> Electra Ball pen branded on 1 position in full colour (Teal blue/Grey/Black) 	1700		4 Weeks	
Lot 8	Flash Sticks 32 Gig branded in full colour	1350			
Lot 9	Caps Cincinnati 6 panel cap branded in full colour (White)	350			
Lot 8	Hats <ul style="list-style-type: none"> Safari Wide Brimmed Hats 65/35 Poly cotton twill Cord with slide toggle Brass eyelets & studs 4 needle 80/20 sweatband Size Large - 60cm Grey in colour	350			
Lot 10	Golf Shirts Classic golfer, three buttoned plackets supplied with a loose pocket. Easy care garment, surface stripe design. 160g 100% Polyester moisture management fabric. Teal Blue in colour and branded.	200			
	Executive Golf Shirts <ul style="list-style-type: none"> Seamless spandex Golf 	150			

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	<p>Shirt. Teal Blue and branded in full colour.</p>				
	<p>Round Neck T-shirt</p> <ul style="list-style-type: none"> • Double Top stitched hem and sleeves • Shoulder to shoulder seam taping for improved comfort and durability • Dyed with reactive dyes. • Double neck rib with top-stitching comfort fit. • 145g 100% carded cotton • Single jersey fabric (Poly cotton blend) <p>(Teal blue/Charcoal Grey)</p>	<p>450</p>			

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 destination: **ZIMDEF @ ZIMDEF House, No. 18572 Off mother Patrick Avenue, Rotten Row, Harare**

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BIDDING DOCUMENT FOR THE PROVISION OF PROMOTIONAL GIVEAWAYS FOR ZIMDEF (2024)

PROCUREMENT REFERENCE NO: ZPCR01/2024

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

a	b	c
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}
Lot1	<p>Camp Chairs</p> <ul style="list-style-type: none"> • Collapsible, compact, and lightweight folding chair • Sturdy steel frame • Side table with cup holder • Side magazine storage pocket • Includes carry bag. • (Teal blue/Gret/Black) • 	
Lot 2	<p>Lantern Light & Blue tooth Speaker.</p> <ul style="list-style-type: none"> • 3-Watt output. • Two different brightness levels. • Bluetooth working range 10 meters. • Includes micro-USB charging cable and 3.4mm aux cable. • Built-in music controls and microphone. • ABS material • Dimensions 9,8 x 9,8 x 16,5 cm - 520 gr • 	

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PART 2 STATEMENT OF REQUIREMENTS

Lot 3	<p>Gym Bags</p> <ul style="list-style-type: none"> • Sports Gym Bag Unisex Training Travel Bag with Shoes Compartment • Nylon Waterproof • 23*22*50 cm • Black in colour 	
	<p>Thermal Mug</p> <ul style="list-style-type: none"> • 42.5cl Flip and Lid Thermos Travel Mug • Made from Stainless Steel • Black in colour) 	
Lot 4	<p>Triangle Prism Calendars</p> <ul style="list-style-type: none"> • Table triangle pyramid calendar with spiral, 24 x 16 cm. • 7 or 13 sheets with 1 month • One sided color printing in gloss paper 150 gr and white cardboard base. 	
	<p>Shopper's Bag</p> <ul style="list-style-type: none"> • Pacific Laminated non-woven shopper branded (Grey) • 	
Lot 5	<p>Men's Cargo Shirts</p> <ul style="list-style-type: none"> • Versatile roll -up sleeve styling • Two patch pockets with Velcro flaps • Roll- up sleeve option • Eyelets on the pocket • Mesh inner shoulder yoke • Back yoke • Vents • 100% cotton fabric • Double button cuffs • Double top-stitched finishes 	

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	<ul style="list-style-type: none"> • Shoulder back vent • Grey in colour • Branded with ZIMDEF Acronym-Teal) 	
	<p>Ladies' Cargo Shirts</p> <ul style="list-style-type: none"> • 150 g/m2 cotton twill • Ladies cut. • Long Sleeved • Grey in colour • Branded with ZIMDEF Acronym-Teal 	
	<p>Round Neck T-shirt</p> <ul style="list-style-type: none"> • Double Top stitched hem and sleeves • Shoulder to shoulder seam taping for improved comfort and durability • Dyed with reactive dyes. • Double neck rib with top-stitching comfort fit. • 145g 100% carded cotton • Single jersey fabric (Poly cotton blend) • (Teal blue/Charcoal Grey) 	
Lot 6	<p>Executive Umbrellas</p> <ul style="list-style-type: none"> • Manual open windproof fiberglass umbrella branded on 2 panels in full colour (Black/Grey/Teal blue) • 	
	<p>Umbrellas</p> <ul style="list-style-type: none"> • Cloudburst umbrella branded on 2 panels in full colour. (Black/Grey/Teal Blue) 	
Lot 7	<p>Key Holders</p> <ul style="list-style-type: none"> • Chevron bottle opener key holder branded with full logo 	
	<p>Ball Pens</p> <ul style="list-style-type: none"> • Electra Ball pen branded on 1 	

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	position in full colour (Teal blue/Grey/Black)	
Lot 8	Flash Sticks 32 Gig branded in full colour	
Lot 9	Caps Cincinnati 6 panel cap branded in full colour (White)	
	Hats <ul style="list-style-type: none"> • Safari Wide Brimmed Hats • 65/35 Poly cotton twill • Cord with slide toggle • Brass eyelets & studs • 4 needle 80/20 sweatband • Size Large - 60cm • Grey in colour 	
	Shopper's Bags <ul style="list-style-type: none"> • Pacific Laminated non-woven shopper branded (Grey) 	
Lot 10	Golf Shirts <ul style="list-style-type: none"> • Classic golfer, three buttoned plackets supplied with a loose pocket. • Easy care garment, surface stripe design. • 160g 100% Polyester moisture management fabric. • Teal Blue in colour and branded. 	
	Executive Golf Shirts <ul style="list-style-type: none"> • Seamless spandex Golf Shirt. • Teal Blue and branded in full colour. 	

