

Standards Association of Zimbabwe

STANDARD BIDDING DOCUMENT

for the Procurement of Security Services

22 March 2024



**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF SECURITY
GUARD SERVICES**

Procurement Reference Number: SAZ/SECURITYSERV/01/2024

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**Standard Bidding Document for the
Procurement of:**

PROVISION OF SECURITY GUARD
SERVICES

Procurement Reference No:

SAZ/SECURITYSERV/01/2024

Procuring Entity:

STANDARDS ASSOCIATION OF
ZIMBABWE

Date of Issue:

22 MARCH 2024

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF SECURITY
GUARD SERVICES**

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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:

Preparation of Bids

You are requested to bid for the items described in the Statement of Requirements below, by completing and returning the following documentation:

1. the Bid Submission in this Part;
2. a copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations;
3. PRAZ registration (A copy of Government Gazette or PRAZ letter accompanied by a receipt)
4. A bid security in the format specified in Part 2
5. A copy of CR14, Valid Tax Clearance and Certificate of Incorporation
6. A copy of valid NSSA clearance
7. Site Visit Certificate is a must. Note that the site visits are scheduled as follows
 - HQ 1 Northend close Northridge Park Borrowdale 27/03/2024 at 12:30PM
 - Coventry Branch, No 17 Coventry, Workington 27/03/2024 at 2PM
 - Craster Branch, No 66 Craster road Southerton 27/03/2024 at 2:30PM

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.

Number of bids allowed

No Bidder may submit more than one Bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the requirements are divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if Bids are received from more than one Bidder owned, directly or indirectly, by the same person.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to the **28th of March 2024 at 1600 hours** and should be sent to **procurement@saz.org.zw**

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.

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Alternatives to the specified to the specified requirements will not be considered.

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.

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.

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

Validity of Bids

The minimum period that the Bidder's bid must remain valid is **ninety (90 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.

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Bidders must prepare one original of the documents comprising the Bid and clearly mark it "ORIGINAL." In addition, the Bidder must submit 2 copies of the Bid and must mark each of them clearly "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail

Late bids will be rejected.

The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding document of the amended bid submission deadline.

Date of deadline: 03 APRIL 2024

Deadline Time: 1030 hours

Submission address: 1 Northend close, Northridge Park, Borrowdale

Means of acceptance: Sealed bids to be submitted at Standards Association of Zimbabwe (tender box) clearly marked the:

Procurement Management Unit

Standards Association of Zimbabwe

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

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.

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

Bidders are required to complete the **bid securing declaration**. Bids securing declarations which are not authorised/signed shall be treated as non- responsive which leads to disqualification.

Evaluation of Bids

Bids will be evaluated using the following methodology:

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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 most economically advantageous tender.

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

Currency

Tenders should be priced in **USD** and payment shall be made in **ZWL using the RBZ Auction rate**.

Award of Contract

The most economically advantageous tender 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.

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Bid Submission Sheet

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

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

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder’s Reference Number:

Date of Bid:

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

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

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)

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Authorised for and on behalf of:

Company

Address:

.....

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Bid-Securing Declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference number:

Date:[date (in day, month and year format)]

Bidder's Reference Number:

To: {full name of Procuring Entity}

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

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

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, upon our receiving your notification to us of the name of the successful Bidder; or twenty-eight days after the expiration of our Bid, whichever is the earlier.

Signed	Name:
	...
In capacity of:	Date:(DD/MM/Y Y)
Duly authorised for and on behalf of:	
Company	
Address:	
.....	
Corporate Seal (where appropriate)	

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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/Contract: _____

Item No¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Total Price²
				Other additional costs	
				VAT	
				Total	

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.

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Proposed Methodology, Work Plan and Schedule

{State the methodology and work plan you would propose to complete the required Services, the associated resources and the schedule for commencement and completion.}

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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
Services to be performed	<ol style="list-style-type: none">1. Security Guard Services HQ * 1 guard<ul style="list-style-type: none">• Night duty Monday, Tuesday, Wednesday, Thursday, Saturday2. Security Guard Services Coventry* 1 guard<ul style="list-style-type: none">• Day Shift- Friday, Saturday, Sunday• Night Shift- Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday3. Security Guard Services Craster Branch-1 guard during day duty and 2 guards at Night Duty<ul style="list-style-type: none">• Day Shift- Friday, Saturday, Sunday• Night Shift-Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.
Location(s)	<ul style="list-style-type: none">• No 1 Northend Close Northridge Park Borrowdale Harare HQ• No 17 Coventry Road, Workington. Coventry Branch• No 66 Craster road, Southerton. Craster branch
Time of performance	Security Guard services. <ul style="list-style-type: none">• Day shift timelines- 0600hrs to 1800hrs• Night shift timelines 1800hrs to 0600hrs
Manpower	Minimum education requirement for guards must be at least: <ul style="list-style-type: none">• “O” level education,

