

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS
PROCUREMENT REFERENCE No: SAZ/UNIFORMS/01/2024**



Achieving Business Excellence Through Standards

**STANDARD
BIDDING
DOCUMENT**

for the

Procurement of Goods

15 MARCH 2024

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS
PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024**

Standard Bidding Document for the Procurement of:	Supply and Delivery staff corporate wear/uniforms
Procurement Reference No	SAZ/UNIFORMS/01/2024
Procuring Entity	Standards Association of Zimbabwe
Date of Issue	15 MARCH 2024

Table of Contents

Part 1: Bidding Procedures

Part 2: Statement of Requirements

Part 3: Contract

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [*Chapter22:23*] 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.

Procurement Reference Number: SAZ/UNIFORMS/01/2024

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. **Duly signed** Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
4. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ);
5. A duly signed **bid securing declaration** in the format specified in this Part;
6. A copy of
 - Valid Tax Clearance Certificate from Zimbabwe Revenue Authority (ZIMRA) for local bidders.
 - Company Registration documents i.e. Certificates of Incorporation, CR14, CR6 and Memorandum of Association.
 - At least three (3) written and signed trade references on the Supply of Laboratory Equipment of close to similar or similar equipment in the past 36 months. ***The trade references must be on the letterhead, dated and signed.***
7. Valid NSSA clearance certificate
8. Bidders **must** submit together with the bidding documents their samples in a separate box clearly showing the name of the organisation and list of samples as per specifications in **Part 2**. The winning bidder **must** provide material sample for testing in our laboratory. **Our corporate colours are Navy Blue and matching blue for shirts or blouses. If you do not have our corporate colours for samples, same material specification in different colour can be submitted only for sampling purposes. Pictures or catalogues may be added to your samples.**
9. After sales service that is size tailoring adjustments. The bidder shall respond in writing on a company letterhead, dated, signed and stamped conforming that they shall offer after sales service-size tailoring adjustments

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/SSTAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 1 BIDDING PROCEDURES

You are advised to carefully read and complete the 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 into 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.

Lots and Packages

The requirement may be divided into lots and packages, if indicated in Part 2, Statement of Requirements.

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. Please note that SAZ will not enter into contracts with suppliers of bidders or any third parties. Where the procurement is 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 before the **21st of March 2023** and should be sent to the Procurement Management Unit No. 1 Northend Close Northridge Park Borrowdale, Harare. Email address: procurement@saz.org.zw copy lshonhiwa@saz.org.zw and mmunangwa@saz.org.zw

Pre-bid meeting

No pre-bidding meeting will be held

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **30 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 that has correct details of the Bidder and the number of the Bid or fill in a bid submission register.

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.

Two documents of the bid must be provided. The Bidder must prepare one original of the documents comprising the Bid and clearly mark it "ORIGINAL." And the second copy which must be clearly marked "COPY." In the event of any discrepancy between the original and the copies, the original will prevail. Bids must be well bound or stapled and bids not sealed shall be rejected.

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 1 BIDDING PROCEDURES

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: **25 MARCH 2024** Deadline Time: **10 00 Hours**

Submission address: **Procurement Management Unit
Standards Association of Zimbabwe
1 Northend Close, Northridge Park, Borrowdale , Harare, Zimbabwe**

Means of acceptance: *Sealed bids are to be placed in the bid box at the reception.*

Bid opening

Bidders and their representatives will be allowed to witness the opening of bids which will take place immediately after closing.

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.

Delivery Requirements

- a. The specified Goods are required to be delivered by the date indicated in the Delivery Schedule **(30 working days)** in Part 2. Bids offering delivery after the date shall be treated as non-responsive. Shorter delivery time will have more weighting.
- b. The bids **must** indicate payment terms and any advance payment shall be accompanied by an Advance Payment Bank Guarantee.

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 final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/SSTAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 1 BIDDING PROCEDURES

- (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 final 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

The Bidder must include:

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

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

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

Failure to comply with the above will lead to automatic disqualification.

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.

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

Review by the Special Procurement Oversight Committee: N/A

Bidders must confirm that they will pay contract administration fees (to be determined on contract negotiation) to PRAZ upon winning the tender in line with Part V of the Procurement Regulations.

Evaluation criteria

The Procuring Entity’s evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies.

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/SSTAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 1 BIDDING PROCEDURES

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. *Bids offering delivery after the date shall be treated as non-responsive.*
- (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 and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.
- (c) Compliance to specifications
- (d) Proof of registration with PRAZ.

