

Government of Zimbabwe

STANDARD BIDDING DOCUMENT

for the Procurement of Non- Consulting Services

October 2023

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

Standard Bidding Document for the Provision of Annual Cleaning Services
Procurement Reference No: NCT/PWT/12/2023
Procuring Entity: Powertel Communications
Date of Issue: 13 October 2023

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

Table of Contents

Part 1: Bidding Procedures and Bid Submission Sheet

Part 2: Statement of Requirements

Part 3: Contract

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023

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.

Procurement Reference Number: NCT/PWT/12/2023

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 fully signed Bid Submission in this Part;
2. a copy of 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) Copy of the VAT registration certificate
 - c) A valid copy of tax clearance certificate IT263. A clearance letter from NSSA to confirm that the company is up to date with its obligations with NSSA.
 - d) Proof of valid registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
 - e) Completed and fully signed Bidder's Declaration Form (refer to Appendix A, page 22).
Failure to provide a completed and signed Bidder's declaration form will lead to automatic disqualification.
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 Part 2;
5. The bidder should have a facility or premises where they are housed. The site is subject to inspection and evaluation as part of bid evaluation. Cleaning equipment and ancillary services should be available for inspection.
6. The bidder should list all the equipment they have and intend to use to provide cleaning services. The company will conduct a verification exercise as part of due diligence prior to award of the contract.
7. Bidders must submit their cost build up or structure.
8. A copy of the following administrative documents:
 - a) *Compulsory Site Visit Certificate.*
 - b) At least three (3) letters of references on company letterhead (signed) with contact details from organisations for which similar products have been provided. Powertel reserves the right to verify the letters of trade reference.
 - c) A copy of the following administrative documents:

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023

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.

Lots and Packages

The requirement is divided into lots and packages, as indicated in Part 2, Statement of Requirements. *Bidders must bid for all the lots. The tender will be awarded to the compliant Bidder with the lowest grand total price for all the Six (6) lots added together.*

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 3 November 2023 and should be sent to:

The Procurement Manager
16 Birmingham Road
Southerton
Harare
Or E-mail: procurement@powertel.co.zw

All responses to clarifications will be available on the Powertel website: www.powertel.co.zw

Compulsory site visit meeting

A compulsory site visit meeting will be held at Powertel Offices, 16 Birmingham Road, Southerton, Harare on **Friday 27** October 2023 at 1000hrs.

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.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023

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.

Documents establishing conformity of services

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan and Schedule in this Part other standards of quality, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

Eligibility and qualification requirements

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

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
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.

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023

Participation in this bidding procedure is open to Zimbabwean companies.

Validity of Bids

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

Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their Bid 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.

Date of deadline:	14 November 2023	Deadline Time:	1000hrs (local time)
Submission address:	Powertel Communications Number 16 Birmingham Road Southerton Harare Zimbabwe		
Means acceptance:	of	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 deposited into the tender Box at Powertel Communications, Number 16 Birmingham Road, Southerton, Harare, Zimbabwe, on or before 1000hrs on the closing date.	

Bid opening

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023

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 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 on non-refundable cash bid bond establishment fee of US\$200.00 in line with Part V of the Public Procurement and Disposal of Public Assets (General) (Amendment) Regulations, 2022 (No.4).

Any Bid not accompanied by a Bid Security, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

The Bid Security of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security must be in the names of all intended partners.

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

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.

Currency

Bids should be priced in United States Dollars (USD). The currency of evaluation will be the United states dollar but payment to local companies will be made in Zimbabwe Local Currency (ZWL\$) at the prevailing exchange rate as guided by the Reserve Bank of Zimbabwe.

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.

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.

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

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: 60 *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:	
.....	

List of Services and Price Schedule

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.

