

Government of Zimbabwe



BIDDING DOCUMENT

FOR THE PROVISION OF DESIGN, BRANDING, SIGNAGE AND INSTALLATION SERVICES

PUBLICATION DATE: 15 APRIL 2022

MANDATORY PRE-BID MEETING :4 MA 2022

SUBMISSION DATE: 18 MAY 2022

**BIDDING DOCUMENT FOR THE PROVISION OF DESIGN, BRANDING, SIGNAGE
AND INSTALLATION SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

**BIDDING DOCUMENT FOR THE PROVISION OF DESIGN, BRANDING, SIGNAGE
AND INSTALLATION SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

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

**Procurement Reference No:
PSC/DCB/BRANDING/13/2022**

**Procuring Entity: PUBLIC
SERVICE COMMISSION**

Date of Issue: 15 April 2022

**Mandatory pre-bid meeting :4
May 2022**

**Closing date : 20 May 2022
@10:00HRS**

**BIDDING DOCUMENT FOR THE PROVISION OF DESIGN, BRANDING, SIGNAGE
AND INSTALLATION SERVICES**

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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 [Chapter 22:23] 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 :Proof of registration with PRAZ with the category
 - Company profile
 - A copy of the valid tax clearance from ZIMRA
 - CR 14 & CR6
 - documentation to demonstrate ability to supply the component before payment
 - Provide at least 4 traceable references of similar work done
7. Receipts obtained at the purchase of the tender document

You are also required to pay the administration fee payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations.

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.

Lots and Packages

The requirements are divided into 5 lots and packages, if indicated in Part 2, Statement of Requirements. *The bidder should bid only for at most three(3) lots*

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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.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before and should be sent to *The Acting General Manager, Procurement Management unit, Public Service Commission, SSC building 6th floor, Corner Sam Munjoma and Julius Nyerere way ,HARARE*

Pre-bid meeting

A mandatory pre-bid meeting will be held at 10:00HRS, **4 May 2022** at ,Public Service Commission, SSC Building 6th floor, Corner Sam Munjoma and Julius Nyerere Way, Harare .***Failure to attend a pre-bid meeting is an automatic disqualification. Bids will be last sold on the date of pre-bid meeting.***

Validity of Bids

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

Submission of Bids

Sealed bids must be hand delivered 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. Bids sent by post should be sent in time so that they are received before the deadline date and time.

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number **PSC /DCB/BRANDING/13/2022** .Three copies of the bidding document must be submitted with one clearly marked "ORIGINAL" and the other two copies marked "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 documents of the amended bid submission deadline.

Date of deadline: **20 May 2022**

Deadline Time:
10:00hrs

Submission address: **The Secretary**

Public Service Commission

SSC Building

6th floor ,CNR Sam Munjoma and Julius Nyerere Way

HARARE

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ATT: A/General Manager Procurement unit

Means of acceptance: Sealed Bids will be submitted at Public Service Commission 6th floor into the tender box clearly marked

The Secretary Public Service Commission

Att: The Procurement Management Unit

P.O.box 440 Cy,Cnr Sam Munjoma and Julius Nyerere, Harare

Bid opening

In line with the **COVID REGULATIONS**, Bidders and their representatives will not 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 is **6 weeks** from the date of contract signing and the final destination for delivery are as indicated in the Delivery Schedule in Part 2. Also favourable delivery terms are also accepted

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: the price of the Goods ,full cost of delivery including any other costs required to conduct the job.
 - (i) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
 - (ii) Any other applicable import taxes;
 - (iii) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
 - (iv) 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:

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the price of each item comprising the Related Services (inclusive of any applicable taxes).

Bid Security

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 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.

