



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: 27 MAY 2022

CLOSING DATE: 24 JUNE 2022, 10:00 AM ZIMBABWEAN TIME

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

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

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 reputable suppliers. 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” –Supplier.
6. Bidding will be conducted through International Competitive Bidding 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.
7. This tender is 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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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.

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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

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 850.00** is required for this registration payable to Procurement Regulatory Authority of Zimbabwe if you are not yet registered.
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. You must attach a product technical data sheet of your set top box .
10. You must bring **one sample set top box** for type approval.
11. You should state guarantee or warranty period which should be at least 12 months from date of purchase.
12. This tender is subject to review by the Special Procurement Oversight Committee: You must attach proof of payment of SPOC administration fees of **USD 400** for international bidders and or **ZWL 30,000.00** 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.
13. You must attach Reference letters **minimum of three (3)** customers where you have successfully delivered these set top boxes with traceable contacts.
14. You must attach undertaking declaring that you are not conflicted, insolvent, fraudulent or corrupt and any other declaration applicable. As per part 4, 5, 6, and 7 of this page on preparation of bids heading .See forms from page 14- 17 of this tender document.
15. Bidders should also be compliant with the new regulations for **FISCAL TAX INVOICE** where necessary.
16. A signed Bid Securing Declaration form as per page 15 of this documents
17. A signed Declaration of conflict/non conflict of interest and non-disclosure form as per page 13 of this documents
18. A signed Declaration form on fraud and corruption as per page 14 of this documents
19. A signed Declaration form stating that you are not insolvent as per page 16 of this documents.

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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; solomon@baz.co.zw; tendai@baz.co.zw on or before 10 June 2022 at 17:00 hrs Zimbabwe time, 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.

DEADLINE DATE	24 JUNE 2022
DEADLINE TIME	10:00 AM ZIMBABWEAN TIME
SUBMISSION ADDRESS	THE CHIEF EXECUTIVE OFFICER, BROADCASTING AUTHORITY OF ZIMBABWE, 27 BOSCOBEL WEST DRIVE, HIGHLANDS HARARE, ZIMBABWE

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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 16 to 20 weeks or better. Bidders offering a delivery period in excess of 20 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;

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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

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

2. Goods subject to pre shipment inspection.

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 Dollars, or any free convertible currency paid using the Nostro accounts (USD account).

Award of Contract

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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:

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

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Name of Bidder:	
Bidder's Reference Number:	

List of Goods and Price Schedule

Currency of Bid:.....

Item No¹	Description of Goods	Quantity²	Unit Price³	Total Price⁴
1	Set top boxes	100 000		
	TOTAL BEFORE VAT			
	FREIGHT CHARGES			
	VAT 14.5%			
	GRAND TOTAL (EXCLUDING DUTY PAID)			

**NB: BROADCASTING AUTHORITY OF ZIMBABWE TO
BEAR COST OF CUSTOMS DUTY CLEARANCE OF THESE
GOODS.**

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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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 No¹	Description of Goods	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
1	Set top boxes	16- 20 weeks delivery at place(DDP)	

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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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 ¹	<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>
1	<p>Set top boxes <u>Technical Specifications:</u> <i>Receiver Standards for the fixed reception environment</i></p> <ol style="list-style-type: none"> All television receivers shall be capable of tuning to the UHF television band as specified in Statutory Instrument 26 of 2020 as attached . Apart from compliance with the Terrestrial Transmission Standards, the receiver must comply 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 All television receivers shall be able to de-multiplex the MPEG-2 Transport Stream (TS) in accordance with ISO/IEC 13818-1. All television receivers shall comply with all DVB-T2 modes of operation. 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. The television receiver shall support the decoding of the MPEG-4 Main Profile @ Level 3 and High Profile @ Level 4 coding formats. The television receiver shall support the reception of the following picture resolutions: 720x576i/25Hz, 1280x720p/50Hz and 1920x1080i/25Hz The set-top-box shall support the PAL G video format. The television receiver shall be capable of handling both the 4:3 and 16:9 aspect ratios. The television receiver shall be capable of supporting teletext, subtitling, open and closed captioning, and the use of multiple languages. 	