Currency of Quotation/Contract: _____

Table 1: Lot 1 Bulawayo Offices

Location	Requirements	Cost/month before VAT	Annual Cost before VAT
Bulawayo Offices	Cleaning and Shinning of floors (twice/day) 5 days a week		
Bulawayo Offices	Cleaning and Shinning of furniture (twice/week)		
Bulawayo Offices	Cleaning of windows (twice/week)		
Bulawayo Offices	Cleaning of kitchen area (thrice/day) 5 days a week		
Bulawayo Offices	Deep Cleaning		
Total PRICE BEFORE VAT			
15% VAT			
TOTAL PRICE INCLUDING VAT			

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

Table 2: Lot 2 2nd Floor Shop, Joina City, Harare

Location	Requirements	Cost/month Before VAT	Annual Cost before VAT
2 nd Floor Shop Joina City, Harare	Cleaning and Shinning of floors (twice/day) 5 days a week		
2 nd Floor Shop Joina City, Harare	Cleaning and Shinning of furniture (twice/week)		
2 nd Floor Shop Joina City, Harare	Cleaning of windows (twice/week)		
2 nd Floor Shop Joina City, Harare	Cleaning of kitchen area (thrice/day) 5 days a week		
2 nd Floor Shop Joina City, Harare	Deep Cleaning		
TOTAL Price Before VAT			
15% VAT			
Total Price Including VAT			

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

Table 3: Lot 3 Birmingham Offices, Harare

Location	Requirements	Cost/month Before. VAT	Annual Cost Before. VAT
Birmingham Offices	Cleaning and Shinning of floors (twice/day) 7 days a week		
Birmingham Offices	Cleaning and Shinning of furniture (twice/week)		
Birmingham Offices	Cleaning of toilets (thrice/day) 7 days a week		
Birmingham Offices	Cleaning of windows (twice/week)		
Birmingham Offices	Sweeping of Birmingham Grounds (once per day) 5 days a week		
Birmingham Offices	Grounds clearing & grass cutting interior and exterior (fire guard) Once/month		
Birmingham Offices	Deep Cleaning		
TOTAL PRICE BEFORE VAT			
15% VAT			
TOTAL PRICE INCLUDING VAT			

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

Table 4: Lot 4 Mutare Shop

Location	Requirements	Cost/month Before. VAT	Annual Cost Before. VAT
Mutare Shop	Cleaning and Shinning of floors (twice/day) 5 days a week		
Mutare Shop	Cleaning and Shinning of furniture (twice/week)		
Mutare Shop	Cleaning of windows (twice/week)		
Mutare Shop	Cleaning of kitchen area (thrice/day) 5 days a week		
Mutare Shop	Cleaning of toilets (thrice/day) 5 days a week		
Mutare Shop	Deep Cleaning		
TOTAL PRICE BEFORE VAT			
15% VAT			
TOTAL PRICE INCLUDING VAT			

Table 5: Lot 5 Gweru Shop

Location	Requirements	Cost/month Before. VAT	Annual Cost Before. VAT
Gweru Shop	Cleaning and Shinning of floors (twice/day) 5 days a week		
Gweru Shop	Cleaning and Shinning of furniture (twice/week)		
Gweru Shop	Cleaning of windows (twice/week)		
Gweru Shop	Deep Cleaning		
TOTAL PRICE BEFORE VAT			
15% VAT			

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

TOTAL PRICE INCLUDING VAT		
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Table 6: Lot 6: Bulawayo Workshop Offices

Location	Requirements	Cost/month Before. VAT	Annual Cost Before. VAT
Bulawayo Workshop Offices	Cleaning and Shinning of floors (twice/day) days a week		
Bulawayo Workshop Offices	Cleaning and Shinning of furniture (twice/week)		
Bulawayo Workshop Offices	Cleaning of toilets (thrice/day) 5 days a week		
Bulawayo Workshop Offices	Cleaning of windows (twice/week)		
Bulawayo Workshop Offices	Cleaning of Kitchen area (thrice/day) 5 days a week		
Bulawayo Workshop Offices	Deep Cleaning		
PRICE BEFORE VAT			
15% VAT			
TOTAL PRICE + VAT			

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

TOTAL COST SUMMARY

Location	Cost/ month before. VAT	Annual Cost before. VAT
LOT1- Shop 6, Fidelity Building Ground Flr, Bulawayo		
LOT 2- 2nd Floor Shop Joina City Building, Harare		
LOT3- 16 Birmingham Road, Southerton Offices		
LOT 4-Mutare Shop		
LOT 5-Gweru Shop		
LOT 6 – Powertel Workshop (Electricity House) Bulawayo		
OTHER SERVICES		
Provision of soap dispensers and refilling them (7 soap dispensers in total)		
Provision and disposal of Automatic Foot peddled Sanitary Bins for Ladies Toilets (5 bins in total). NB. The sanitary bins are to be disposed off once a week.		
Daily supply of urinal naphthalene coloured balls in the urinals as and when required.		
Total Price before VAT		
15% 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.