Administrative compliance by the bidder will include:

- **The bidder must have legal capacity to enter into contract.**
 - **The bidder must be registered as bidder in the relevant category with PRAZ.**
 - **The bidder must ensure that the bid declaration is completed and signed.**
 - **The bidder must indicate the bid validity period.**
 - **The bidder must provide the following documents:**
 - **A copy of proof of registration with PRAZ**
 - **A copy of the valid current tax clearance from ZIMRA**
 - **Provide at least 4 traceable references of similar works done.**
 - **Vendor number**
 - **CR 14 & CR 6**
 - **3 copies of identical bids ,one should be marked original**
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;

TECHNICAL COMPLIANCE BY THE BIDDER

- **The bidder must adhere fully to the required specifications as detailed in the statement of requirements.**
 - **As per specification on sample attached- soft copy will be availed upon request.**
 - **The technical assessment will be based on compliance so each bidder is to clearly understand each category requirements for compliancy.**
 - **Bidders are required to attach samples of material and design**
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3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

FINANCIAL COMPLIANCE BY THE BIDDER

- The currency of the bid must be RTGS DOLLARS.
- The bidder must demonstrate ability to perform the contract before payment
- Breakdown of all costs related to the project is required from design and installation to various places.
- Preference after compliance to technical specifications will be given to bidders in their respective provinces.

Bids failing 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.

- (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. Part deliveries shall be accepted but must not exceed three deliveries and must fall within delivery period stated in the tender. **Dates for the delivery must be stated in your bid document**
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. The Ministry shall pay the bidder within 60 days from the date of delivery .Payment shall be made for delivered goods.

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.

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;

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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.

Currency

Bids should be priced in both RTGS dollars and United States Dollars in line with SI 185 of 2020 and RTGs Dollars. The currency of evaluation will be United States Dollars. Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Zimbabwe on the date of the submission deadline, see <http://www.rbz.co.zw/>.

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.

Note: Recommended bidders to enter into contract for 1 year subject to renewal on the prices at the market

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;**

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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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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}.

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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: **60** {days} from the date of submission.

We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

Bid Authorised by:

Signature	Name:
Position:	Date:(DD/MM/YY)
Authorised for and on behalf of:	
Company	
Address:	

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PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

CURRENCY OF BID: ZWL

Item No ¹	Description of Goods	Quantity ²	Unit Price ³	Total Price ⁴
			[to be provided by the Bidder]	[to be provided by the Bidder]

Note: COLOURS OF THE BRANDING TO BE FULL COLOUR

BRANDING PSC HEAD OFFICE SOCIAL SECURITY CENTRE (DOOR LABEL)

ITEM	SOCIAL SECURITY CENTRE	SSB	PENSIONS	TOTAL
40cm x 30cm Door labels: Full colour print vinyl on Perspex for Social Security Centre, Mukwati SSB and Pensions officers.	181	50	34	265

NB.: Quotation to include designing of door labels, full colour printing and installation for all items.

BRANDING PSC HEAD OFFICE SOCIAL SECURITY CENTRE (snapper frames)

ITEM	SOCIAL SECURITY CENTRE	SSB	PENSIONS	TOTAL
A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the reception and offices.	118	50	50	218

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**PROCUREMENT OF BRANDED ITEMS FOR PUBLIC SERVICE ACADEMY
INSTITUTES (road signs)**

ITEMS	ALVOD	BIKITA	CHINHOYI	DOMBOSHAWA	ELANGENI	ESKOVHENI	HIGHLANDS	TOTALS
Road Sign: 1.2m x 1.8m metal signs supported by 1.5m metal poles. Branded on both sides with full colour PSC logos on vinyl. (Sample attached.)	3	3	3	3	3	3	3	39
	INYATHI	MUREHWA	ROWA	SENGA	THULI	TORONTO	-	
	3	3	3	3	3	3	-	

NB.: Quotation must include design of signage, lay out, fabrication, print and installation labour

**BRANDED ITEMS FOR PUBLIC SERVICE ACADEMY INSTITUTES
(snapper frames)**

ITEMS	ALVOD	BIKITA	CHINHOYI	DOMBOSHAWA	ELANGENI	ESKOVHENI	HIGHLANDS	TOTALS
A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the following areas: a. Reception b. Library c. Offices (Sample attached)	6	6	6	6	6	6	6	78
	INYATHI	MUREHWA	ROWA	SENGA	THULI	TORONTO	-	
	6	6	6	6	6	6	6	

NB.: Quotation must include design signage, lay out, fabrication, print and installation labour.

