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**INTERNATIONAL COMPETITIVE BIDDING TENDER**

**SUPPLY AND DELIVERY OF SET TOP BOXES AT BAZ, HEAD OFFICE**

**PROCUREMENT REFERENCE NUMBER: BAZ/INT/COMP/01/2022**

**PROCURING ENTITY: BROADCASTING AUTHORITY OF ZIMBABWE**

**PUBLICATION DATE: 04 MARCH 2022**

**CLOSING DATE: 01 APRIL 2022, 10:00 AM ZIMBABWEAN TIME**

**BROADCASTING AUTHORITY  
OF ZIMBABWE**

**04 MAR 2022**

27 BOSCOBEL DRIVE WEST, HIGHLANDS  
P. BOX CY 496, CAUSEWAY, HARARE  
TEL: +263-4-443465/6/7

**SUPPLY AND DELIVERY OF SET TOP BOXES AT BROADCASTING AUTHORITY  
OF ZIMBABWE**

**PROCUREMENT REFERENCE NO: BAZ/INT/COMP/01/2022**

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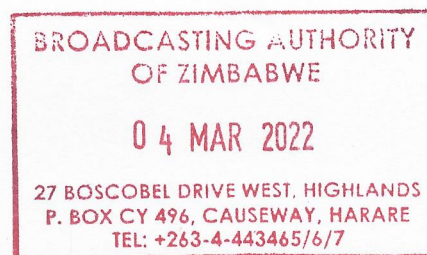
1. The Procuring Entity is undertaking the Primary Procurement with a view to concluding a International Competitive tendering. The Procuring Entity is sole Purchaser under this Tender.
2. Broadcasting Authority of Zimbabwe intends to enter into contract with original services. Once the contract has been approved by the Procurement Regulatory Authority of Zimbabwe (PRAZ), order shall be made from the selected supplier. Broadcasting Authority of Zimbabwe may carry out a market survey to determine fair market prices before placing firmed orders.
3. The Procuring Entity now invites your organisation to submit a bid from this tender under direct procurement.
4. The Contract to be concluded will be “single -User.” The single -User entitled to purchase under the Tender is Broadcasting Authority of Zimbabwe.
5. The contract to be concluded will be “one” –Suppliers.
6. Bidding will be conducted through Direct Procurement as specified in the Public Procurement and Disposal of Public Assets Act “Regulations: Procurement of Goods” dated January 2018 and is open to all eligible Bidders as defined in the Regulations.
8. This tender is not subject to review by the special oversight committee.

The Chief Executive Officer  
Broadcasting Authority of Zimbabwe  
27 Boscobel West Drive  
Highlands  
Harare

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**SUPPLY AND DELIVERY OF SET TOP BOXES AT BROADCASTING AUTHORITY  
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**PART 2 STATEMENT OF REQUIREMENTS**

**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.

**Procurement Reference Number: BAZ/INT/COMP/01/2022**

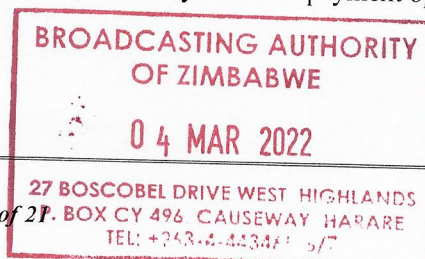
**Preparation of Bids**

You are requested to bid for the items 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 of tender document ;
3. completed delivery schedule in part 2 of tender document
4. A signed **Bid Securing Declaration form** found in page 28 of this document under Part 3 of the contract;
5. A signed **Declaration of conflict/non conflict of interest and non-disclosure form** found in page 27 of this document under Part 3 of the Contract
6. A signed **Declaration form on fraud and corruption** found in page 28 of this document under Part 3 of the contract;
7. A signed **Declaration form** stating that you are not solvent
8. Reference list with a **minimum of three (3) customers** where you have successfully delivered these set top boxes with traceable contacts.

**THE FOLLOWING MANDATORY DOCUMENTS ARE REQUIRED:**

1. Copy of CR 14 (List of Directors) or equivalent in your country,
2. Copy of Certificate of Incorporation or equivalent in your country
3. Copy of Current tax clearance for Zimbabwean companies
4. Copy of Company profile
5. Copy of Valid **NSSA Registration certificate or clearance**, indicating **social security contributions for Zimbabwean companies**.
6. Copy of current registration certificate with the Procurement Regulatory Authority of Zimbabwe Registration in the category of **plant and equipment maintenance services— (Service Category S/P/004), or equivalence**. For international Bidders A Payment of USD 750.00 is required for this registration payable to Procurement Regulatory Authority of Zimbabwe
7. You must be **original manufacture of the equipment** (attach a letter or certificate to this effect) or produce a **dealership letter from your principals** if you are a dealer.
8. Your bid validity should be at least 90 days after close of this tender
9. Attach a product technical data sheet of your set top box
10. You should state guarantee or warranty period which should be at least 12 months from date of purchase.
11. Review by the Special Procurement Oversight Committee
12. You must attach proof of payment of SPOC administration fees of **USD 500** for international bidders and or **ZWL 50,000.00** for domestic bidders payable to Procurement Authority of Zimbabwe for administration purpose. Visit: <http://portal.praz.org.zw/> to check bank details or alternatively enquire with Procurement regulatory authority for other payment options.



