

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

**GOVERNMENT OF ZIMBABWE**

**STANDARD  
BIDDING  
DOCUMENT**

**FOR THE**

**SUPPLY AND DELIVERY OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

**DECEMBER 2025**

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

<b>Standard Bidding Document for the Procurement of:</b>	Supply, delivery and installation of bulk filing cabinets
<b>Procurement Reference No:</b>	MYEDVT/DOM037/25
<b>Procuring Entity:</b>	Ministry of Youth Empowerment, Development and Vocational Training
<b>Date of Issue:</b>	19 December 2025
<b>Closing Date</b>	26 January 2026

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

**TABLE OF CONTENTS**

**Part 1: Bidding Procedures**

**Part 2: Statement of Requirements**

**Part 3: Contract**

# STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF CABINETS

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

## **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: MYEDVT/DOM037/25**

### **Preparation of Bids**

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

1. Bid Submission Sheet in this Part;
2. Statement of Requirements in Part 2;
3. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
4. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe;
5. A bid security declaration in the format specified in this Part;
6. A copy of
  - (i) Company profile listing names and addresses of directors
  - (ii) Proof of business ownership; shop/ factory license or lease agreement of manufacturing or business site. Bidders must note that there will be a compulsory inspection of bidder's premises done only on the addresses provided on the proof of business ownership documentation attached by the bidder.
  - (iii) Valid Tax Clearance Certificate
  - (iv) Certificate of Incorporation
  - (v) CR14
  - (vi) CR6

## **STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF CABINETS**

### **PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

- (vii) Valid NSSA Clearance Certificate
  - (viii) Attach at least three contracts / purchase orders/ proof of projects of similar nature
  - (ix) Pictorials and brochures of previous work done
  - (x) Must state government vendor number
7. Payment terms **MUST** be clearly stated.
  8. Bidders **MUST** be able to supply before payment is made and must confirm in writing acceptance of this condition.

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. Contract is provided in Part 3 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**

This procurement requirement is not divided into lots, as indicated in Statement of Requirements (Part 2). Evaluation of bids will be done on an item by item basis.

### **Number of bids allowed**

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

# STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF CABINETS

## PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25

### Clarification

Queries pertaining to this bidding document may be requested in writing by any bidder on or before the 9 January 2026 and should be sent on the EGP portal <https://egp.praz.org.zw>.

Bidders who send their queries after the deadline will not be entertained. A prospective bidder requiring any clarification of the bidding documents shall do so via the EGP portal <https://egp.praz.org.zw>. Written copies of responses (Including an explanation of the query) will be sent uploaded on the EGP portal <https://egp.praz.org.zw> and will be accessible to all prospective bidders. Request for clarification and the response(s) shall form part of any final contract.

### Validity of Bids

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

### Submission and opening of bids

#### *Submission of Bids*

Bids must be submitted online only on the EGP website <https://egp.praz.org.zw>. **Hard copy of the Tender documents shall not be accepted.**

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

#### 1.1.1. Submission deadline, address, and acceptance

<b>Closing date:</b>	<b>26/01/2026</b>	<b>Time: 1400hrs</b>
<b>Bid Submission</b>	Bids shall be submitted online only on the EGP website: <a href="https://egp.praz.org.zw">https://egp.praz.org.zw</a> . <ul style="list-style-type: none"><li>• Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.</li><li>• Bidders may download Tender documents on the website, fill them with all relevant information and submit the completed Tender</li></ul>	

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

	<p>document into electronic Tender on website <a href="https://egp.praz.org.zw">https://egp.praz.org.zw</a>.</p> <ul style="list-style-type: none"><li>• Tenders and supporting documents shall be uploaded through EGP portal.</li><li>• <b><i>Hard copy of the Tender documents shall not be accepted.</i></b></li><li>• Tenderer should ensure that the documents being uploaded by him/her are legible, and wherever possible scanned copy of the original document should be uploaded instead of a photo copy.</li></ul>
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# **STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

## **Bid opening**

Bidders and their representatives may witness the opening of bids, which will take place at the virtual website/portal following the deadline.