**PROCUREMENT OF BRANDED ITEMS FOR PUBLIC SERVICE ACADEMY
INSTITUTES (road signs and snapper frames)**

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PART 2 STATEMENT OF REQUIREMENTS

ITEMS	ZIPAM	TOTALS
Road Sign: 1.2m x 1.8m metal signs supported by 1.5m metal poles. Branded on both sides with full colour PSC logos on vinyl. (Sample attached)	6	6
A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the following areas: a. Reception b. Library c. Offices (Sample attached)	10	10

NB.: Quotation must include design of signage, lay out, fabrication, print and installation labour.

BRANDING OF PUBLIC SERVICE COMMISSION OFFICES: ROAD SIGNS

PROVINCE	BULAWAYO	MANICALAND	MASHONALAND CENTRAL	MASHONALAND WEST	MASHONALAND EAST	Total
Road Sign: 1.2mx1.8m Double side display premise Chromadek metal sheet sign with vinyl full colour print. Supported by 1.5m x 25mm x 2mm round tube poles branded with PSC colours.	3 Bulawayo District offices are housed under the same Government complex. 3 Total	3 Mutare Province 3 Mutare District 3 Chipinge 3 Nyanga 3 Chimanimani 3 Makoni 3 Buhera 3 Mutasa 24 Total	3 Mazowe 3 Bindura Province 3 Mbire 3 Rushinga 3 Guruve 3 Mt Darwin 3 Shamva 3 Centenary 24 Total	3 Chinhoyi Province 3 Makonde 3 Sanyati 3 Chegutu 3 Mhondoro Ngezi 3 Zvimba 3 Kariba 3 Hurungwe 24 Total	3 Marondera Province 3 Marondera District 3 Chikomba 3 Hwedza 3 Mudzi 3 Murehwa 3 Mutoko 3 Seke 3 UMP 3 Goromonzi 30 Total	204
	MIDLANDS	MATEBELELAND SOUTH	MATEBELELAND NORTH	MASVINGO	-	
	3 Gweru Province 3 Gweru District 3 Shurugwi 3 Mberengwa 3 Zvishavane 3 Kwekwe 3 Chirimuhanzu 3 Gokwe South 3 Gokwe North 27 Total	3 Gwanda Province 3 Gwanda District 3 Beitbridge 3 Bulilima 3 Insiza 3 Mangwe 3 Matobo 3 Umzingwane 24 Total	3 Lupane 3 Umguza 3 Hwange 3 Victoria falls 3 Tsholotsho 3 Bubi 3 Binga 3 Nkayi 24 Total	3 Masvingo Province 3 Masvingo District 3 Gutu 3 Bikita 3 Chiredzi 3 Chivi 3 Mwenezi 3 Zaka 24 Total	-	

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PART 2 STATEMENT OF REQUIREMENTS

NB.: Quotation to include full colour print, fabrication of metal frames and installation for all items as well as designing new art work since the draft designs were done using a software that may be incompatible with supplier's.

BRANDING OF PUBLIC SERVICE COMMISSION OFFICES: ROAD SIGNS

PROVINCE	BULAWAYO	MANICALAND	MASHONALAND CENTRAL	MASHONALAND WEST	MASHONALAND EAST	Total
Road Sign: 1.2mx1.8m Double side display premise Chromadek metal sheet sign with vinyl full colour print. Supported by 1.5m x 25mm x 2mm round tube poles branded with PSC colours.	3	24	24	24	30	204
	MIDLANDS	MATEBELELAND SOUTH	MATEBELELAND NORTH	MASVINGO	-	
	27	24	24	24	-	

NB.: Quotation to include designing of signage, full colour printing, fabrication of metal frames and installation for all items.

