

Government of Zimbabwe

STANDARD

BIDDING

DOCUMENT

for

**Procurement OF ICT EQUIPMENT
AND OFFICE ELECTRICALS**

**BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF ICT
EQUIPMENT AND OFFICE ELECTRICALS REFERENCE NO:
MIPBS04/2024**

Standard Bidding Document for the
Procurement of: **ICT
EQUIPMENT AND
OFFICE ELECTRICALS**

Procurement Reference No:
MIPBS04/2024

Procuring Entity: **MINISTRY OF
INFORMATION, PUBLICITY
AND BROADCASTING
SERVICES**

Date of Issue: 19 April 2024

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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.

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Preparation of Bids

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

1. the Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. 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;
5. A bid security or bid securing declaration in the format specified in this Part;
6. A copy of CR 14, CR 6 and a certificate of Incorporation;
7. A valid tax clearance and VAT registration certificate;
8. A copy of your company profile;
9. Vendor registration number
10. Three written trade references on company's letterhead for similar supplies;

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid.

Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter 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.

Number of bids allowed

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid 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.

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Clarification

Clarification of the bidding document may be requested in writing by any Bidder and should be sent to;

The Head of Procurement Management Unit Ministry

Or via email to nbwirire77@gmail.com

Pre-bid meeting

There is no pre- bid meeting for this tender.

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **60 days** from the deadline for the submission of the 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.

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

Bids must be submitted in triplicate with one (1) original copy marked "ORIGINAL" and two (2) copies each marked "COPY". All three (3) copies should be in sealed envelopes clearly marked with details of the tender, and should be deposited in a tender box situated at the below address. In the event of any discrepancy between the original and the copies, the original will prevail.

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

Date of deadline: **20 May 2024**

Deadline Time: 10:00Hours

Submission address: Ministry MUNHUMUTAPA BUILDING Corner S. Machel and S.Njoma Street.

Means of acceptance: Bids in sealed envelopes shall be deposited in a tender box situated at the above address. All the bidders should record their bids in the tender submission register situated thereto, in the format prescribed in the register.

Bid opening

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

Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify 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

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

Bid Prices and Discounts

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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;
 - (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 = N/A

The Bidder must include either:

A bid security of ----- that will be valid for a period of 60 days, after the end of the bidding period plus an additional 28 days, in line with Section 26 of the Procurement Regulations (S.I.5 of 2018) in the following form

Option 1 -----A bank guarantee of ----- in the name of Ministry of Information, Publicity and Broadcasting Services

Option 2-----A cash deposit to the Authority (PRAZ).

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

If the bidder chooses option one, the following should be noted;

Option one

Submission of a bank guarantee

A standard chartered bank guarantee of ----- which is valid 60 days obtainable from a reputable Registered Commercial Bank redeemable in **Zimbabwe**.

Please note: The required bank guarantee should include the following features and redeemable in Zimbabwe in order for it to be considered valid:

- 1) Letterhead of a commercial bank (ie the supplier of the bank guarantee)
- 2) Letterhead has to be clearly state that it is a Bank Guarantee
- 3) Purpose of the bank guarantee to be clearly stated.

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- 4) The date when the Common Seal of the said Surety was effected should be clearly shown.
- 5) Condition of the said Obligations must be stated.
- 6) The physical address of the surety should be given
- 7) The validity period of the Bank Guarantee must be clearly shown.
- 8) Signature of surety and the date when it was endorsed must be clearly shown.
- 9) It must be on original document that is date stamped.
- 10) Bid bonds from Insurance Companies are not acceptable.

The Bank Guarantee of the unsuccessful bidders will be released immediately after the award of the Tender while that of the winning bidder will only be released after submission of the Performance Bonds as specified in the tender document Section 1.9

Option 2

If **Option 2** is chosen bidders must pay ---- for the Bid Security that shall be refundable at the end of the of the bid validity period plus US ----- that shall be non-refundable for cash bid bond establishment fee in line with Part IV of the Procurement Regulations (S.I.5of 2018). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare.

The Bid Security or 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.

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

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.

| No | EVALUATION CRITERIA |
|----|------------------------------------------------------------------------------------|
| 1 | Adherence to Product Specifications |
| 2 | Submit Pricing Schedule and Form of Tender (Price local charges like Duty and VAT) |

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| | |
|----|---------------------------------------------------------------------------------------------------------------------------|
| 3 | Payment Terms (Payment after Delivery) |
| 4 | Delivery period (4 weeks) |
| 5 | Bid declaration form |
| 6 | Bid Validity of 60 days must be stated |
| 7 | Current Tax Clearance Certificate as Proof of Registration with ZIMRA for local companies must be attached. |
| 8 | Attach three written trade references on companies letterhead for similar supplies |
| 9 | Submission of 3 copies of bidding documents |
| 10 | Submission of company Profile with physical address and directorship and company bank details |
| 11 | Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) |

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.

