

Government of Zimbabwe

STANDARD BIDDING DOCUMENT

for the Procurement of Non- Consulting Services

October 2023

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**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STATIC SECURITY
GUARD AND CIT SERVICES FOR POWERTEL OFFICES AND BASE STATIONS**
Procurement Reference Number: NCT/PWT/13/2023

Standard Bidding Document for the Procurement of:	Provision of Static Security Guard and CIT Services for Powertel Offices and Base Stations
Procurement Reference No:	NCT/PWT/13/2023
Procuring Entity:	Powertel Communication
Date of Issue:	13 October 2023

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF STATIC SECURITY
GUARD AND CIT SERVICES FOR POWERTEL OFFICES AND BASE STATIONS**
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1.0 BIDDING PROCEDURES AND BID SUBMISSION SHEET

1.1 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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1.2 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 (compulsory):

1. the fully Bid Submission in this Part (section 1.24);
2. A copy of the following documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations
 - a) Copy of certificate of incorporation and CR14 form.
 - b) A valid copy of tax clearance certificate IT263
 - c) Valid copy of VAT registration certificate
 - d) A clearance letter from NSSA to confirm that the company is up to date with its obligations with NSSA.
 - e) Proof of valid (2023) registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
3. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe;
4. A bid security of (US\$500-00) in the format specified in section 1.13;
5. A copy of the following administrative documents must be submitted:
 - a) Bidders must submit current (2023) Police Clearance certificates for all listed Directors.
 - b) Bidders must submit proof of CIT capacity. Matching Registration books and colour pictures of at least 2 FULLY ARMOURED CIT vehicles and licenses for at least 12 Fire -Arms is required. These will be subject to inspection.
 - c) Bidders must demonstrate capacity to provide communication facilities between the office and sites covered. **Bidders must provide proof of certification by POTRAZ.**

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- d) Proof of current registration with the Ministry of Home Affairs.
- e) **Proof of Public Liability Insurance of ZW\$10,000,000.00**
- f) Proof of payment of administration fees of USD\$350.00 for bids subject to prior review by the Special Procurement Oversight Committee.
- g) Years of Experience, Organisations or firms must be recognised practitioners in their field of operation of proven background and ability, having been in operation for a period of at least five years.
- h) Cost build up or structure.

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.

1.3 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.

1.4 Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to 3 November 2023 and should be sent to

The Procurement Manager,
Powertel Communications (Private) Limited,
Number 16 Birmingham Road,
Southerton,
Harare

E-mail: procurement@powertel.co.zw

1.5 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

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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.

1.6 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.

1.7 Eligibility and qualification requirements

Bidders are required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. They must therefore:

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

In addition to these eligibility requirements, Bidders must demonstrate that they have the qualifications, resources and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements.

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Participation in this bidding procedure is open to both Zimbabwean bidders *and foreign bidders*.

1.8 Validity of Bids

The minimum period that the Bidder's bid must remain valid is *at least ninety (90) days* from the deadline for the submission of bids.

1.9 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.

The Bidder must prepare three (3) complete sets of its Tender, identifying and clearly marking the "ORIGINAL TENDER", "COPY 1 & 2 OF TENDER", as appropriate. Each set must be properly bound. Each copy will be a replica of the Original and must contain the same information as the Original. 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 document of the amended bid submission deadline.

Table 1: Bid submission deadline, submission address and means of acceptance

Date of deadline:	14 November 2023	Deadline Time:	1000hrs
Submission address:	Powertel Communications Number 16 Birmingham Road Southerton Harare Zimbabwe		
Means of acceptance:	Tenders must be properly addressed to the Procurement Manager and enclosed in sealed envelopes clearly endorsed on the outside with the advertised Tender/Request for Proposal (RFP) Number, tender description and tender closing date. Tenders should be		

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	deposited into the tender Box at Powertel Communications, Number 16 Birmingham Road, Southerton, Harare, Zimbabwe, on or before 1000hrs on the closing date.
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1.10 Bid opening

Bidders and their representatives may witness the opening of bids which will take place at the submission address immediately following the deadline.

1.11 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.

1.12 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.