BRANDED ITEMS FOR PUBLIC SERVICE ACADEMY INSTITUTES

ITEMS	ALVOD	BIKITA	CHINHOYI	DOMBOSHAWA	ELANGENI	ESKOVHENI	TORONTO	TOTALS
A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the following areas: a. Reception b. Library	6	6	6	6	6	6	6	78
	HIGHLANDS	INYATHI	MUREHWA	ROWA	SENGA	THULI	-	

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PART 2 STATEMENT OF REQUIREMENTS

c. Offices (Sample attached)	6	6	6	6	6	6	-	
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NB.: Quotation must include design of signage, lay out, fabrication, print and installation labour.

BRANDING OF PUBLIC SERVICE COMMISSION OFFICES: SNAPPER FRAMES

PROVINCE	BULAWAYO	MANICALAND	MASHONALAND CENTRAL	MASHONALAND WEST	MASHONALAND EAST	Total
A1 Snapper frames with full colour print displaying mission, vision, values and client charter for the following areas: a. Reception b. Library c. Officers	16	20	16	16	20	154
	MIDLANDS	MATEBELELAND SOUTH	MATEBELELAND NORTH	MASVINGO	-	
	18	16	16	16	-	

NB.: Quotation to include designing of signage, full colour printing, fabrication of metal frames and installation for all items.

BRANDED ITEMS FOR PUBLIC SERVICE ACADEMY INSTITUTES: SNAPPER FRAMES

ITEMS	ZIPAM	TOTALS
A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the following areas: a. Reception b. Library c. Offices	10	10

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PART 2 STATEMENT OF REQUIREMENTS



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PART 2 STATEMENT OF REQUIREMENTS



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Note: Additional requirements with 50%value for all lots will be done on a direct purchase basis to the winning bidder. Market considerations will always be done in terms of value for money.

Note: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note : 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.

CONFIRMATION OF TECHNICAL SPECIFICATIONS

NAME

SIGNATURE.....

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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	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
					{to be provided by the Bidder}

In terms of travel, Bulawayo offices are located in Bulawayo CBD.

	DISTRICT	DISTANCES
	Bulawayo - Mhlahlandlela	0km
	Bulawayo – Victoria falls	436km
	Binga to Bulawayo	435km
	Bubi to Bulawayo	100km
	Hwange to Bulawayo	336km
	Lupane to Bulawayo	172km
	Nkayi to Bulawayo	151km
	Tsholotsho to Bulawayo	112km
	Umguza to Bulawayo	61km

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	DISTRICT	DISTANCES
	Beit bridge to Gwanda	195
	Bulilima to Gwanda	228
	Gwanda district to Gwanda town	1
	Insiza to Gwanda	95
	Mangwe to Gwanda	228
	Matobo to Gwanda	90
	Unzungwane to Gwanda	85

	District	Distance
	Gokwe South to Gweru	210
	Mberengwa to Gweru	155
	Zvishavanbe to Gweru	120
	Gweru – Kwekwe	62
	Gweru – Mvuma to Gweru	80
	Gweru – Shurugwi to Gweru	33
	Gokwe North to Gweru	330

please note the following distances your attention.

	DISTRICT	DISTANCE
	Makonde to Chinhoyi	200km
	Zvimba to Chinhoyi	48km
	Chegututu to Chinhoyi	92km
	Mhondoro Ngezi to Chinhoyi	130km
	Sanyati to Chinhoyi	130km
	Hurungwe to Chinhoyi	90km
	Kariba to Chinhoyi	268km

	DISTRICT	DISTANCES
	Shamva to Bindura	34km
	Mt Darwin to Bindura	70km
	Rushunga to Bindura	125km
	Concession to Bindura	42km

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 2 STATEMENT OF REQUIREMENTS

	Guruve to Bindura	143km
	Centenary to Bindura	135km
	Mbire (via Mt Darwin) to Bindura	198km

Please note the following distances your attention.