The detailed technical evaluation will examine the technical specification of the items offered in column c above and determine whether this meets the minimum specification in column 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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PROCUREMENT REFERENCE NO: ZPCR02/2024

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.

<i>Name of Accounting Officer</i>	Eng. S Marume
<i>Position</i>	Chief Executive Officer
<i>Signature</i>	
<i>Date</i>	16/01/2024

BIDDING DOCUMENT FOR THE PROVISION OF PROMOTIONAL GIVEAWAYS FOR ZIMDEF (2024)

PROCUREMENT REFERENCE NO: ZPCR01/2024

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.

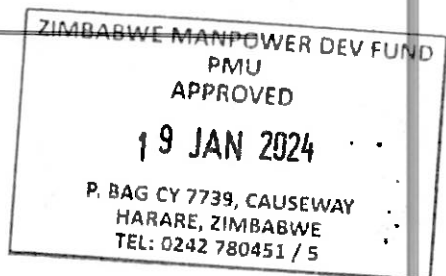
We accept that we may be debarred from bidding for any contract with a Procuring Entity in Zimbabwe for a period of time to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (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
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.}



**BIDDING DOCUMENT FOR THE PROVISION OF PROMOTIONAL
GIVEAWAYS FOR ZIMDEF (2024)**

PROCUREMENT REFERENCE NO: ZPCR01/2024

PART 3 CONTRACT

PART 3 CONTRACT

Contract Agreement

Procurement Reference:

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

BETWEEN

- (1) Zimbabwe Manpower Development Fund (ZIMDEF), an agency of the Ministry of Higher and Tertiary Education of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe and having its principal place of business at **Zimbabwe Manpower Development Fund Fourth Floor ZIMDEF House;18572 Off Mother Patrick Avenue, Rotten Row, HARARE** (hereinafter called "the Procuring Entity"), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity's Notification of Contract Award;
 - (g) *[Add here any other document(s)]*.
3. This Contract Agreement shall prevail over all other Contract Documents. In the event

BIDDING DOCUMENT FOR THE PROVISION OF PROMOTIONAL GIVEAWAYS FOR ZIMDEF (2024)

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PART 3 CONTRACT

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

For and on behalf of the Contractor

Signed:
Name:	
In the capacity of:	<i>[Title or other appropriate designation]</i>

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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:

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: Zimbabwe.
GCC 8.1	<p>Notices: Any notice shall be sent to the following addresses:</p> <p>For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be</p> <p style="text-align: center;">THE CHIEF EXECUTIVE OFFICER, ZIMBABWE MANPOWER DEVELOPMENT FUND, 4TH FLOOR ZIMDEF HOUSE, NO. 18572 OFF MOTHER PATRICK AVENUE. ROTTEN ROW, HARARE ZIMBABWE</p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be</p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i></p>
GCC 19.1	<p>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></p>
GCC 22.1	<p>Insurance: The Goods shall be insured <i>[state whether as specified in the Incoterms or any alternative arrangement.]</i>.</p>
GCC 22.2	<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>

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PART 3 CONTRACT

The documents to be furnished by the Contractor are:

[insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer's or Contractor's warranty certificate, inspection certificate issued by nominated inspection agency, Contractor's factory shipping details etc]

Sample provision - For Goods supplied from abroad:

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:

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;
- (iii) two copies of the packing list identifying contents of each package;
- (iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies *[state whether inspection is required]*;
- (vii) *[any other procurement-specific documents required for delivery/payment purposes]*.

Sample provision - For Goods from within Zimbabwe

Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:

- (i) one original and two copies of the Contractor's invoice, showing the

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	<p>Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;</p> <ul style="list-style-type: none"> (ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract; (iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary; (iv) four copies of the packing list identifying contents of each package; (v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied; (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required); (vii) <i>[other procurement-specific documents required for delivery/payment purposes]</i>. <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p>
<p>GCC 23.1 & 23.2</p>	<p>Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: <i>[provide details including the place where the tests will be carried out or delete]</i>.</p>
<p>GCC 24.1</p>	<p>Performance security: The Contractor shall provide a performance security of <i>[state a fixed amount or percentage, which shall be no more than ten (10) per cent]</i> of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe or a foreign Bank through correspondence with a Bank located in Zimbabwe or from another financial institution acceptable to the Procuring Entity. The format shall be based on the template following the Special Conditions of Contract in this Part <i>[Delete if performance security is not required.]</i></p>
<p>GCC 24.4</p>	<p>Reduction of performance security <i>[State whether the Performance Security will be progressively reduced in line with the Contractor's progress in delivering or completing the procurement requirement to which the security relates]</i></p>
<p>GCC 25.1</p>	<p>Warranty: The period of the warranty shall be <i>[state number of]</i> months.</p>

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GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be <i>[state number of months or days]</i> .
GCC 29.1	Price adjustments: The following price adjustments are applicable <i>[State any arrangements for adjustment of the contract price.]</i>
GCC 30.1	Terms of Payment: The structure of payments shall be: <i>Sample provision</i> Advance payment: <i>[State whether any advance payment, as defined in section 63 (1) of the Regulations is to be made and any security required or delete this provision.]</i> On Delivery: Ninety (90) per cent of the Contract Price shall be paid within a maximum of sixty (60) days of receipt of the Goods and upon submission of the documents specified in GCC Clause 13. On Acceptance: The remaining ten (10) per cent of the Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is \$ <i>[State applicable Fee or delete]</i> .

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PART 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.

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

[Empty signature box]

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