## **Withdrawal, amendment or modification of Bids**

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

## **Delivery Requirements**

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

## **Bid Prices and Discounts**

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;

## **STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF CABINETS**

### **PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

- (iv) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
- (v) any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the Schedule of Requirements:
  - the price of each item comprising the Related Services (inclusive of any applicable taxes).

### **Bid Security**

The Bidder must include :

1. A “Bid-Securing Declaration” using the form included in Part 2. Any bid not accompanied by a Bid Securing Declaration, will be rejected by the Procuring Entity as non-responsive.
2. The 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-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.

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

Written notice of change of business address must reach the Procurement Management Unit on the address given in this tender document.

**NB: Misrepresentation of facts will result in the disqualification of the bid**

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

**NB: Evaluation criteria below to guide bidders when uploading their Bids**

<b>Item No.</b>	<b>Description of criteria</b>	<b>Requirement</b>
1	Company documents	
2		PRAZ registration certificate
3		Company profile listing names and addresses of directors
4		Proof of manufacturer’s licence/distributor’s licence/dealership licence from original equipment manufacturer
5		Valid tax registration
6		Certificate of Incorporation
7		CR 14
8		CR6
9		Government vendor number
10		Certificate of Incorporation
11		Tax registration
12		Company profile
13		Valid NSSA clearance
14		Three proofs of projects– Must attach at least three, either Purchase order, Contract or Award Letter where bidder has supplied similar goods in the past three years (2023-2025)
15		Physical existence of the business as per attached proof of ownership of business/title deeds/shop license or lease agreement.
<b>16</b>	<b>Bid validity</b>	State bid validity of 60 days
<b>17</b>	<b>Bid submission sheet</b>	Signed Bid Submission sheet
<b>18</b>	<b>Bid securing declaration</b>	Attach signed bid securing declaration
<b>Submission of the above on epg is mandatory and any tender deemed non-responsive at this stage will not be considered further</b>		
<b>B. TECHNICAL</b>		
<b>1</b>	Technical specification compliance sheet	
	Bidders must note that there will be a compulsory inspection on bidder’s premises done only on address provided on the proof of business ownership/documentation attached by the bidder. Site visit to check	

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

	-conformity to specifications -workmanship -clean finish
	<b>Submission of the above on egp is mandatory and any tender deemed non-responsive at this stage will not be considered further</b>
<b>C</b>	<b>Price and Financial Evaluation</b>  Financial evaluations and comparisons to determine the evaluated prices of bids and to determine the lowest evaluated bids.
	<b>Submission of the above on egp is mandatory and any tender deemed non-responsive at this stage will not be considered further</b>
<b>D</b>	<b>Due Diligence</b> Due diligence will be done to determine the following <ul style="list-style-type: none"> <li>• Reasonableness of prices.</li> <li>• Verification of bidders' qualification information</li> <li>• Physical existence of the business as per attached proof of ownership of business, title deeds, shop license or lease agreement.</li> </ul>
	<i>If bidder is found to have provided false information the bidder will be disqualified at this stage.</i>

The Procuring Entity's evaluation of a Bid will also take into account, in addition to the Bid Price, the following criteria and methodologies.

- a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
- b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. Bidders must be able to supply before payment is made. Payment will be made within 30 days after delivery and acceptance testing. Bids offering any deviation to these payment terms will be treated as non-responsive.
- c) **Warranty period** of at least 1 year, where possible, back up and support services

# STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF CABINETS

## PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25 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.
8. Bidders must therefore must submit a copy of the following:
  - i. Bid submission sheet
  - ii. PRAZ registration certificate
  - iii. Company profile
  - iv. Proof of business ownership- Shop/factory license or lease agreement of business site
  - v. Valid tax registration
  - vi. Certificate of Incorporation
  - vii. CR 14

## STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF CABINETS

### PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25

- viii. CR6
- ix. Valid NSSA clearance
- x. State Government vendor number
- xi. Payment after service delivery. Must provide statement confirming this requirement

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

Bids should be priced in **United States Dollars**. The currency of evaluation will be United States Dollars. Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Zimbabwe on the date of the submission deadline, see <http://www.rbz.co.zw/>. Payment will be made after delivery in **Zimbabwe Gold (ZWG) via bank transfer using the exchange rate** published by the Reserve Bank of Zimbabwe on the date of payment.