	DISTRICT	DISTANCES
	Bikita to Masvingo	85km
	Chiredzi to Masvingo	225km
	Chivi to Masvingo	65km
	Gutu to Masvingo	95km
	Mwenezi to Masvingo	145km
	Zaka to Masvingo	90km
	DISTRICT	DISTANCES
	Chikomba to Bindura	215km
	Wedza to Bindura	75km
	Seke to Bindura	25km
	Murehwa to Bindura	80km
	Mudzi to Bindura	210km
	Goromonzi to Bindura	62km
	UMP to Bindura	155km
	Mutoko to Bindura	135km

	DISTRICT	DISTANCES
	Buhera District to Mutare	210km
	Chimanimani District to Mutare	153km
	Chipingwe District to Mutare	186km
	Makoni District to Mutare	91km
	Mutare District to Mutare	30m
	Mutasa District to Mutare	57km
	Nyanga District to Mutare	105km

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 2 STATEMENT OF REQUIREMENTS

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 *PUBLIC SERVICE COMMISSION OFFICES AND INSTITUTES; REFER TO THE STATEMENT OF REQUIREMENTS*

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

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>			
ITEM		SOCIAL SECURITY CENTRE	SSB	PENSIONS	TOTAL
40cm x 30cm Door labels: Full colour print vinyl on Perspex for Social Security Centre, Mukwati SSB and Pensions officers.		181	50	34	265

NB.: Quotation to include designing of door labels, full colour printing and installation for all items.

BRANDING PSC HEAD OFFICE SOCIAL SECURITY CENTRE (snapper frames)

ITEM	SOCIAL SECURITY CENTRE	SSB	PENSIONS	TOTAL
A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the reception and offices.	118	50	50	218

REQUEST FOR PROCUREMENT OF BRANDED ITEMS FOR PUBLIC SERVICE ACADEMY INSTITUTES (road signs)

ITEMS	ALVOD	BIKITA	CHINHOYI	DOMBOSHAWA	ELANGENI	ESKOVHENI	HIGHLANDS	TOTALS

BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN, BRANDING AND SIGNAGE SERVICES

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 2 STATEMENT OF REQUIREMENTS

Road Sign: 1.2m x 1.8m metal signs supported by 1.5m metal poles. Branded on both sides with full colour PSC logos on vinyl. (Sample attached.)	3	3	3	3	3	3	3	39
	INYATHI	MUREHWA	ROWA	SENGA	THULI	TORONTO	-	
	3	3	3	3	3	3	-	

NB.: Quotation must include design of signage, lay out, fabrication, print and installation labour.

REQUEST FOR PROCUREMENT OF BRANDED ITEMS FOR PUBLIC SERVICE ACADEMY INSTITUTES (snapper frames)

ITEMS	ALVOD	BIKITA	CHINHOYI	DOMBOSHAWA	ELANGENI	ESKOVHENI	HIGHLANDS	TOTALS
A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the following areas: d. Reception e. Library f. Offices (Sample attached)	6	6	6	6	6	6	6	78
	INYATHI	MUREHWA	ROWA	SENGA	THULI	TORONTO	-	
	6	6	6	6	6	6	6	

NB.: Quotation must include design signage, lay out, fabrication, print and installation labour.

REQUEST FOR PROCUREMENT OF BRANDED ITEMS FOR PUBLIC SERVICE ACADEMY INSTITUTES (road signs and snapper frames)

ITEMS	ZIPAM	TOTALS
Road Sign: 1.2m x 1.8m metal signs supported by 1.5m metal poles. Branded on both sides with full colour PSC logos on vinyl. (Sample attached)	6	6

BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN, BRANDING AND SIGNAGE SERVICES

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 2 STATEMENT OF REQUIREMENTS

A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the following areas: d. Reception e. Library f. Offices (Sample attached)	10	10
--	----	----

NB.: Quotation must include design of signage, lay out, fabrication, print and installation labour.