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

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 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	Bidder must declare non-debarment and 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 PRAZ registered suppliers are eligible to participate
8.	Bid Validity	Bids are required to remain valid for 60 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 60 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.

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

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.}*

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023

Part 2: Statement of Requirements

The following specific requirements for the Non-Consulting Services to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

Subject	Requirement <i>[Delete where inapplicable.]</i>
Services to be performed	<i>Provision of annual cleaning services</i>
Location(s)	<i>Harare (Joina City, and 16 Birmingham Road, Southerton) Mutare Gweru Bulawayo</i>
Time of performance	<i>Annual Contract.</i>
Duration of contract	<i>One year</i>
Manpower	<i>As determined by the contractor</i>
Equipment	<i>As determined by the contractor</i>
Resources	<i>As determined by the contractor</i>
Other requirements	<i>None</i>
Supervision of performance	<i>To be done by Powertel</i>

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

- The staff doing cleaning services is liable for searching by security guards upon entering or leaving the building premises.
- The staff should put on a proper uniform for ease of identification. Identity cards are also to be provided.
- The company should bring boards with notices e.g “cleaning in progress, wet area” at areas they will be working.
- Tenderers **must** state the number of staff to be deployed at each site.
- Bidders **must** clearly state monthly price for each lot/site for easier administration purposes.
- Bidders **must** comply with NEC requirements.
- This RFP forms part of the contract.

Failure to state position on the above will lead to disqualification.

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

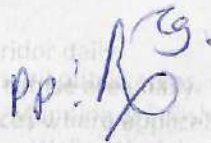
SPECIFICATIONS FOR ALL LOTS/SITES

- Keeping office floors, passages, all public areas, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing
- Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time
- Dusting furniture and equipment daily
- Provision of sanitary bins in all ladies' toilets
- Dispose sanitary bins daily
- Provision of toilets consumables air freshener and soap dispenser
- Emptying office bins once a day
- Removing cob webs in offices weekly
- Cleaning windows daily
- Cleaning and scrubbing of corridor daily
- Cleaning and management of refuse area daily
- Provision of landscaping services where applicable.

Declaration by the Accounting Officer

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

Accounting Officer signature:



Accounting Officer Name: Willard Nyagwande.

Accounting Officer Designation: Managing Director (A)

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

Part 3: Contract

CONTRACT AGREEMENT

{For completion with the authorised representative of the Procuring Entity following Notification of Contract Award.}

Procurement Reference:.....

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

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (hereinafter called “the Procuring Entity”), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called “the Contractor”).

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

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Schedule of Requirements;
 - (e) The Contractor’s Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and Schedule;
 - (f) The Procuring Entity’s Notification of Contract Award;
 - (g) *[Add here any other document(s)]*.

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

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]*

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023

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>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>For single or occasional services: the time after completion (usually 60 days) within which payment will be made.]</i>
GCC 23.1	Price adjustment: <i>Based on statutory changes.</i>
GCC 24.2	Payment procedure: <i>[State any other documentation that must accompany</i>

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

GCC reference	Special Conditions
	<i>the Contractor's invoice.]</i>
GCC 28.1	<p>Insurance to be taken out by the Contractor: <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> <i>(e) insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i> <p>[Note: <i>Delete what is not applicable].</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>

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF ANNUAL
CLEANING SERVICES Procurement Reference Number: NCT/PWT/12/2023**

Appendix A BIDDER'S DECLARATION FORM

To
The Accounting Officer
Powertel Communications
16 Birmingham Road
Graniteside
Harare

We (name of company and address).....

.....declare the following:

- a) That as bidders we are not debarred from bidding and that the document submitted is true and correct.
- b) That the company is not insolvent, is not in liquidation or under Judicial management and its affairs are not being administered by a court or judicial officer and that its business has not been suspended or stopped
- c) That neither the company and its officers have in the past five (5) years immediately preceding initiation of procurement proceedings:
 - i. Been convicted in any country of an offence related to their professional conduct or the making of false statements or misrepresentation of their qualifications, or
 - ii. Been censured or subjected to any penalty in any country following disciplinary proceedings arising out of any conduct involving the making of false statements or misrepresentations.
 - iii. Have a conflict of interest in relation to this procurement requirement.

.....
Name of Bidder

.....
Signature

.....
Date

(To be signed by authorised representative)