The following information is required from bidders:

- (i) Price Schedule including VAT
- (ii) Traceable reference letters for the past **24 months**

- (g) **Specific additional criteria:** Delivery time
: **After sales service that is size tailoring adjustments.** The bidder shall respond in writing on a company letterhead, dated, signed and stamped conforming that they shall offer after sales service-size tailoring adjustments.

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 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.
8. After sales service that is size tailoring adjustments. The bidder shall respond in writing on a company letterhead, dated, signed and stamped conforming that they shall offer after sales service-size tailoring adjustments

Participation in this bidding procedure is restricted to Zimbabwean bidders, therefore CR14 must be submitted without failure and any documentation required as evidence of the nationality of the bidder.

Origin of Goods

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/STAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 1 BIDDING PROCEDURES

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

- a) Bids must be priced in US\$ and the payment will be made at the prevailing interbank rate.
- b) *Bidders must put the total price of the quotation and bids with no total price shall be treated as non-responsive***

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 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 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.

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/SSTAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 1 BIDDING PROCEDURES

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 so as 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:	
.....	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

SPECIFICATIONS

SAZ Corporate wear 2024

Men x 70

- Shirts Long and short sleeve – 60% cotton, 20% polyester and 20% other fabrics.
- Suit -jacket and trousers – 60% wool, 20% polyester and 20% other fabric (2 button jacket)
- Trousers - 60% wool, 20% polyester and 20% other fabric

Men

1 x suits

4 x shirts

3 x trousers

TO NOTE: OUR CORPORATE COLOURS ARE NAVY BLUE & CHARCOAL GREY FOR THE MEN SUITS WITH MATCHING SHIRTS

Women x 60

1 x waistcoat

1 x ¾ sleeve white shirts

1 x short sleeve blouses

1 x camisoles

1 x short sleeve jackets

1 x long sleeve full lined up jackets

4 x skirts /trousers

Types of Material for ladies

Suiting : Mastuyama 100% polyester

Shirts : CP cotton plain / stripes

Blouses : CDC Chairman 100% polyester

TO NOTE: OUR CORPORATE COLOURS ARE NAVY BLUE FOR THE SUIT AND DRESSES WITH MATCHING BLOUSES (*SUITING MATERIAL*)

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/SSTAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 2 STATEMENT OF REQUIREMENTS

List of Goods and Price Schedule

CURRENCY OF BID:.....

Item No ¹	Description of Goods	Quantity ²	Unit Price ³	Total Price ⁴
	<p>LOT ONE-LADIES WEAR - (SEE SPECIFICATION ABOVE)</p> <p><i>PLEASE NOTE - QUANTITIES ON THIS COLUMN ARE UNITS PER PERSON, BE GUIDED BY QUANTITIES ON QUANTITY² COLUMN.</i></p>		[to be provided by the Bidder]	[to be provided by the Bidder]
1	1 x waistcoat	60		
2	1 x ¾ sleeve white shirts	60		
3	1 x short sleeved blouses	60		
4	1 x camisoles	60		
5	1 x short sleeve jackets	60		
6	1 x long sleeve full lined up jackets	60		
7	4 x skirts /trousers	240		
9	1 x Long sleeved blouses	60		
10	1x Dress (Shift dress with fancy sleeve detailed)	60		
	<p>LOT 2– MENS WEAR (SEE SPECIFICATIONS ABOVE)</p>			
1	Suit (1 per person) Charcoal grey suits / Navy Blue	70		
2	Shirts Long Sleeved (2 per person) sky blue with white stripes or sky blue or white)	140		
3	Shirts Short Sleeved (2 per person) sky blue with white stripes or sky blue or white)	140		
4	Trousers (3 per person) Slim fit and regular (Charcoal grey suits and Navy Blue)	210		

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 2 STATEMENT OF REQUIREMENTS

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.

Note 3: Unit and total prices must be for delivery through to the final 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.

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/SSTAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 2 STATEMENT OF REQUIREMENTS

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
	LOT ONE-LADIES WEAR - (SEE SPECIFICATION ABOVE)			<i>30 working days after signing of contract</i>	<i>{to be provided by the Bidder}</i>
1	1 x waistcoat	55			
2	1 x ¾ sleeve white shirts	55			
3	1 x short sleeve blouses	55			
4	1 x Long sleeved blouses	55			
5	1 x camisoles	55			
6	1 x short sleeve jackets	55			
7	1 x long sleeve full lined up jackets	55			
8	4 x skirts /trousers	220			
9	1 x Dress (Shift dress with fancy sleeve detailed)	55			
	LOT 2- MENS WEAR (SEE SPECIFICATIONS ABOVE)				
1	Suit (1 per person) Charcoal grey suits / Navy Blue	68			