1.13 Bid Security

The Bidder must include a refundable bid security of five hundred United States dollars (US\$500.00). The bid security shall be payable using any one of the below options:

Option 1.....A certified Bank Cheque

Option 2.....A Bank Guarantee

Option 3.....A cash deposit to the Procurement Regulatory Authority of Zimbabwe

If Option 3 is chosen bidders must also submit proof of payment to PRAZ of non-refundable cash bid bond establishment fee of USD\$200.00 for foreign bidders in line with Part IV of the Public Procurement and Disposal of Public Assets Regulation.

Any Bid not accompanied by a Bid Security 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 must be in the names of all intended partners.

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1.14 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;
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.

1.15 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. This requirement will be subject to this review. Bidders must submit three identical copies of the Bid Documents and where the copies are not identical, the contents of the bid marked original will alone be considered.

1.16 Currency

Tenders should be priced in United States Dollars but payment to local bidders shall be in Zimbabwe Local Currency only (ZW\$) Payable at the prevailing RBZ Auction rate.

1.17 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,

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subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

1.18 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.

1.19 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.

1.20 Foreign Currency Disclaimer

PowerTel Communications will not have a provision or any assistance in availing foreign currency to the Bidder.

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1.21 Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the Price Schedule and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, otherwise you commit to complying fully with these Requirements.

Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

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

Procurement Reference Number:	
Subject of Procurement:	
Name of Bidder:	
Bidder's Reference Number:	
Date of Bid:	

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

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

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

The validity period of our bid is: 90 {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:
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Position:	Date:(DD/MM/YY)
Authorised for and on behalf of:	
Company	
Address:	

1.22 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:

Table 2: Price Schedule

No.	Site	No of Guards	No of Hours	Days	Cost per month before VAT	Cost per year before VAT
1	Hatfield	1	12 (night)	31 days		
2	Makoni	1	12 (night)	31 days		
3	Zengeza	1	12 (night)	31 days		
4	Seke	1	12 (night)	31 days		
5	Highglen	1	12 (night)	31 days		
6	Good Hope	1	12 (night)	31 days		
7	Lobengula	1	12 (night)	31 days		
8	Cowdry Park	1	12 (night)	31 days		
9	Nkulumane	1	12 (night)	31 days		
10	Pumula	1	12 (night)	31 days		
11	Beitbridge	1	12 (night)	31 days		
12	Gweru	1	12 (night)	31 days		
13	Waterfalls	1	12 (night)	22 days		
		1	24 hours during weekends and public holidays	8 days		
14	Zimre Park	1	12(night)	22 days		
		1	24 hours during weekends and public holidays	8 days		
15	Birmingham	1	24 + 1 fire arm	31 days		
		1	12 (night + dog	31 days		
16	Hwange	1	12 (night)	31 days		
17	Bulaewayo shop	1	Monday to Friday + fire arm	22 days		
		1	Saturday + fire arm	4 days		
18	Harare Joina Shop	1	Monday to Friday + fire arm	22 days		
		1	Saturday + fire arm	4 days		
19	Mutare Shop	1	Monday to Friday + fire arm	22 days		
		1	Saturday + fire arm	4 days		

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20	Gweru Shop	1	Monday to Friday + fire arm	22 days		
21	<u>Ransbury Harare</u>	1	9 (day guard) Mon – Friday 8am – 6pm	31 days		
22	<u>Westgate Harare</u>	1	24 Hour Guard	31 days		
23	<u>Masasa Zesa Substation</u>	1	24 Hour Guard	31 days		
24	<u>Braeside</u>	1	24 Hour Guard	31 days		
25	<u>Additional Sites Provision</u>	100	24 hours *	31 days		
26	<u>CIT HARARE</u>		+/-10 km radius			
27	<u>CIT BULAWAYO</u>					
28	CIT Mutare		+/-10 km radius			
Total Price Before VAT						
Total VAT						
Total Price Including VAT						

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

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

Note 3: Incomplete pricing will lead to disqualification.

*Note 4: For quotation purposes CIT services is to be quoted per run.

Note 5: 100 sites are provisional sites that are not yet available and may be commissioned during the duration of the contract.