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**NB: THESE DOCUMENTS ARE MANDATORY, THEY ARE USED AS PARAMETERS FOR EVALUATION OF WHICH FAILURE TO AVAIL THEM WILL LEAD TO DISQUALIFICATION.**

**Number of Bids**

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**

All clarifications must be sent to; [procurement@baz.co.zw](mailto:procurement@baz.co.zw); [solomon@baz.co.zw](mailto:solomon@baz.co.zw); ;[tendai@baz.co.zw](mailto:tendai@baz.co.zw) or to the attention of on or before 18 March 2022. Or to the attention of:

**The Chief Executive Officer  
Broadcasting Authority of Zimbabwe  
27 Boscobel West Drive, Highlands  
Harare, Zimbabwe**

It is the bidder's responsibility to ensure that the request for clarifications has been received and acknowledged by Broadcasting Authority of Zimbabwe.

**Validity of Bids**

The minimum period for which the Bidder's bid must remain valid is **90 days** from the deadline for the submission of bids.

**Submission of Bids**

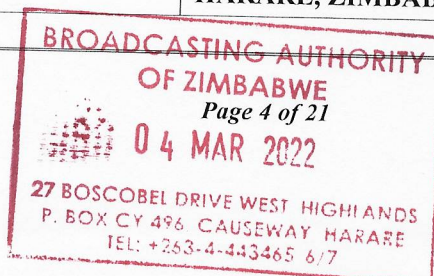
Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they have completed the bid submission register.

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

**Bids should be submitted in triplicate with one (1) original copy marked "ORIGINAL" and two (2) copies each marked "COPY" All 3 copies should be in sealed envelopes clearly marked with the details of the tender, and should be deposited in a tender box situated at the below given 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 and but will notify all potential bidders who would have collected the bidding documents, of the amended bid submission deadline.

<b>DEADLINE DATE</b>	<b>01 APRIL 2022</b>
<b>DEADLINE TIME</b>	<b>10:00 AM ZIMBABWEAN TIME</b>
<b>SUBMISSION ADDRESS</b>	<b>THE CHIEF EXECUTIVE OFFICER, BROADCASTING AUTHORITY OF ZIMBABWE, 27 BOSCOBEL WEST DRIVE, HIGHLANDS HARARE, ZIMBABWE</b>



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Means of acceptance: Bids in the sealed envelopes shall be deposited in a tender box situated at the above address. All the bidders should ensure that their bids are recorded in the tender submission register on submission, and should be issued with a receipt.

**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 which is 6 weeks or better. Bidders offering a delivery period in excess of 6 weeks may be rejected.

**Bid Prices and Discounts**

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods
  - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
  - (ii) the custom duties to be paid on the Goods on entry into 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).

**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;

BROADCASTING AUTHORITY  
OF ZIMBABWE  
11 4 MAR 2022  
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3. Financial evaluation and comparison to determine the lowest evaluated price of bids. Broadcasting Authority of Zimbabwe will enter into Contract with one bidders and ranking will be based on price.

**Review by the Special Procurement Oversight Committee**

In terms of Section 54 of the Act, this tender document is subject to review by the Special Procurement Oversight Committee, therefore you must pay non-refundable fee of USD 500.00 for international bidders and or ZWL 50,000.00 for Zimbabwean bidders to Procurement Authority of Zimbabwe for administration purpose. Visit: <http://portal.praz.org.zw/> to check bank details or alternatively enquire with Procurement regulatory authority for other payment options

**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.

**Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and is subject to negotiation with the Procuring Entity.

**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 (for Zimbabwean companies only)
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 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 (for Zimbabwean companies only)

**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**

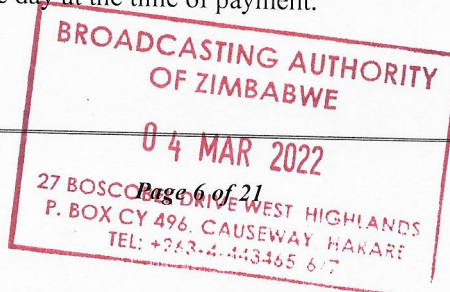
The Technical Specifications Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification. No alternatives to technical specifications given shall be accepted for evaluation.