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 2 STATEMENT OF REQUIREMENTS

2	Shirts Long Sleeved (2 per person) sky blue with white stripes or sky blue or white)	136			
3	Shirts Short Sleeved (2 per person) sky blue with white stripes or sky blue or white)	136			
4	Trousers (3 per person) Slim fit and regular (Charcoal grey suits and Navy Blue)	204			

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 final destination:

**Procurement Management Unit
Standards Association of Zimbabwe**

**1 Northend Close, Northridge Park,
Borrowdale , Harare, Zimbabwe**

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/SSTAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

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)]

<i>a</i>	<i>b</i>	<i>c</i>
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
	LOT ONE-LADIES WEAR	
1	3/4 sleeve blouses (Sky blue blouses) 100% cotton	
2	Short sleeved blouse fancy sleeve = 100% cotton	
3	Long sleeved blouse fancy sleeve = 100% cotton	
4	Ladies camisole tops/blouses polyester	
5	Pencil skirt / Panel skirts suiting material (<i>suppliers to bring a variety of samples</i>)	
6	Regular trouser (Breakdown the prices for skirts and trousers as per specification above)	
7	Long sleeved two button jacket-fully lined office style	
8	Waistcoat	
9	Dress (Shift dress with fancy sleeve detailed)	
10	Jersey (with fleece lining)	
	LOT 2- MENS WEAR (SEE SPECIFICATIONS ABOVE	
1	Suit (1 per person) Charcoal grey suits or Navy Blue	
2	Shirts Long Sleeved (3 per person) sky blue with white stripes or sky blue or white)	

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 2 STATEMENT OF REQUIREMENTS

3	Shirts Short Sleeved (1 per person) sky blue with white stripes or sky blue or white)	
4	Jersey (with fleece lining)	
5	Trousers (3 per person) Slim fit and regular (Charcoal grey suits and Navy Blue)	

The detailed technical evaluation will examine the technical specification of the items offered in column c 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.**

The Procuring Entity might do a direct procurement for additional supplies of goods in line with Section 33 (d) (f) of the Act.

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/STAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

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.

LCS 

Signature.....

15/03/2024

Date



BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/STAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

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)

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 2 STATEMENT OF REQUIREMENTS

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 SUPPLY AND DELIVERY OF CORPORATE
WEAR/SSTAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

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: All countries are eligible, except for: nil
GCC 8.1	Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be the PMU Standards Association of Zimbabwe 1 Northridge Park, Northend Close, Borrowdale , Harare, Zimbabwe
GCC 19.1	Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. (i) The Procuring Entity shall charge the Contractor a penalty of 0.1% of the total contract price for every week of delay or breach of the delivery schedule by the Contractor. (ii) The maximum period of delay allowed before a contract can be terminated is 14 days. (iii) The contractor is not relieved of its liability for performance under the contract by virtue of payment under the provision; and (iv) The if the procuring entity terminates the contract for delay, the contractor will be liable for liquidated damages accruing until the procuring entity reasonably obtains delivery or performance of a similar procurement requirement from another contractor, and those liquidated damages are in addition to liability for any extra costs of entering into a further procurement contract with that other contractor; (v) That the contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor’s control and is not caused by fault or negligence on the part of the contractor.

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/STAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 3 CONTRACT

GCC 21.2

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

The documents to be furnished by the Contractor are:

- 1. *Delivery Note***
- 2. *Goods received note***
- 3. *Tax Invoice***

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

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 Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;
- (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;

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/STAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 3 CONTRACT

- (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) *[other procurement-specific documents required for delivery/payment purposes]*.

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.

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE
WEAR/SSTAFF UNIFORMS**

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 3 CONTRACT

GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured and shall remain full responsibility of the Contractor until received by the Procuring Entity
GCC 23.1 & 23.2	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: No tests. Inspection to be done at the place of delivery during normal working days and hours.
GCC 24.1	Performance security: Nil
GCC 24.4	Reduction of performance security: reduction in line with contractor progress report
GCC 25.1	Warranty: The period of the warranty shall be 3 months.
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 14 days
GCC 29.1	Price adjustments: The following price adjustments are applicable in line with Section 80 and 81 of the Act
GCC 30.1	Terms of Payment: The structure of payments shall be: <i>Sample provision</i> Advance payment: For Advance payment to be made the contractor must produce Advance Payment Security from the bank. 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 \$875 000.00

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE WEAR/STAFF UNIFORMS

PROCUREMENT REFERENCE NO: SAZ/UNIFORMS/01/2024

PART 3 CONTRACT

Bank Guarantee for Performance Security

[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

--	--