Participation in this bidding procedure is open to Zimbabwean Bidders

Origin of Goods

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

Technical Criteria

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

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Currency

Bids should be priced in United States Dollars. The currency of evaluation will be United States Dollars payable in Zimbabwe Gold (ZiG).

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.**

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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: | |

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PART 1 BIDDING PROCEDURES

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PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Specifications

CURRENCY OF BID: ZW Dollars

| Item No¹ | Description of Goods | Quantity² | Unit Price³ | Total Price⁴ |
|----------------------------|--------------------------------------------------------------------------|-----------------------------|---------------------------------------|---------------------------------------|
| | | | <i>[to be provided by the Bidder]</i> | <i>[to be provided by the Bidder]</i> |
| 1 | HP Core i7 laptops Envy <i>(see attached copy of specifications)</i> | 20 | | |
| 2 | Samsung S21 <i>(see attached copy of specifications)</i> | 114 | | |
| 3 | Samsung S24 <i>(see attached copy of specifications)</i> | 12 | | |
| 4 | Printer 4 in 1 <i>(see attached copy of specifications)</i> | 17 | | |
| 5 | Heavy duty photocopier <i>(see attached copy of specifications)</i> | 5 | | |
| 6 | CAPRI refrigerators TF290 | 15 | | |
| 7 | Television Samsung 55 inch | 10 | | |
| 8 | iphone 15 Pro | 2 | | |
| 9 | HP Core i7 laptops Pavilion <i>(see attached copy of specifications)</i> | 50 | | |

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.

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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 | Qty | Physical Unit | Delivery Date Required by Procuring Entity and applicable INCOTERM | Bidder's offered Delivery period |
|---------|--------------------------------------------------------------------------|-----|---------------|--------------------------------------------------------------------|---------------------------------------|
| | | | | <i>[Completed by Procuring Entity]</i> | <i>{to be provided by the Bidder}</i> |
| 1 | HP Core i7 laptops Envy <i>(see attached copy of specifications)</i> | 20 | | | |
| 2 | Samsung S21 <i>(see attached copy of specifications)</i> | 114 | | | |
| 3 | Samsung S24 <i>(see attached copy of specifications)</i> | 12 | | | |
| 4 | Printer 4 in 1 <i>(see attached copy of specifications)</i> | 17 | | | |
| 5 | Heavy duty photocopier <i>(see attached copy of specifications)</i> | 5 | | | |
| 6 | CAPRI refrigerators TF290 | 15 | | | |
| 7 | Television Samsung 55 inch | 10 | | | |
| 8 | iphone 15 Pro | 2 | | | |
| 9 | HP Core i7 laptops Pavilion <i>(see attached copy of specifications)</i> | 50 | | | |
| | | | | | |

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: Ministry Munhumutapa Building Along Samora Machel

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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 <u>and</u> compliance of items to detail in column b}</i> |
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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.**

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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.

For and on behalf of the **Ministry**

Permanent Secretary

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PART 2 STATEMENT OF REQUIREMENTS

Bid-Securing Declaration

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

Procurement Reference number:

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

Bidder's Reference Number:

To: {full name of Procuring Entity}

We, the undersigned, declare that:

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

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

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

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

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

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PART 2 STATEMENT OF REQUIREMENTS

{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.}

PART 3 CONTRACT

Contract Agreement

Procurement Reference:

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

BETWEEN

- (1) Ministry P.O Box 1276 Causeway, Harare[Zimbabwe and having its principal place of business at First floor Munhumutapa Building, coner Sam Munjoma and Samora Michael Avenue(hereinafter called “the Procuring Entity”), and
- (2) a corporation incorporated under the laws of Zimbabwe and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *\$ZWI.....* (Hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor’s Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity’s Notification of Contract Award;
 - (g) *Copies of proforma invoices*
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 of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the

Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed:

Name:
Mr N.Mangwana

In the capacity of: *Secretary Information, Publicity and Broadcasting Services*

For and on behalf of the Contractor

Signed:

Name:

In the capacity of: Name of company

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: **001**

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 <i>[N/A]</i> . |
| 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 <i>Mr N.Mangwana</i> For the Contractor, the address shall be as given in the Bid and the contact shall be ----- |
| GCC 19.1 | Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. <i>[Where applicable, state the percentage of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction after which the Contract may be terminated. State the terms of liquidated damages by specifying the details as required in section 88 of the Act.]</i> |

| GCC reference | Special Conditions |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GCC 21.2 | <p>Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 <i>N/A</i></p> <p>The documents to be furnished by the Contractor are:</p> <p><i>as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer's or Contractor's warranty certificate, inspection certificate issued by nominated inspection agency, Contractor's factory shipping details</i></p> <p>Sample provision - For Goods supplied from abroad: N/A</p> <p>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:</p> <ul style="list-style-type: none"> (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 [<i>state whether inspection is required</i>]; (vii) [<i>any other procurement-specific documents required for delivery/payment purposes</i>]. <p>Sample provision - For Goods from within Zimbabwe</p> <p>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:</p> <ul style="list-style-type: none"> (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 |
| | <ul style="list-style-type: none"> (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 |

| GCC reference | Special Conditions |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GCC 22.1 | Insurance: The Goods shall be insured <i>[state whether as specified in the Incoterms or any alternative arrangement.]</i> . |
| 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: <i>[provide details including the place where the tests will be carried out or delete]</i> . |
| GCC 24.1 | Performance security: N/A |
| GCC 24.4 | Reduction of performance security N/A |
| GCC 25.1 | Warranty: The period of the warranty shall be <i>[state number of]</i> 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 <i>[state number of months or days]</i> . |
| GCC 29.1 | Price adjustments: The following price adjustments are applicable <i>N/A</i> |
| GCC 30.1 | <p>Terms of Payment: The structure of payments shall be: Advance payment</p> <p>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.</p> <p>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.</p> |
| GCC 31.1 | Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is \$ <i>[State applicable Fee or delete]</i> . |

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

| | |
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ICT EQUIPMENT SPECIFICATIONS 2024

LAPTOP SPECIFICATIONS FOR DIRECTORS AND DEPUTY DIRECTORS

| Features | Specifications |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Model and Brand | Hp Envy (Strictly no clones or refurbs) |
| Part Number | Required |
| Processor | Intel Core i7 Gen 12 or equivalent; 3.0GHz |
| Memory | RAM 16GB - 32GB |
| Display | Minimum 14 inches;1920x1200; Touch screen |
| Operating System | Windows 10 (64 bit) or better |
| Internal Storage | 1TB SSD |
| Communications | Ethernet Gigabit; WLAN; Bluetooth; HDMI; USB TYPE C Gen. 3.2; USB TYPE A Gen 3.1 |
| Input Device | Keyboard: Illuminated Backlit Webcam |
| Power | 8hrs; Power cable ((3-pin square plug required); AC Adapter |
| | Carry case |
| <i>NB*(Minimum Warranty of 12 months)</i> | |
| <i>Genuine software licenses for Microsoft Office and antivirus</i> | |

LAPTOP SPECIFICATIONS FOR OFFICERS

| Features | Specifications |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Model and Brand | Hp Pavilion (Strictly no clones or refurbs) |
| Part Number | Required |
| Processor | Intel Core i7 Gen 12 or equivalent; 3.0GHz |
| Memory | RAM 16GB |
| Display | 14 inches;1920x 1200 pixels or better; Touch screen |
| Operating System | Windows 10 (64 bit) or better |
| Internal Storage | SSD: 500 GB- 1TB |
| Communications | Ethernet Gigabit; WLAN; Bluetooth; HDMI; USB TYPE C Gen. 3.2; USB TYPE A Gen 3.1 |
| Input Device | Keyboard: Illuminated Backlit Webcam |
| Power | 8hrs; Power cable (3-pin square plug required); AC Adapter |
| | Carry case |
| <i>NB*(Minimum Warranty of 12 months)</i> | |
| <i>Genuine software licenses for Microsoft Office and antivirus</i> | |

MOBILE PHONES FOR DIRECTORS

| Features | Specifications |
|-------------------------------------------|---------------------------|
| Model | iPhone 14 Pro |
| Network Technology | GSM/CDMA/HSPA/EVDO/LTE/5G |
| Platform OS | Latest |
| Storage | 6GB RAM, 256GB |
| <i>NB*(Minimum Warranty of 12 months)</i> | |

MOBILE PHONES FOR DEPUTY DIRECTORS

| Features | Specifications |
|-------------------------------------------|---------------------------|
| Model | Samsung S22 Ultra |
| Network Technology | GSM/CDMA/HSPA/EVDO/LTE/5G |
| Platform OS | Latest |
| Storage | 6GB RAM, 256GB |
| <i>NB*(Minimum Warranty of 12 months)</i> | |