### 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

## **STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF CABINETS**

### **PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

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.

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25  
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.

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

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

The validity period of our bid is: ..... *{days}* from the date of submission.

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

**Bid Authorised by:**

<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> .....	
.....	

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DCB/CABINET/037/25**

**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

**LIST OF SUPPLY AND PRICE SCHEDULE**

Bid currency: .....

**\*Please quote in USD. Payment will be made in ZWG using prevailing rate offered by Reserve Bank of Zimbabwe, see [www.rbz.co.zw](http://www.rbz.co.zw).**

<b>Item No<sup>1</sup></b>	<b>Description of Supplies</b>	<b>Quantity<sup>2</sup></b>	<b>Unit Price<sup>3</sup> inclusive of vat</b>	<b>Total Price<sup>4</sup> inclusive of vat</b>
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1	8 Bay mobile high-density cabinets (40 shelves walk in). <i>Minimum 2270mm x 1100mm x 3680mm.</i> Material-12mm steel: dust proof, fire proof and waterproof	3		
2	3 bay filing cabinet (L 2m XW1.2m X H 2.2M) <i>With rail base mechanism</i> <i>Dust proof, fire proof and water proof</i>	2		

***Bidders must provide pictorials for items quoted***

Note 1: Lots and packages, if any, 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.

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25  
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}.**

<b>Item No</b>	<b>Description of Supplies</b>	<b>Quantity</b>	<b>Physical Unit</b>	<b>Delivery Date Required by Procuring Entity and applicable INCOTERM</b>	<b>Bidder's offered Delivery period</b>
				<i>[Completed by Procuring Entity]</i>	<i>{to be provided by the Bidder}</i>
1	8 Bay mobile high-density cabinets (40 shelves walk in). <i>Minimum 2270mm x 1100mm x 3680mm.</i> Material-12mm steel: dust proof, fire proof and waterproof	3		21 days DDP	
2	3 bay filing cabinet (L 2m XW1.2m X H 2.2M) <i>With rail base mechanism</i> <i>Dust proof, fire proof and water proof</i>	2		21 days DDP	

***Bidders must provide pictorials for items quoted***

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

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

The Project Site for delivery of the goods is the final destination:	Ministry Of Youth Empowerment Development and Vocational Training Old Parliament Building 1 <sup>st</sup> floor Corner Kwame Nkrumah and Patrice Lumumba <b>Harare</b>
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**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25  
TECHNICAL SPECIFICATION AND COMPLIANCE SHEET**

Name of Bidder:

Bidder's Reference Number:

*The Supplies and Related Services must comply with following Technical Specifications and Standards:*

<b><i>Item No</i></b>	<b><i>Item description and full technical Specification required (including applicable standards)</i></b>	<b><i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i></b>
1	8 Bay mobile high-density cabinets (40 shelves walk in). <i>Minimum 2270mm x 1100mm x 3680mm.</i> Material-12mm steel: dust proof, fire proof and waterproof Warranty of at least 1 year	
2	3 bay filing cabinet (L 2m XW1.2m X H 2.2M) <i>With rail base mechanism</i> <i>Dust proof, fire proof and water proof</i> <i>Warranty of at least 1 year</i>	
Site visit to determine the following:  Conformance to specifications Workmanship Clean Finish Pictorials or brochures showcasing proposed cabinets		

The detailed technical evaluation will examine the technical specification of the items offered in third column by bidder and determine whether this meets the minimum specification given by the Ministry. Bidders must complete third column or their tender will be rejected. Bidders are required to include technical literature to positively support the details provided in third column.

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

**Declaration by the Accounting Officer**

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

.....

**Permanent Secretary**

**Mr S. Mhlanga**

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25  
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.

