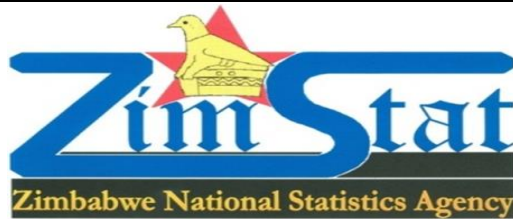


**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO
ZIMSTAT: DOMESTIC/ZIMSTAT/CB 21/2021**



**ZIMABWE NATIONAL STATISTICS AGENCY (ZIMSTAT)
20TH FLOOR KAGUVI BUILDING, CORNER 4TH/CENTRAL AVENUE, PO BOX CY 342,
CAUSEWAY, HARARE**

www.zimstat.co.zw

**PROCUREMENT REFERENCE NUMBER: DOMESTIC /CB/ZIMSTAT/21/2021
THE PROVISION OF TOWING SERVICES TO ZIMSTAT**

DATE OF ISSUE: 26th NOVEMBER 2021

CLOSING DATE: 24th DECEMBER 2021 (1000 HOURS ZIMBABWEAN TIME)

**CLOSES AT: ZIMSTAT HEAD OFFICE
20TH FLOOR KAGUVI BUILDING,
CORNER 4TH/CENTRAL AVENUE
HARARE, ZIMBABWE**

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT: DOMESTIC/ZIMSTAT/CB 21/2021

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Part 1: BIDDING PROCEDURES

1.0 References

The definitions used in the Public Procurement and Disposal of Public Assets Act [*Chapter 22:23*] (“the Act”), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) (“the Regulations”) and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the Regulations govern the submission of Bids and should be read by all Bidders.

Procurement Reference Number: DOMESTIC/ZIMSTAT/CB/21/2021

1.1 Preparation of Bids

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

1. the Bid Submission in this Part;
2. a copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations;
3. A copy of
 - i. A covering letter indicating the total bid price for all the branches including ZIMSTAT HQ.
 - ii. Price Schedule and Schedule of Requirements completed in accordance with the Instructions to Bidder. No other formats for the Price Schedule and the Schedule of Requirements will be accepted. All sections to be completed
 - iii. Certificate of Incorporation in the country of residence.
 - iv. Valid Tax registration and proof that the Company is compliant with the tax laws
 - v. Company profile including shareholding structure.
 - vi. Certified Audited Financial Statements to be submitted in Triplicate. Copies must clearly be marked ‘Copy’ and the original clearly marked ‘Original’. If the above cannot be provided, then the Company’s bank statement for the past six months should be provided. These statements should not be more than one month old by the time the bid is submitted to ZIMSTAT and should be signed by at least two of the company’s directors
 - vii. Towing certificates issued by the relevant authorities
 - viii. Curriculum Vitae of top management staff with relevant academic and professional qualifications
 - ix. To complete the Capacity Certification Form
 - x. Documentary evidence which establishes that the Bidder is eligible to bid and is qualified to perform the Contract if its bid is accepted.
 - xi. Proof of vehicles (i.e. registration book copies etc.)
 - xii. Personnel capabilities; bidders to attach copies of personnel CV’s, certified copies of qualifications and certificates
 - xiii. Equipment capabilities; provide proof of Vehicles registration
 - xiv. Has been licenced by the Vehicle Inspection Department (VID)
 - xv. At least two years track record offering the same services.
 - xvi. Litigation History if any
 - xvii. Proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ)
4. Supplier Registration number showing that the bidder is registered with the Procurement Regulatory Authority of Zimbabwe;
5. A bid Securing declaration form in the format specified on Annexure A

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT: DOMESTIC/ZIMSTAT/CB 21/2021

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. 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.

1.2 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 requirements are 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.