MOBILE PHONES FOR OFFICERS

| Features | Specifications |
|-------------------------------------------|---------------------------|
| Model | Samsung S21 5G |
| Network Technology | GSM/CDMA/HSPA/EVDO/LTE/5G |
| Platform OS | Latest |
| Storage | 6GB RAM, 128GB |
| Battery | 5000mAh |
| <i>NB*(Minimum Warranty of 12 months)</i> | |

DEPARTMENTAL PRINTERS

| Features | Specifications |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Model | HP LaserJet Pro MFP M428fdw |
| Print Technology | Laser |
| Functions | Print, Copy, Scan |
| Colour Output | Black and white |
| Print speed | Up to 38 ppm (default) |
| Copy speed | Up to 38 cpm |
| Duplex printing | Automatic (default) |
| Connectivity | 1 Hi-Speed USB 2.0; 1 rear host USB; 1 Front USB port; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az (EEE); 802.11b/g/n/2.4/5 GHZ Wi-Fi radio |
| Memory | 512 MB |
| Paper Handling Input | 100 sheet tray 1, 250 sheet input tray 2, 50 sheet Automatic Document Feeder (ADF) |
| Media sizes supported | Minimum A4 |
| Scanner Type | Flatbed, ADF |
| Scan File Format | PDF, JPG, TIFF |
| Scan Resolution, Optical | 1200 x 1200dpi |
| Digital Send | Send to E-mail, save to USB, and Save to network folder |
| OS Compatibility | Windows Server 2012/2016, Windows 10 or higher |
| Copy resolution | 600dpi |
| Printer Cable | required |

| | |
|-------------------------------------|----------------------------|
| Power Cables | 3-pin square plug required |
| NB* (Minimum Warranty of 12 months) | |

COLOR PRINTERS

| Features | Specifications |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Model | HP Color LaserJet Pro MFP M479dw |
| Print Technology | Laser |
| Functions | Print, Copy, Scan, Email |
| Print Quality | Colour 600dpi |
| Print speed | Up to 20 ppm |
| Automatic Duplex Printing | Yes |
| Processor | 800MHz |
| Control Panel | Colour Graphic Touch Screen |
| Connectivity | Gigabit Ethernet 10/100/1000BASE-T network; 802.11b/g/n/2.4/5 GHZ Wi-Fi, Easy-access; Hi- Speed USB 2.0,1 Host USB |
| Mobile printing | Wi-Fi Direct Printing; Apple Air Print |
| Paper Handling Input | 250 Sheets; 50 sheets Automatic Document Feeder (ADF); Multi-Purpose: Tray 50sheets |
| Media sizes supported | Minimum A4 |
| Scanner Resolution | 300 dpi (colour ADF); 1200 dpi (Flatbed) |
| Scan File Format | JPG, RAW, (BMP), PNG, TIFF, PDF |
| Scan Resolution, Optical | 1200 x 1200dpi |
| Digital Send | Send to E-mail, save to USB, and Save to network folder |
| OS Compatibility | Windows Server 2012/2016, Windows 10 or higher; Macintosh, Linux |
| Copy resolution | 1200 x 1200dpi |
| Printer Cable | required |
| Power Cables | 3-pin square plug required |
| NB* (Minimum Warranty of 12 months) | |

DESKTOPS HP ALL-IN-ONE

| Features | Specifications |
|------------------|-------------------------------------------------------------------|
| Model and Brand | HP Corei7 Desktop All In One |
| Part Number | Required |
| Operating system | Windows 11 Pro (preinstalled with Windows 10 Pro Downgrade) |
| Memory & Storage | 8 GB -16 GB memory; 1 TB HDD storage |
| Processor Family | 11th Generation Intel® Core™ i7 processor |
| Display | 23.8 inch |
| Video Card | Integrated Graphics |
| Ports | At least 6 USB 2.0 or USB 3.1 Gen 2; VGA Port, Audio in/out; HDMI |

| | |
|---------------------------------------------------------------------|---------------------------------------------------|
| Keyboard | USB Standard |
| Mouse | USB Optical |
| Connectivity | Integrated Gigabit Ethernet, 802.11b/g/n Wireless |
| Model name/number | Please specify |
| Functions | Print Scan Copy Store Send |
| Technology | Laser |
| Color output | Color |
| Connectivity | USB; Wireless |
| Paper size | A4/A3 |
| Print speed | up to 30 pages/min |
| Copy resolution | 600 x 600 |
| Print resolution. | 1,200 x 1,200 dpi |
| Features | Automatic document feeder |
| Warranty | 1 year warranty from the date of purchase |
| | |
| Others | Built in Speakers |
| <i>NB*(Minimum Warranty of 12 months)</i> | |
| <i>Genuine software licenses for Microsoft Office and antivirus</i> | |

HEAVY DUTY PHOTOCOPIERS