**Currency**

Tenders should be priced in United states , or any free convertible currency paid using the Nostro accounts ( USD account).

Broadcasting Authority of Zimbabwe may pay in Zimbabwean dollars or United states dollars depending on the availability of foreign currency for Zimbabwean bidders using the Reserve Bank of Zimbabwe interbank rate of the day at the time of payment.

**Award of Contract**



*(Handwritten signature)*

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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.

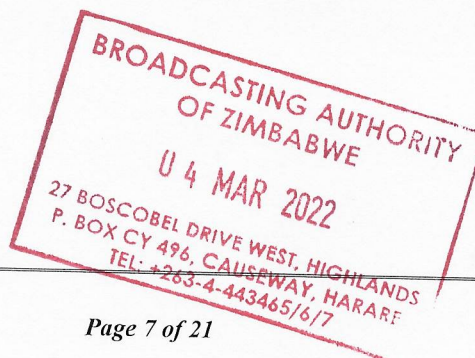
**Right to Reject**

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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**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 will 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.

We confirm that we have the legal capacity to enter into a procurement contract.

**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:**

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



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Name of Bidder:	
Bidder's Reference Number:	

**List of Goods and Price Schedule**

Currency of Bid:.....

Item No <sup>1</sup>	Description of Goods	Quantity <sup>2</sup>	Unit Price <sup>3</sup>	Total Price <sup>4</sup>
1	Set top boxes	100 000 boxes		
	TOTAL BEFORE VAT			
	VAT 14.5%			
	GRAND TOTAL ( DELIVERY AT PLACE)			

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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**BIDDING DOCUMENT FOR THE PROCUREMENT OF**

**PROCUREMENT REFERENCE NO:**

**PART 3 CONTRACT**

**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	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
1	Set top boxes	16 weeks delivery at place( DAP)	

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:	27 BOSCOBEL WEST DRIVE, HIGHLANDS, HARARE
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**BIDDING DOCUMENT FOR THE PROCUREMENT OF  
PROCUREMENT REFERENCE NO:**

**PART 3 CONTRACT**

**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)*

A	B	C
Item No <sup>1</sup>	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
1	<p><b>Set top boxes</b>  <b>Technical Specifications:</b>  <i>Receiver Standards for the fixed reception environment</i></p> <ol style="list-style-type: none"> <li>All television receivers shall be capable of tuning to the UHF television band as specified in Statutory Instrument 26 of 2020.</li> <li>All television receivers shall be capable of receiving television signals transmitted in compliance with the Transmission Standards set out in Statutory Instrument 26 of 2020.</li> <li>In the case of Set Top Boxes, apart from compliance with the Terrestrial Transmission Standards, inclusion and compliance with Satellite Transmission Standard, the Second Generation Satellite Digital Video Broadcasting (DVB-S2) based on European Telecommunications Standard Institute ETSI EN 302 307-1 in the KU Band is optional.</li> <li>All television receivers shall be able to de-multiplex the MPEG-2 Transport Stream (TS) in accordance with ISO/IEC 13818-1.</li> <li>All television receivers shall comply with all DVB-T2 modes of operation.</li> <li>All television receivers shall be capable of decoding the ; HEVC/H265 ISO/IEC 23008-8: Conformance Specification for HEVC, MPEG-4 standard in accordance with ISO/IEC 14496-10 for image coding and ISO/IEC 14496-3 or TS102366 for sound coding using HE-AAC.</li> <li>The television receiver shall support the decoding of the MPEG-4 Main Profile @ Level 3 and High Profile @ Level 4 coding formats.</li> <li>The television receiver shall support the reception of the following picture resolutions: 720x576i/25Hz, 1280x720p/50Hz and 1920x1080i/25Hz</li> <li>The set-top-box shall support the PAL G video format.</li> <li>The television receiver shall be capable of handling both the 4:3 and 16:9 aspect ratios.</li> <li>The television receiver shall be capable of supporting teletext, subtitling, open and closed captioning, and the use of multiple languages.</li> <li>The television receiver shall support EPG information for up to 7 days including NOW and NEXT programmes.</li> <li>The television receiver shall automatically follow network parameter changes.</li> </ol>	

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**BIDDING DOCUMENT FOR THE PROCUREMENT OF**

