

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW
TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL
HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNHSA 03 /2025

THE GOVERNMENT OF ZIMBABWE



Ministry of National Housing and Social Amenities

Standard Bidding Document
for the

Supply and Delivery of BRAND NEW TOYOTA
STARLET Motor Vehicles

March 2025

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNIISA 03 /2025

Standard Bidding Document for the	PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES
Procurement Reference No:	MNIISA 03 /2025
Procuring Entity:	MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES
Date of Issue:	17 March 2025
Date of Closing:	17 April 2025

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW
TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL
HOUSING & SOCIAL AMENITIES.**

PROCUREMENT REFERENCE No: MNHISA 03 /2025

Table of Contents

Part 1: Bidding Procedures

Part 2: Statement of Requirements

Part 3: Contract

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNHISA 03 /2025

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: MNHISA03/2025

Preparation of Bids; Mandatory

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. Current ZIMRA Tax Clearance Certificate ✓
4. Letter from Lawyers confirming that the company has legal capacity to enter into a contract and declaring that the bidder is solvent ✓ ✓
5. Copies of Company Profile, CR14, Certificate of Incorporation and CR6; ✓
6. Proof of current registration with the Procurement Regulatory Authority of Zimbabwe;
7. A Bid Security
8. NSSA compliance certificate
9. At least three trade reference letters with contact names and details ✓
10. Valid Original Equipment Manufacturer certificate (OEM) Dealership licence
11. Valid Industry Membership certificate e.g MIAZ ✓

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 requirement is not divided into lots and packages and bidders.

Delivery time is of critical importance

A delivery period not exceeding twelve (12) weeks must be stated. Failure to state a delivery period not exceeding twelve (12) weeks will lead to automatic disqualification.

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE NO: MNHISA 03 /2025

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 may 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 09 April 2025 and should be sent to:

The Director Procurement Management Unit

Procurement Management Unit
Ministry of National Housing and Social Amenities
Zimre Centre
L. Takawira Street
Harare

Pre-bid meeting

This procurement does not require a pre-bid meeting

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is ninety (90) days from the deadline for the submission of bids. Bidders may be requested to extend the bid validity in terms of Section 43 (5) of the PPDPA Act.

Submission of Bids

Bids must be submitted on line on eGP not later than the date and time of the deadline indicated below. It is the Bidder's responsibility to ensure that they receive a confirmation of submission of their bid that has correct details of the Bidder and the correct Reference Number MNHISA03/2025.

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders on eGP.

Date of deadline:	17 April 2025	Deadline Time:	10:00hrs
Submission address:	Online (eGP)		
Means of acceptance:	Online (eGP) Before the closing time on the deadline date.		

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW
TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL
HOUSING & SOCIAL AMENITIES.**

PROCUREMENT REFERENCE NO: MNIISA 03 /2025

Bid opening

Bid opening will be done online on eGP.

Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify their Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Delivery Requirements

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

Bid Prices and Discounts

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

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

- (a) For Goods
 - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
 - (ii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
 - (iii) Any other applicable import taxes;
 - (iv) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
 - (v) any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the Schedule of Requirements:

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

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE NO: MNHISA 03 /2025

Bid Security

The Bidder must include a refundable Bid security of USD \$2 020.00 valid for 90 days from the deadline date for submission of bids for all domestic bidders. The Bid Security shall be payable either in ZiG or USD for domestic bidders using the RBZ rate for the day and strictly USD for international bidders using the below options:

Option 1:

A bank certified cheque equivalent to USD \$2 020.00 addressed to Ministry of National Housing and Social Amenities valid for 90 days, must be submitted together with the bid and will be released after all due processes have been completed.

Option 2:

A bank guarantee, equivalent to USD \$2 020.00 issued by a registered Commercial Bank valid for 90 days, must be submitted with the bid proposal and will be released after all processes have been completed.