1.3 Clarifications

Clarifications of the bidding document may be requested in writing by any bidder up to the **10th of December at 1000hours Zimbabwean time** and should be sent to electronically to:

pmu@zimstat.co.zw

NB Bidders should ensure that all queries are received before the deadline. ZIMSTAT will not be responsible any mail that arrives after the deadline for queries and clarifications

Bidders who send their queries after the deadline will not be entertained. Responses will be made to all Bidders who have purchased the document. A prospective bidder requiring any clarification of the bidding document shall notify ZIMSTAT in writing **only**. Written copies of ZIMSTAT's responses (Including an explanation of the query) will be sent to all prospective Bidders. Request for clarification and the response(s) shall form part of any final contract.

1.4 Pre-Bid Conference

The Bidder's designated representative is invited to attend a pre-bid meeting which will take place at ZIMSTAT Head Office on the **10th of December at 1000hours**. The bidder is requested as far as possible to submit any questions in writing or by electronic means to reach the procuring Entity before the pre-bid meeting. It may not be practicable at the meeting to answer all questions, but questions and responses will be transmitted in accordance with minutes of the pre-bid meeting. The representatives of the interested organizations must attend the pre-bid meeting at their own cost. The purpose of the conference is to provide bidders with any clarifications regarding any aspect of the tender.

NB: Those who will not attend the will abide with what has been agreed on the meeting

Pre Bid Conference will be conducted at 20th Floor Kaguvi Building, Corner 4th/Central Avenue, Harare, Tel. Number (263-4) 706681-6; 703971-6. Bidders would be provided with a certificate of attendance.

1.4.1 Minutes of the Pre-Bid Conference

Minutes of the pre-bid meeting, including the text of the questions raised and the responses given together with any responses prepared after the pre-bid meeting will be transmitted within 3 days to all the bidders who would have purchased the tendering documents. Any modification of the Tender document that may become necessary as a result of the pre-bid meeting shall be made by ZIMSTAT's Procurement Management Unit exclusively through a clarification and in writing.

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1.4.2 Supplier site visits

Site visits of shortlisted bidders shall be conducted to verify claims made in the bid document especially in relation to;

- Infrastructure & facilities (Branch network, supervision capability, Communication & infrastructure)
- Equipment e.g. Vehicles
- Legal compliance to statutory bodies like Vehicle Inspectorate Department (VID)

1.5 Services to be performed, location(s) and other requirements

The services to be performed under the Contract, the location or locations where these services are to be performed, the times of performance and the manpower, equipment and other resources required and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services.

1.6 Documents establishing conformity of services

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed list of services and proposed price schedule, to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

1.7 Eligibility and qualification requirements

Bidders are required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. They must therefore:

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 Procurement Regulatory Authority of Zimbabwe as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.

In addition to these eligibility requirements, Bidders must demonstrate that they have the qualifications, resources and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements.

Participation in this bidding procedure is restricted to Zimbabwean bidders.

1.8 Validity of Bids

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

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT: DOMESTIC/ZIMSTAT/CB 21/2021

1.9 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 receive a receipt confirming submission of their Bid with correct details of the Bidder and the number of the Bid.

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

The bidder must prepare one original of the documents comprising the Bid and clearly mark it "ORIGINAL." In addition, the Bidder must also prepare 2 copies of the Bid and must mark each of them clearly "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

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

If a courier service company is being used for delivery of the submission, the tender number and description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the tender box. The Purchaser will not be held responsible for any delays where submissions are handed to the ZIMSTAT Receptionist.

Where a submission is not in the tender box at the time of the submission due date, such a submission will be regarded as a late submission. The Purchaser reserves the right at its sole discretion not to consider any late submissions.

Bidders should ensure that they receive a stamped receipt upon submission of their bids, which will act as proof of timely submission. It shall be the responsibility of a bidder who receives a receipt to ensure that the particulars entered on the receipt correspond with the details of the bid as marked on the bid envelope

Date of deadline:	24th December 2021	Deadline Time:	1000hrs Zimbabwean Time
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Submission address:	Zimbabwe National Statistics Agency Company Head Office, 20TH Floor Kaguvi Building, Corner 4th/Central Avenue, Harare, Zimbabwe
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Means of acceptance:	Tender must be enclosed in sealed envelope and bid must be properly bound and endorsed on the outside with the tender number, the description, and the closing date and placed in ZIMSTAT tender box.
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1.10 Bid opening

Bidders and their representatives may witness the opening of bids which will take place at the submission address immediately following the deadline.