BRANDING OF PUBLIC SERVICE COMMISSION OFFICES: ROAD SIGNS

PROVINCE	BULAWAYO	MANICALAND	MASHONALAND CENTRAL	MASHONALAND WEST	MASHONALAND EAST	Total
Road Sign: 1.2mx1.8m Double side display premise Chromadek metal sheet sign with vinyl full colour print. Supported by 1.5m x 25mm x 2mm round tube poles branded with PSC colours.	3 Bulawayo District offices are housed under the same Government complex.	3 Mutare Province 3 Mutare District 3 Chipinge 3 Nyanga 3 Chimanimani 3 Makoni 3 Buhera 3 Mutasa	3 Mazowe 3 Bindura Province 3 Mbire 3 Rushinga 3 Guruve 3 Mt Darwin 3 Shamva 3 Centenary	3 Chinhoyi Province 3 Makonde 3 Sanyati 3 Chegutu 3 Mhondoro Ngezi 3 Zvimba 3 Kariba 3 Hurungwe	3 Marondera Province 3 Marondera District 3 Chikomba 3 Hwedza 3 Mudzi 3 Murehwa 3 Mutoko 3 Seke 3 UMP 3 Goromonzi	204
	3 Total	24 Total	24 Total	24 Total	30 Total	
	MIDLANDS	MATEBELELAND SOUTH	MATEBELELAND NORTH	MASVINGO	-	
	3 Gweru Province 3 Gweru District 3 Shurugwi 3 Mberengwa 3 Zvishavane 3 Kwekwe 3 Chirimuhanzu 3 Gokwe South 3 Gokwe North	3 Gwanda Province 3 Gwanda District 3 Beitbridge 3 Bulilima 3 Insiza 3 Mangwe 3 Matobo 3 Umzingwane	3 Lupane 3 Umguza 3 Hwange 3 Victoria falls 3 Tsholotsho 3 Bubi 3 Binga 3 Nkayi	3 Masvingo Province 3 Masvingo District 3 Gutu 3 Bikita 3 Chiredzi 3 Chivi 3 Mwenezi 3 Zaka	-	
	27 Total	24 Total	24 Total	24 Total		

NB.: Quotation to include full colour print, fabrication of metal frames and installation for all items as well as designing new art work since the draft designs were done using a software that may be incompatible with supplier's.

BRANDING OF PUBLIC SERVICE COMMISSION OFFICES: ROAD SIGNS

BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN, BRANDING AND SIGNAGE SERVICES

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 2 STATEMENT OF REQUIREMENTS

PROVINCE	BULAWAYO	MANICALAND	MASHONALAND CENTRAL	MASHONALAND WEST	MASHONALAND EAST	Total
Road Sign: 1.2mx1.8m Double side display premise Chromadek metal sheet sign with vinyl full colour print. Supported by 1.5m x 25mm x 2mm round tube poles branded with PSC colours.	3	24	24	24	30	204
	MIDLANDS	MATEBELELAND SOUTH	MATEBELELAND NORTH	MASVINGO	-	
	27	24	24	24	-	

NB.: Quotation to include designing of signage, full colour printing, fabrication of metal frames and installation for all items.

REQUEST FOR PROCUREMENT OF BRANDED ITEMS FOR PUBLIC SERVICE ACADEMY INSTITUTES

ITEMS	ALVOD	BIKITA	CHINHOYI	DOMBOSHAWA	ELANGENI	ESKOVHENI	TORONTO	TOTALS
A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the following areas: d. Reception e. Library f. Offices (Sample attached)	6	6	6	6	6	6	6	78
	HIGHLANDS	INYATHI	MUREHWA	ROWA	SENGA	THULI	-	
	6	6	6	6	6	6	-	

NB.: Quotation must include design of signage, lay out, fabrication, print and installation labour.

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE No: PSC /DCB/BRANDING/13/2022

PART 2 STATEMENT OF REQUIREMENTS

BRANDING OF PUBLIC SERVICE COMMISSION OFFICES: SNAPPER FRAMES

PROVINCE	BULAWAYO	MANICALAND	MASHONALAND CENTRAL	MASHONALAND WEST	MASHONALAND EAST	Total
A1 Snapper frames with full colour print displaying mission, vision, values and client charter for the following areas: d. Reception e. Library f. Officers	16	20	16	16	20	154
	MIDLANDS	MATEBELELAND SOUTH	MATEBELELAND NORTH	MASVINGO	-	
	18	16	16	16	-	

NB.: Quotation to include designing of signage, full colour printing, fabrication of metal frames and installation for all items.