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	<ul style="list-style-type: none">• security guard training course,• customer care.
Equipment	<p>The service provider should provide the following equipment:</p> <ul style="list-style-type: none">• Complete Uniforms,• baton sticks,• handcuffs• Record books• Records counter books
Resources	<ul style="list-style-type: none">• Contractor Branch network should be nationwide covering major cities and towns. Provide list and contact details of branch offices.
Other requirements	<ul style="list-style-type: none">• At least five years of experience as security services provider.• Valid Home Affairs Licence.• ISO 9001:2015 certification is an added advantage• Valid Security Association membership (SAZ OR ZINSA).• Compliance with minimum wage for security industry (NEC Registration attach proof)• Security Company operating licence in Harare, and state the nearest Physical location to Standard Association of Zimbabwe Branches. (Attach Licences)• Public Liability insurance cover of at least 300,000 USD or equivalent in ZWL.• Trade references: three (3) written and signed for the past 12 months (<i>Please do not include one from the Procuring Entity, as this shall lead to automatic rejection.</i>)• Police clearance of all directors on CR14 within 3 months from date of clearance.• Training certificates of security guards.

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	<ul style="list-style-type: none">• Curriculum Vitaes of the top Management. <p><i>NB-Failure to provide the above MANDATORY REQUIREMENTS shall lead to AUTOMATIC DISQUALIFICATION after consideration of the historical documents rule, in line with Section 28(4) of the Public Procurement and Disposal of Public Assets (General) Regulations.</i></p>
Supervision of performance	<ul style="list-style-type: none">• Non-commissioned officer's premises checks should be done at least once per every twelve hours' day coverage and at least twice every twelve hours' night coverage.• There must be a clear incident response plan in place.• Security supervisor shall provide a written report to the Administrator on a weekly basis to verify and discuss attendance

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Declaration by the Accounting Officer

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

For and on behalf of

Standards Association of Zimbabwe

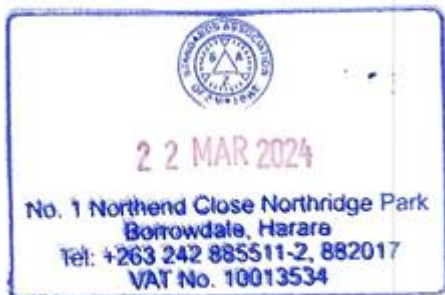
Miss Leonorah Shonhiwa



Signature.....

22/03/2024

Date



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Part 3: Contract

CONTRACT AGREEMENT

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

Procurement Reference:.....

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

BETWEEN

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

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

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to below.
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;

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

For and on behalf of the Contractor

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

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.

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Special Conditions of Contract

Procurement Reference Number:

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC reference	Special Conditions
GCC 3.6 and 8.1	<p>Authorised representatives:</p> <ol style="list-style-type: none"> 1. The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i>. 2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.
GCC 7.4	<p>Ineligible countries: Nationals of the following countries are ineligible to be a Contractor or Sub-Contractor under this Contract. <i>[State none if no countries ineligible.]</i></p>
GCC 18.1	<p>Liquidated damages: The rate of liquidated damages shall be <i>[State amount as a rate per day or delete if liquidated damages do not apply]</i>.</p>
GCC 19.1	<p>Commencement of Services: The date or period of time for commencement of services is <i>[state date or period of time]</i>.</p>
GCC 20.1	<p>Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is <i>[state date or period of time]</i>.</p>
GCC 22.2	<p>Contract price: Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i>.</p>
GCC 22.3	<p>Payment schedule: The terms of payment shall be <i>[State:</i></p> <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> <i>ii. For single or occasional services: the time after completion (usually 60 days) within which payment will be made.]</i>
GCC 23.1	<p>Price adjustment: <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i></p>
GCC 24.2	<p>Payment procedure: <i>[State any other documentation that must accompany the Contractor’s invoice.]</i></p>
GCC 28.1	<p>Insurance to be taken out by the Contractor: <i>[The risks and the coverage shall be as follows:</i> <i>(a) Third Party motor vehicle liability insurance in respect of motor vehicles</i></p>

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GCC reference	Special Conditions
	<p><i>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></p> <p>(b) <i>Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i></p> <p>(c) <i>professional liability insurance, with a minimum coverage of [insert amount and currency];</i></p> <p>(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></p> <p>(e) <i>insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i></p> <p style="text-align: right;"><i>[Note: 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>