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

**Signed** ..... **Name** .....

**In capacity of:** ..... **Date:** ..... (DD/MM/YY)

**Duly authorised for and on behalf of:**

**Firm** .....

**Address:** .....

.....

**Corporate Seal (where  
appropriate)**

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25  
PART 3: CONTRACT**

**Contract Agreement**

**Procurement Reference: MYEDVT/DOM037/25**

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 supplies and ancillary services, viz., *[insert brief description of supplies and Services]* and has accepted a Bid by the Contractor for the supply of those supplies 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;

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

- (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 within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the supplies 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 supplies 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>

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

**For and on behalf of the Contractor**

Signed: .....

Name:

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

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25  
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 were 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
<b>GCC 7.5</b>	<b>Eligible Countries:</b> All countries are eligible, except for <i>[list countries]</i> .
<b>GCC 8.1</b>	<p><b>Notices:</b> Any notice shall be sent to the following addresses:</p> <p>For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be</p> <p><i>The Permanent secretary MINISTRY OF YOUTH EMPOWERMENT, DEVELOPMENT AND VOCATIONAL TRAINING Old Parliament Building, corner and Patrice Lumumba and Kwame Nkrumah Avenue</i></p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i></p>
<b>GCC 19.1</b>	<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>
<b>GCC 21.2</b>	<p><b>Packing, Marking and Documentation:</b> The supplies shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 <i>[State any special packing requirements]</i></p> <p>The documents to be furnished by the Contractor are:</p> <p><i>[insert the required documents, such as a negotiable bill of lading, a non-</i></p>

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

GCC reference	Special Conditions
	<p><i>negotiable sea way bill, an airway bill, a railway consignment notes, a road consignment notes, insurance certificate, Manufacturer's or Contractor's warranty certificate, inspection certificate issued by nominated inspection agency, Contractor's factory shipping details etc]</i></p> <p><b>Sample provision - For Goods supplied from abroad:</b></p> <p>Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of supplies sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(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;</li> <li>(iii) two copies of the packing list identifying contents of each package;</li> <li>(iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;</li> <li>(v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;</li> <li>(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies <i>[state whether inspection is required]</i>;</li> <li>(vii) <i>[any other procurement-specific documents required for delivery/payment purposes]</i>.</li> </ul> <p><b>Sample provision - For Goods from within Zimbabwe</b></p> <p>Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity,</li> </ul>

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

<b>GCC reference</b>	<b>Special Conditions</b>
	<p>unit price, and total amount. Invoices must be signed in original;</p> <ul style="list-style-type: none"> <li>(ii) two copies of delivery note, road consignment notes, 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;</li> <li>(iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;</li> <li>(iv) four copies of the packing list identifying contents of each package;</li> <li>(v) one original of the manufacturer’s or Contractor’s Warranty certificate covering all items supplied;</li> <li>(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);</li> <li>(vii) <i>[other procurement-specific documents required for delivery/payment purposes]</i>.</li> </ul> <p>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.</p>
<b>GCC 22.1</b>	<b>Insurance:</b> The Goods shall be insured <i>[state whether as specified in the Incoterms or any alternative arrangement.]</i> .
<b>GCC 23.1 &amp; 23.2</b>	<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> .
<b>GCC 24.1</b>	<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>
<b>GCC 24.4</b>	<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>
<b>GCC 25.1</b>	<b>Warranty:</b> The period of the warranty shall be <i>[state number of]</i> months.
<b>GCC 25.6</b>	<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> .

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25**

<b>GCC reference</b>	<b>Special Conditions</b>
<b>GCC 29.1</b>	<b>Price adjustments:</b> The following price adjustments are applicable <i>[State any arrangements for adjustment of the contract price.]</i>
<b>GCC 30.1</b>	<p><b>Terms of Payment:</b> The structure of payments shall be:</p> <p><b>Sample provision</b></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>
<b>GCC 31.1</b>	<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> .

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND  
INSTALLATION OF CABINETS**

**PROCUREMENT REFERENCE NO: MYEDVT/DOM037/25  
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.

Name: .....

Signature: .....