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PART 3 CONTRACT

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| | <ol style="list-style-type: none">11. The television receiver shall support EPG information for up to 7 days including NOW and NEXT programmes.12. The television receiver shall automatically follow network parameter changes.13. The television receiver shall be capable of being upgraded through off-air software, USB and shall have continuous support for upgrade firmware development.14. The existence of FEFs and/or auxiliary streams shall not cause the receiver to malfunction.15. The television receiver shall provide reception quality information (both Status Check and Advanced Check) for a selected frequency.16. The television receiver power supply shall be 220V – 240V 50Hz and/or 12V DC.17. Video Audio output shall be RCA and HDMI.18. The receiver shall have ISO 9001 Quality Certification19. The receiver shall have Parental Guidance Support Program Rating Control (ETSI 300468)20. The Receiver shall have USB socket for other media and PVR Function21. The receiver shall have front display LED for STB status (time, channel number22. The receiver shall have the following buttons power, channel change, volume buttons and must be separate23. 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 antenna24. The English user manual user guide shall also include working hours setting procedure time scheduling procedure, OTA upgrade procedure, warranty and parental guidance procedure.25. The receiver shall have a warranty of 12 months.26. The receiver shall have OSD support, email notification support, program scheduling (reminders) and work hours setting | |
|--|--|--|

NB: YOU MUST PROVIDE DATA SHEET

NB: YOU MUST PROVIDE A SAMPLE SET TOP BOX FOR TYPE APPROVAL

Declaration by the Accounting Officer

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

.....

ENG. T.N.H.KAPUMHA

CHIEF EXECUTIVE OFFICER

BROADCASTING AUTHORITY OF ZIMBABWE

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PART 3 CONTRACT

**DECLARATION OF CONFLICT/NON CONFLICT OF
INTEREST AND NON-DISCLOSURE FORM**

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

RE: DECLARATION OF CONFLICT OF INTEREST

I,, being the Supplier participating
in the tender for the procurement
of.....
do hereby declare as follows:

I declare that to the best of my knowledge, **I DO HAVE/DO NOT HAVE** conflict(s) of interest that prevent my full and impartial participation of tender number..... The nature of this conflict is described below:-

.....
.....
.....
.....

.....
Signature

.....
Date

NOTES

Conflict of interest refers to situations in which personal interests (which may include but not limited to financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgment and integrity and, in doing so, the best interests of the company.

Examples of conflict of interest

- Having a financial interest in a potential tenderer, supplier, business partner, vendor or any other company or organization which does business or intends to do business with Broadcasting Authority of Zimbabwe.
- Being employed by (as staff member or volunteer) or providing service to any potential tenderer or existing supplier, vendor or business partner
- Being a member of a potential tenderer or existing supplier's or vendor's management executive or Board member.
- Receiving any kind of monetary payment or non-monetary gift or incentive (including hospitality) from any tenderer, existing supplier or its representative.
- Canvassing or negotiating with any person with a view to enter into any of the arrangements stated above.
- Having a close member of your family (which term includes unmarried partners) or personal friends who fall into any of the categories outlined above

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NB: The above is a non-exhaustive list of examples, and it is the responsibility of each Director to ensure that any and all potential conflicts, whether or not of the type listed above, are disclosed.

BIDDERS DECLARATION FORM ON FRAUD AND CORRUPTION

I/We.....

..... hereby declare that I/ we will not be involved in any corrupt or fraudulent practices.

I/we also acknowledge that Broadcasting Authority of Zimbabwe will reject our proposal if found wanting and will be barred from practicing in public procurement in Zimbabwe.

Authorized Signature

Name :.....

Designation :.....

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PART 3 CONTRACT

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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BIDDERS DECLARATION FORM ON NOT BEING INSOLVENT

I/We.....

..... hereby declare that I/ we are not insolvent. I/we also acknowledge that Broadcasting Authority of Zimbabwe will reject our proposal if found to be insolvent you will be barred from practicing in public procurement in Zimbabwe.

Authorized Signature

Name :.....

Designation :.....