NB: the required Bank Guarantee should include the following features for it to be considered valid:

- a) Letter head of the registered Commercial Bank (Supplier of Bid guarantee/Surety).
- b) The header should clearly state that it is a Bid Security guarantee.
- c) Purpose of the Bid guarantee should be clearly stated.
- d) The date when the Common seal of the said surety was effected should be stated.
- e) Condition of the said obligation should be stated.
- f) The physical address of the Surety must be stated.
- g) Validity period of the Bid guarantee must be clearly stated.
- h) Signature of Surety and the date when it was endorsed must be clearly stated.
- i) It must be an original document and be date stamped.

Option 3:

A refundable cash deposit of USD \$2 020.00 must be paid to Procurement Regulatory Authority of Zimbabwe (PRAZ) and the receipt of deposit must be attached to the proposal and will be refunded after the bidding process.

If option 3 is chosen, bidders must also submit proof of payment to PRAZ of non-refundable cash bid bond establishment fee of USD \$2 020.00 in line with SI 193 of 2022 Public Procurement and Disposal of Public Assets (General) (Amendment) Regulations, 2022 (No. 4).

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE NO: MNHSA 03 /2025

PLEASE NOTE:

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

The bid security is to provide cover to the Ministry in case of the supplier withdrawing the bid after award of the tender.

The Bid Bonds of the unsuccessful bidders will be released after award of the tender, if refundable, while that of the winning bidder will only be released after submission of the Performance Bond where necessary or after contract signing.

Domestic bidders may choose to pay in local ZiG currency equivalent to the USD rate for the day.

International bidders are obliged to pay in USD.

The Bid Security and 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 and Bid-Securing Declaration must be in the names of all intended partners.

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid to specification.

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

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. The request is subject to review by SPOC and bidders are to pay USD 350.00 to PRAZ in ZiG currency payable at the interbank rate of that particular day.

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. Bidders can propose their lead time which must not be more than 8 weeks

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNIISA 03 /2025

-
- (b) **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.
 - (c) **Cost of major replacement components, mandatory spare parts, and service:** Bidders must state the unit price for these items. The total cost of these items and quantities will be added to the Bid price, for evaluation purposes only.
 - (d) **Specific additional criteria:**

Eligibility and Qualification Criteria

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidders must:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. not have a conflict of interest in relation to this procurement requirement;
5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act;
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.

Participation in this bidding procedure is open to Zimbabwean bidders 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.

Currency

Tenders should be priced in United States Dollars. Part of the payment will be done in USD and the other part in Zig Currency.

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNIISA 03 /2025

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 the 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.

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE NO: MNIISA 03 /2025

Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

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

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

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

The validity period of our bid is ninety (90) 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:	

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNHSA 03 /2025

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

Currency of Bid: USD.....

Item No	Description of Goods	Quantity	Unit Price	Total Price
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
	BRAND NEW TOYOTA STARLET Petrol Engine Year -2024 Automatic, South African make Grade: Style GLX: LM Engine: 1.5L Body Type: SUV Ccm: 1462 Power (HP/kW): 103/77 Torque (Nm): 138 Transmission: 5 M/T Alloy wheels +Tire 195/60 R16 Automatic Light Control Fuel tank capacity: 37L Key less entry system Back Camera Cruise Control Warranty:3 years or 100,000 Km whichever comes first	10		

Note 1: The description or quantity must indicate the unit of measure where relevant.

Note 2: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 3: 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.

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNIISA 03 /2025

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
					<i>{to be provided by the Bidder}</i>
	BRAND NEW TOYOTA STARLET Petrol Engine Year -2024 Automatic, South African make Grade: Style GLX: LM Engine: 1.5L Body Type: SUV Ccm: 1462 Power (HP/kW): 103/77 Torque (Nm): 138 Transmission: 5 M/T Alloy wheels +Tire 195/60 R16 Automatic Light Control	10	Each	8-12 weeks after contract signing	

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNIISA 03 /2025

<p>Fuel tank capacity: 37L</p> <p>Key less entry system</p> <p>Back Camera</p> <p>Cruise Control</p> <p>Warranty:3 years or 100,000 Km whichever comes first</p>				
--	--	--	--	--

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE NO: MNHSA 03 /2025

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

The delivery of the vehicles is the final destination which is:

*Ministry of National Housing and Social Amenities
Zimre Centre
L.Takawira / Kwame Avenue
Harare*

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
<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>
	BRAND NEW TOYOTA STARLET Petrol Engine Year -2024 Automatic, South African make Grade: Style GLX: LM Engine: 1.5L Body Type: SUV Ccm: 1462 Power (HP/kW): 103/77 Torque (Nm): 138 Transmission: 5 M/T Alloy wheels +Tire 195/60 R16	

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNHSA 03 /2025

	<p>Automatic Light Control</p> <p>Fuel tank capacity: 37L</p> <p>Key less entry system</p> <p>Back Camera</p> <p>Cruise Control</p> <p><i>Warranty:3 years or 100,000 Km whichever comes first</i></p>	
--	--	--

The detailed technical evaluation will examine the technical specification of the items offered in column c above 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.**

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNIISA 03 /2025

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
					<i>{to be provided by the Bidder}</i>
	BRAND NEW TOYOTA STARLET Petrol Engine Year -2024 Automatic, South African make Grade: Style GLX: LM Engine: 1.5L Body Type: SUV Ccm: 1462 Power (HP/kW): 103/77 Torque (Nm): 138 Transmission: 5 M/T Alloy wheels +Tire 195/60 R16 Automatic Light Control Fuel tank capacity: 37L Key less entry system Back Camera Cruise Control Warranty:3 years or 100,000 Km whichever comes first	10	each	8-12 weeks after contract signing	

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNIISA 03 /2025

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

The delivery of the vehicles is the final destination which is:

Ministry of National Housing and Social Amenities

Zimre Centre

L.Takawira / Kwame Avenue


Harare

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE NO: MNHISA 03 /2025

Declaration by the Accounting Officer

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

<i>Name of Accounting Officer</i>	Engineer T.K. Chinyanga
<i>Position</i>	Permanent Secretary
<i>Signature</i>	
<i>Date</i>	

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE NO: MNISA 03 /2025

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)	

{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.}

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNHSA 03 /2025

PART 3 CONTRACT

PART 3 CONTRACT

Part 3: Contract

CONTRACT AGREEMENT

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

Procurement Reference:

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

BETWEEN

- (1) (hereinafter called "the Procuring Entity"), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Services, viz., for the provision of security services for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Schedule of Requirements;
 - (e) The Contractor's Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and Schedule;
 - (f) The Procuring Entity's Notification of Contract Award;
 - (g) *[Add here any other document(s)].*
3. This Contract Agreement shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration for the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Services and to remedy any defects in them in conformity with the Contract.

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNIISA 03 /2025

PART 3 CONTRACT

5. The Procuring Entity hereby agrees to pay the Contractor, in consideration for the performance of the Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

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

For and on behalf of the Procuring Entity

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

For and on behalf of the Contractor

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

HP ENVY 14 ES 1023 C17-16GB-512GB -
 ONE YEAR WARRANTY
 PAYMENT IN ZIG AT INTERBANK RATE

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE NO: MNHSA 03 /2025

PART 3 CONTRACT

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority's website) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number:

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

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

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF BRAND NEW TOYOTA STARLET MOTOR VEHICLES FOR MINISTRY OF NATIONAL HOUSING & SOCIAL AMENITIES.

PROCUREMENT REFERENCE No: MNHISA 03 /2025

PART 3 CONTRACT

GCC reference	Special Conditions
	<p><i>operated in Zimbabwe by the Contractor or its Personnel or any Sub-Contractor or their Personnel, with a minimum coverage of [insert amount and currency];</i></p> <p><i>(b) Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i></p> <p><i>(c) professional liability insurance, with a minimum coverage of [insert amount and currency];</i></p> <p><i>(d) employer's liability and workers' compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</i></p> <p><i>(e) insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i></p> <p style="text-align: right;"><i>[Note: Delete what is not applicable].</i></p>
GCC 30.1	<p>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></p>
GCC 35.1	<p>Performance Security: <i>[State whether a Performance Security is required and, if so, the amount and form of such security, which must not exceed ten (10) percent of the Contract value.]</i></p>