On evaluation of a Bid, Powertel shall take into account, in addition to the Bid Price, the following criteria and methodologies, as well as all other factors in Part 1 and 2 of this RFP document;

	Subject	Criteria	Documentation Required
No.	Eligibility		
1.	Legal Status	Vendor must be a legally registered entity and should have the legal capacity to enter into contract	Company Registration Documents 1. Certificate of Incorporation 2. CR14 3. Company Profile
2.	Bankruptcy	Bidder must 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	1. Declaration by completing and signing the bidders declaration form.
3.	Taxes Requirements	Bidders should have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe	1. Valid and Current tax clearance certificate issued by the Zimbabwe Revenue Authority (ZIMRA)
4.	Social Security Requirements	Contractor to be registered and compliant to social security requirements (NSSA Statutes)	1. Attach valid and current NSSA (Social Security) clearance certificate
5.	Conflict of Interest	Bidders must not be debarred from	Bidder must declare non- debarment and

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		participation in public procurement under section 72 (6) of the Act and section 74 (1)(c) (d) (e) of the Regulations or declared ineligible under section 99 of the Act	non-conflict of interest by completing and signing the bidders declaration form.
6.	PRAZ registration	Bidder must be registered with the Procurement Regulatory Authority of Zimbabwe and should have paid the applicable Supplier registration fees set out in Part III of the fifth schedule of the Regulation	1. Bidder to attach Proof of PRAZ registration, Details for registration and applicable fees are available on www.praz.gov.zw
7.	Eligibility	All bidders from countries eligible to trade with Zimbabwe are eligible to apply	All Bidders registered with PRAZ are eligible to participate
8.	Bid Validity	Bids are required to remain valid for 90 days from the closing date of the tender	1. To state bid validity period on the bid submission sheet. The minimum bid validity period required is 90 days.
10.	References	A minimum of three (3) reference letters/testimonial letters must be provided	Bidders must submit 3 verifiable Reference Letters on Client's Letterhead where similar services were provided within the last two (2) years. The reference letters should be signed and dated.
11.	BOQ and Price Schedule	Bidder must provide price schedule for the works against a BOQ clearly indicating cost against activity.	Bidder must provide price schedule for the works and services against a BOQ clearly indicating major costs against activity.
12	Bid Security	Bidder must provide a refundable bid bond of US\$500	Receipt from PRAZ OR Bid security from a registered commercial bank to be attached. The Bid Security should be from a registered commercial bank and redeemable in Zimbabwe.
13	SPOC Fees	This procurement requirement will be subject to review by the Special Procurement Oversight Committee (SPOC). Bidders are hence required to pay SPOC administration fees of US\$350.00	Receipt from PRAZ for Payment of SPOC fees <i>NB: PLEASE NOTE SPOC FEE REQUIREMENT IS DIFFERENT FROM PROOF OF PRAZ REGISTRATION OR BID SECURITY. PROOF OF PAYMENT OF SPOC FEES SHOULD BE SUBMITTED SEPARATELY WHETHER BID SECURITY HAS BEEN SUBMITTED THROUGH BANK OR THROUGH PRAZ.</i>
14	Public Liability Insurance	Bidder must provide Proof of Public Liability Insurance of not less than Zw\$10,000,000.00	Insurance Certificate
15	Registration with Ministry of Home Affairs	Bidder must provide Proof of registration with Home Affairs	Certificate from Ministry of Home Affairs
16	Communication channel	Bidder must provide proof of authority to operate two way radios	POTRAZ Licence
17	CIT Capacity	Bidder must provide proof of capacity to carry out CIT services	Colour photos of at least Two (2) fully armoured vehicles with matching copy of registration books and fire arm licences

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2.0 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 document.

Statement of Requirements

Table 3 Statement of Requirements

Subject	Requirement
Services to be performed	Provision of Static Security Guard and CIT services for PowerTel Offices and Base Stations.
Location(s)	<ul style="list-style-type: none"> • Hatified, Harare • Makoni, Chitungwiza • Zengeza, Chitungwiza • Seke, Chitungwiza • Highglen, Harare • Goodhope, Harare • Lobengula, Bulawayo • Cowdray Park, Bulawayo • Nkulumane, Bulawayo • Pumula, Bulawayo • Beitbridge, • Gweru • Waterfalls, Harare • Zimre Park, Harare • Birmingham Complex (Harare) • Hwange • Bulawayo (CBD) • Harare Joina (CBD) • Mutare (CBD) • Gweru District Office • Ransbury (Msasa, Harare) • Westgate (Harare) • Msasa Sub Station (Harare) • 100 provisional sites
Time of performance	Delivery should be within 24 hours
Duration of Contract	One (1) year.