**REQUEST FOR PROCUREMENT OF BRANDED ITEMS FOR PUBLIC
SERVICE ACADEMY INSTITUTES: SNAPPER FRAMES**

ITEMS	ZIPAM	TOTALS
A1 Snapper frames with Full colour print displaying Mission, Vision, Values and Client charter for the following areas: d. Reception e. Library f. Offices	10	10

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 2 STATEMENT OF REQUIREMENTS

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.**

.....

Declaration by the Accounting Officer

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

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

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:
PSC /DCB/BRANDING/13/2022

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

Bidder's Reference Number:

To: *Public Service Commission*

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:

.....

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 2 STATEMENT OF REQUIREMENTS

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 PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 3 CONTRACT

PART 3: CONTRACT

Contract Agreement

Procurement Reference: PSC/DCB/BRANDING/13/2022

THIS CONTRACT AGREEMENT is made the -----2022 day of

BETWEEN

- (1) Public Service Commission ,and having its principal place of business at SSC Building 6Th floor ,Corner Sam Munjoma and Julius Nyerere way, HARARE (hereinafter called “the Procuring Entity”), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of **Zimbabwe** and having its principal place of business at SSC building ,Cnr Sam Munjoma & Julius Nyerere , Harare(hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for the supply and delivery of Design,branding and signage services and has accepted a Bid by the Contractor for the supply of those Goods and 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 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;
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

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 3 CONTRACT

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: AMBASSADOR JONATHAN WUTAWUNASHE

In the capacity of: SECRETARY TO SERVICE COMMISSIONS

For and on behalf of the Contractor

Signed:

Name:

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

BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN, BRANDING AND SIGNAGE SERVICES

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

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:PSC/DCB/BRANDING/13/2022

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: Zimbabwe
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 AMBASSADOR JONATHAN WUTAWUNASHE,SSC Building Cnr Julius Nyerere and Sam Nujoma 9 th Floor. For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i>
GCC 19.1	Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall/

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 3 CONTRACT

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>[State any special packing requirements]</i></p> <p>The documents to be furnished by the Contractor are:</p> <p><i>[insert the required documents, such 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 etc]</i></p> <p>Sample provision - For Goods supplied from abroad:</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 style="text-align: center;"><i>Page 39 of 41</i></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>

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

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PART 3 CONTRACT

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: The Contractor shall provide a performance security of <i>[state a fixed amount or percentage, which shall be no more than ten (10) per cent]</i> of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe or a foreign Bank through correspondence with a Bank located in Zimbabwe or from another financial institution acceptable to the Procuring Entity. The format shall be based on the template following the Special Conditions of Contract in this Part <i>[Delete if performance security is not required.]</i>
GCC 24.4	Reduction of performance security <i>[State whether the Performance Security will be progressively reduced in line with the Contractor's progress in delivering or completing the procurement requirement to which the security relates]</i>
GCC 25.1	Warranty: The period of the warranty shall be 5 years
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 5 working days
GCC 29.1	Price adjustments: No variation in or modification of the terms of the contract except with the Purchaser's written consent. Price has been locked in USD payable in RTGS using the interbank rate at the date of payment.
GCC 30.1	<p>Terms of Payment: Payment will be done The structure of payments shall be:</p> <p><i>Sample provision</i></p> <p>Advance payment: <i>[State whether any advance payment, as defined in section 63 (1) of the Regulations is to be made and any security required or delete this provision.]</i></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> .

**BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISION OF DESIGN,
BRANDING AND SIGNAGE SERVICES**

PROCUREMENT REFERENCE NO: PSC /DCB/BRANDING/13/2022

PART 3 CONTRACT

Bank Guarantee for Performance Security

[Delete page if no Performance Security is required in the SCC]

[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