1.11 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.

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1.12 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 in the Price Schedule included in Part 2: Statement of Requirements.

1.13 Payment to PRAZ

Table 1: Payment summary of to PRAZ for local Suppliers

No	Item	Local suppliers	Remarks
1	Supplier registration	ZWL\$ 8,000.00	Refer to Fifth Schedule, Part 1 of the PPDA Regulations, SI 49/2020
2	Contract fees payable after contract award	To be determined based on the value of the awarded tender.	Refer to Fifth Schedule, Part 6 of the PPDA Regulations, SI 49/2020

A “Bid-Securing Declaration” using the form included in Part 2. Any Bid not accompanied by a Bid Security or Bid Securing Declaration, where this is a requirement of bidding will be rejected by the Procuring Entity as non-responsive.

1.16 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 Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their 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.

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

1.17 Currency

Bids should be priced in Zimbabwean Dollars. The currency of evaluation will be Zimbabwean 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 using the **RTGSS\$** through **bank transfer** after satisfactory completion of the works

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1.18 Award of Contract

The lowest evaluated bid, after the 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 the 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.

1.18.1 Failure to perform expected duties

The winning bidder will be given three written warnings for failure to perform the required and expected obligations, then after that they will be cancellation of the contract

1.19 Right to Reject

The Procuring Entity reserves the right to accept or reject any Bid or to cancel the procurement process and reject all Bids at any time prior to contract award.

1.20 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 has 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 debarment and other 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 PROVISION OF TOWING SERVICES TO ZIMSTAT: DOMESTIC/ZIMSTAT/CB 21/2021

1.21 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 Price Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated, otherwise you commit to complying fully with these Requirements.

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 should 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: **DOMESTIC/ZIMSTAT/CB/21/2021**

Subject of Procurement: **PROVISION OF TOWING SERVICES TO ZIMSTAT**

Name of Bidder:.....

Date of Bid:.....

We offer to perform the services listed in the Statement of Requirements to the indicated specifications and standards, 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: {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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S/N	Province	Provincial Office Physical Address	Quantity	Address Of The Physical Location Of The Bidder Nearest To The Respective ZIMSTAT Branch
1	Bulawayo	Magnet House, 2 nd Floor, between 10 th & 11 th Ave, Main St, Bulawayo	1	
2	Harare	Makombe Complex, Harare Street, Block 3 Room 25, Harare	1	
3	Masvingo	Office No. 111/112 Public Works Building, Chrome Road, Industrial Sites, Masvingo	1	
4	Manicaland	1 st Floor, Government Composite Building, RG Mugabe Street, Mutare	1	
5	Mashonaland Central	Ground floor, Mutungagore building, Thurlow Ave Bindura	1	
6	Mashonaland East	1 st Floor, Government Complex, 2 nd Street, Marondera	1	
7	Mashonaland West	Room 22, Ground Floor, Seven Heroes Building Park Street , Chinhoyi	1	
8	Matabeleland North	c/o D.A's Office Complex, Coronation Drive, Hwange	1	
9	Matabeleland South	1 st Floor, New Government Complex, 4 th Ave & Queen Street, Gwanda	1	
10	Midlands	D.As Office Cnr lobengula & Mnangagwa street, Gweru	1	

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT: DOMESTIC/ZIMSTAT/CB
21/2021**

Bidders are to quote for ALL the stations in the Schedule of Requirements although the evaluation of bids will be conducted on station-by-station basis. A bidder who does not quote for all the stations will be automatically disqualified. The lowest or any offer will not necessarily be accepted, the purchaser reserves the right to accept the whole or part of the tender.

NB: Only one company being the lowest bidder to specifications shall be awarded the tender to provide TOWING services to all our premises countrywide. So companies with a proven track record of supplying services countrywide need to apply.

Only Zimbabwean Companies should participate in this tender procedure.