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Manpower	The number of guards required are as stated in the price schedule Table
Equipment	<ul style="list-style-type: none"> • Cash in transit vehicles, bicycles, motorbikes, patrol vehicles and vans depending on matching distance and reaction when called for. • Fire arms • Button Sticks • Radios • Personal Protective Equipment
Other requirements	<ul style="list-style-type: none"> • All guards must be trained and proof of valid criminal vetting from the ZRP should be produced at engagement. • All guards must have appropriate gear – meaning that they should wear full uniform from head to toe – neither own hats nor shoes even when it is cold. They should therefore have appropriate gear for all weather with common identity like trench coats in winter. This is important for common identity and standard. Guards should have safety shoes or boots because they will not shape-up to the challenge if they have to chase-up with burglars just as it would be important for others to have torches and whistles. • Direct compensation for any losses/burglaries or destruction of goods/property guarded will be the responsibility of the security company • Occurrences or observations books should be available for inspection by client management and for downloading into consolidated records for security review purposes. • The winning bidder must provide sufficient security service supervision and be able to provide time sheets as evidence of the supervision.
Supervision of performance	The end user department(s) shall conduct inspections of the services performed and necessary documentation produced. The testing and inspection framework remain the prerogative of PowerTel Communications.

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SPECIFICATION OF USER REQUIREMENTS ON CONTRACT PERFORMANCE

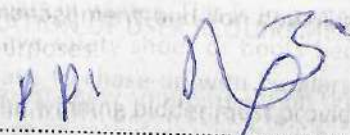
Bidders must show commitment on the following expectations by stating their position and compliance to each item which will be evaluated upon.

- 1) All guards must have proof of training by way of certificate.
- 2) All guards must have proof of valid criminal vetting from the ZRP at engagement.
- 3) All guards must have appropriate gear – meaning that they should wear full uniform from head to toe – neither own hats nor shoes even when it is cold. They should therefore have appropriate gear for all weather with common identity like trench coats in winter. This is important for common identity and standard. Guards should have safety shoes or boots because they will not shape-up to the challenge if they have to chase-up with burglars just as it would be important for all guards to have handcuffs, baton sticks, torches and whistles.
- 4) Direct compensation for any losses/burglaries or destruction of goods/property guarded will be the responsibility of the security company.
- 5) Appropriate transport should be provided to enable ample reaction e.g. bicycles, motorbikes, patrol vehicles and vans depending on matching distance and reaction when called for.
- 6) Occurrence or observation books should be available for inspection by client management and for downloading into consolidated records for security review purposes.
- 7) The winning bidder must provide sufficient security service supervision

Failure to state position on the above will lead to disqualification

Declaration by the Accounting Officer

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


.....
W. Nyagwande

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GUARD AND CIT SERVICES FOR POWERTEL OFFICES AND BASE STATIONS**
Procurement Reference Number: NCT/PWT/13/2023

Managing Director (A)

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3.0 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;

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- (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: *[Title or other appropriate designation]*

For and on behalf of the Contractor

Signed:

Name:

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

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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	Authorised representatives: <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	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>
GCC 18.1	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> .
GCC 19.1	Commencement of Services: The date or period of time for commencement of services is <i>[state date or period of time]</i> .
GCC 20.1	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> .
GCC 22.2	Contract price: Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i> .
GCC 22.3	Payment schedule: The terms of payment shall be <i>[State:</i> <ol 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> ii. <i>For single or occasional services: the time after completion (usually</i>

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GCC reference	Special Conditions
	<i>60 days) within which payment will be made.]</i>
GCC 23.1	Price adjustment: <i>Price adjustment acceptable only arising from statutory changes.</i>
GCC 24.2	Payment procedure: <i>[State any other documentation that must accompany the Contractor's invoice.]</i>
GCC 28.1	Insurance to be taken out by the Contractor: <i>[The risks and the coverage shall be as follows:</i> (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> (b) <i>Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i> (c) <i>professional liability insurance, with a minimum coverage of [insert amount and currency];</i> (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> (e) <i>Insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i> <p style="text-align: right;">[Note: <i>Delete what is not applicable].</i></p>
GCC 30.1	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>
GCC 35.1	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>