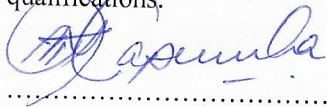
**PROCUREMENT REFERENCE NO:**

**PART 3 CONTRACT**

14. The television receiver shall be capable of being upgraded through off-air software, USB and shall have continuous support for upgrade firm development.
15. The existence of FEFs and/or auxiliary streams shall not cause the receiver to malfunction.
16. The television receiver shall provide reception quality information (both Status Check and Advanced Check) for a selected frequency.
17. The television receiver power supply shall be 220V – 240V 50Hz and/or 12V DC.
18. Video Audio output shall be RCA and HDMI.
19. The receiver shall have ISO 9001 Quality Certification
20. The receiver shall have Parental Guidance Support Program Rating Control (ETSI 300468)
21. The Receiver shall have USB socket for other media and PVR Function
22. The receiver shall have front display LED for STB status (time, channel number
23. The receiver shall have the following buttons power, channel change, volume buttons must be separate
24. The receiver have the following accessories English user manual, infra-red remote control, RCA (1.5m), Power Cable (1.5m), HDMI Cable (1.5m) ,Batteries and indoor home receiver antenna
25. The English user manual user guide shall also include working hours setting procedure time scheduling procedure, OTA upgrade procedure, warranty and parental guidance procedure.
26. The receiver shall have a warranty of 12 months.
27. The receiver shall have OSD support, email notification support, program scheduling (reminders) and work hours setting

**Declaration by the Accounting Officer**

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



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## **PART 3 CONTRACT**

**BROADCASTING AUTHORITY  
OF ZIMBABWE**

**04 MAR 2022**

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SUPPLY AND DELIVERY OF SET TOP BOXES AT BROADCASTING  
AUTHORITY OF ZIMBABWE

PROCUREMENT REFERENCE NO: BAZ/INT/COMP/01/2022

PART 2 STATEMENT OF REQUIREMENTS

## Contract Agreement

### Procurement Reference:

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

BETWEEN

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

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and 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").

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) *[Add here any other document(s)]*.
3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency with the Contract Documents, then the documents shall prevail in the order listed above.

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**PART 3 CONTRACT**

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.

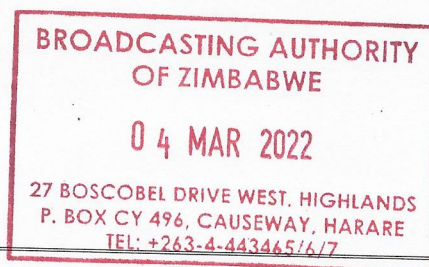
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

**For and on behalf of the Procuring Entity**

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

**For and on behalf of the Contractor**

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



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PART 3 CONTRACT

**General Conditions of Contract**

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

**Special Conditions of Contract**

Procurement Reference Number: .....

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

GCC reference	Special Conditions
GCC 7.5	<b>Eligible Countries:</b> All countries are eligible, except for <i>[list countries]</i> .
GCC 8.1	<b>Notices:</b> 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>[state name of contact and the location where he/she can be found]</i> . 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	<b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Act shall/shall not <i>[delete as appropriate]</i> 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>

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PART 3

CONTRACT

GCC 21.2

**Packing, Marking and Documentation:** The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 [*State any special packing requirements*]

The documents to be furnished by the Contractor are:

*[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]*

**Sample provision - For Goods supplied from abroad:**

Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of Goods sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;
- (iii) two copies of the packing list identifying contents of each package;
- (iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies [*state whether inspection is required*];
- (vii) [*any other procurement-specific documents required for delivery/payment purposes*].

**Sample provision - For Goods from within Zimbabwe**

Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:

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*[Handwritten signature]*

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PART 3

CONTRACT

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;
- (iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (iv) four copies of the packing list identifying contents of each package;
- (v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);
- (vii) *[other procurement-specific documents required for delivery/payment purposes]*.

The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.

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**PART 3 CONTRACT**

GCC reference	Special Conditions
GCC 22.1	<b>Insurance:</b> The Goods shall be insured <i>[state whether as specified in the Incoterms or any alternative arrangement.]</i> .
GCC 23.1 & 23.2	<b>Inspections and tests:</b> 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	<b>Performance security:</b> 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	<b>Reduction of performance security</b> <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	<b>Warranty:</b> The period of the warranty shall be <i>[state number of]</i> months.
GCC 25.6	<b>Failure to remedy a defect:</b> 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	<b>Price adjustments:</b> The following price adjustments are applicable <i>[State any arrangements for adjustment of the contract price.]</i>
GCC 30.1	<p><b>Terms of Payment:</b> The structure of payments shall be:</p> <p><i>Sample provision</i></p> <p><b>Advance payment:</b> <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><b>On Delivery:</b> 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><b>On Acceptance:</b> 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>

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GCC reference	Special Conditions
GCC 31.1	<b>Contract Administration Fee:</b> 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> .

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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

[Empty signature box]

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*[Handwritten signature]*