Part 2: Statement of Requirements

The following specific requirements for the Provision of TOWING Services to ZIMSTAT to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

Subject	Requirement
Services to be performed	Provision of Towing Services to ZIMSTAT
Location(s)	<ul style="list-style-type: none"> • Harare Headquarters • Harare Province • Bulawayo Province • Masvingo Province • Manicaland Province • Mashonaland Central Province • Mashonaland East Province • Mashonaland West Province • Matabeleland North Province • Matabeleland South Province • Midlands Province Availability of branches where ZIMSTAT is located will be an added advantage
Duration of contract	The duration of the contract shall be 12 months
Supervision of performance	Supervision to be done by the Provincial Statisticians and the Transport officer

NB: Bidders should bid for all branches. A bidder who does not bid for all the branches will be disqualified. Contract for the Provision of Towing Services to ZIMSTAT Company will be awarded to one successful bidder

2.1 SCOPE OF SERVICE

2.1.1 Purpose and scope of the contract

The purpose of this call for bids is to establish a framework contract with a company that provide TOWING services to ZIMSTAT

2.1.2 SCOPE OF SERVICE

Scope of Work

The Zimbabwe National Statics Agency (ZIMSTAT) is the main source of official statistics in Zimbabwe and it operates under the guidance of the Ministry of Finance and Economic Development (MOFED). ZIMSTAT is mandated to play a coordination and supervisory role within the National Statistics System (NSS. Instances of mechanical failure, accident and/or other circumstances may require that one (1) or more of ZIMSTAT vehicles be towed to the ZIMSTAT Maintenance Facility or another location as designated by a ZIMSTAT representative.

The intent of this bid is to establish one contractor for the provision of on-call towing services for Vehicles and Trucks in Zimbabwe that are owned and managed by ZIMSTAT. There is no guarantee to the Contractor(s) of any specific minimum order amounts under the awarded contract. Work will be requested on an as needed basis under the terms and conditions established under this tender throughout the term of the contract.

The Contractor must be able to respond "upon request" for towing & roadside services twenty-four (24) hours a day, seven (7) days per week, three-hundred-sixty-five (365) days a year (including holidays). In additional, the successful Contractor must have covered telephone service twenty-four (24) hours per day, seven (7) days per week, three hundred-sixty-five (365) days a year, to receive towing calls from ZIMSTAT personnel and dispatch those calls to the Contractor's vehicles.

The Contractor will retrieve the vehicle from break-down location and tow the vehicle to the ZIMSTAT maintenance facility or to a specified vendor for repair. Requested tows are primarily within a thirty (30) mile radius of ZIMSTAT's primary facility, but may on occasion be outside the thirty (30) mile radius. The appropriate response time is to be within forty-five (45) minutes.

The Contractor shall seek authorized personnel to accept delivery of the vehicles at the designated destination. Prior to accepting delivery of the vehicle at the designated destination, the vehicle shall be

surveyed by ZIMSTAT Maintenance personnel to verify the physical condition of the vehicle relative to damage, including that which may have occurred as a result of the tow. All observations shall be properly noted on the tow ticket and legibly acknowledged by the tow operator and the ZIMSTAT Maintenance personnel prior to accepting delivery of the towed vehicle.

The Contractor shall provide ZIMSTAT Maintenance personnel with a signed, legible copy of the tow trip ticket prior to departing from the drop off location. The tow ticket will indicate the following information:

1. The location of the hook up and the drop off point
2. The date of the tow
3. Coach number and type
4. License number
5. Start time and finish time of the tow
6. The hours charged
7. The rate charged per hour
8. The total price.

The Contractor shall be responsible for all subsequent damage to the vehicle beginning from the time of the initial hook up until the vehicle is dropped off and unhooked at the final destination.

2.1.3 Provision and standard of service

If, for any reason, the Contractor is unable to dispatch a tow truck within the stated time, or if the dispatched truck will be delayed for any reason, the Contractor shall so advise ZIMSTAT stating the reason and a new estimated time of arrival. In the event the tow truck fails to arrive at the scene within a reasonable time, ZIMSTAT will contact another tow

Contractor to respond to the scene and will cancel the original tow.

There may be circumstances when a vehicle must be moved immediately without delay. In these instances, ZIMSTAT reserves the right to contract with any tow Contractor that can respond to the call immediately.

In addition, ZIMSTAT reserves the right to use another provider to transport vehicles for non-repair type moves such as surplus property or vehicle transfers.

2.1.4 Maintenance of an occurrence book

Be able to provide all their guards with note books, pens or cards, where the supervisors will sign to certify their physical visits or change of guards, i.e. Occurrence books and note any incidences during the execution of the works. The occurrence book will be the property of ZIMSTAT.

2.1.5 Place of delivery of the services

Work will be carried out at the ZIMSTAT's premises which are

- Harare Headquarters
- Harare Provincial Office
- Bulawayo Provincial Office
- Masvingo Provincial Office
- Manicaland Provincial Office
- Mashonaland Central Provincial Office
- Mashonaland East Provincial Office
- Mashonaland West Provincial Office
- Matabeleland North Provincial Office
- Matabeleland South Provincial Office
- Midlands Provincial Office

2.1.6 Type and volume of contract

The successful bidder will be awarded a TOWING services contract for a period of 12 months, starting from the date of signature.

2.1.7 Technical and professional capacity

Bidders should show their degree of technical and professional capacity to carry out the requested tasks by providing information on the criteria described below.

2.1.8 Bidders shall provide the following documentation:

(i) confirmation that the business activity of the company is relevant from the standpoint of the tasks in question, by describing similar services provided in the last two years (including the value, brief description of the services undertaken and recipients of the services (public or private);

- (ii) A description of the service providers' average annual manpower and the number of managerial staff for the last two years;
- (iii) A description of the company's ability to respond quickly to requests for work within the six areas of work;
- (iv) A confirmation that the company is aware of the legal regulations and safety issues related to the various tasks, as evidenced by a sworn declaration or a certificate or an equivalent document;

2.2 BID EVALUATION CRITERIA

PROPOSAL MINIMUM QUALIFICATION REQUIREMENTS:

- i. Provide a letter on your company's letterhead indicating your firm has a minimum of five (5) years of experience providing the services requested in this tender. The firm responding must possess a minimum of five (5) years' experience under its current business name.
- ii. For firms to be considered it must have a base of operation and auto storage facility located within five (5) miles from any point of the City's boundaries during all of the terms of the agreement. Provide information from which point of the City your Firm is counting the five (5) miles. Provide proof of ownership of location or lease agreement for the storage facilities with submittal of proposal. The storage facility and base of operation must be located in Zimbabwe
- iii. For firms to be considered it must own all required vehicles for operation and provision of services as outlined in the tender document. Firm must provide proof of ownership with submittal of proposal and provide the registration information for each vehicle owned.
- iv. Provide five (5) references of services provided of a similar size, scope and complexity that have been completed by your company within the last five (5) years. Provide the name of company/owner/ business, contact name of individual and his role/title, address of the company, and telephone number for which the services were provided. The City will call the names and numbers provided as the references for the rating criteria.
- v. Firms must be properly licensed in Zimbabwe and hold the applicable licenses for each city or province.

NB: IF THE MINIMUM QUALIFICATION REQUIREMENTS STATED ABOVE ARE NOT MET, THE BID WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED.

2.2.1 Technical Assessment

Technical Assessment will include evaluation of:

- Capacity of organization, vis-à-vis Key Personnel, facilities
- Availability of physical offices in Harare, Bulawayo Province, Masvingo Province, Manicaland Province, Mashonaland Central Province, Mashonaland East Province, Mashonaland West Province, Matabeleland North Province, Matabeleland South Province Midlands Province

Relevant experience , a minimum of 5 years

- Compliance to specific requirements specified in tender document
- Availability of trucks and vehicles
- Company profile
- ZIMSTAT may do Reference checks from other premises where contracted
- Projected growth (how business is growing, and how it intends to grow over the years, bidders to provide organization plan for recruitment, training and deployment)
- A visit by the ZIMSTAT Evaluation Committee to all the Bidders who would be responsive administratively would be done to ascertain capacity and verify what the bidders would have written in their bid

2.2.2 TECHNICAL EVALUATION CRITERIA

<u>Description of Criteria</u>	<u>Requirement</u>	<u>Scoring Marks</u>	<u>Maximum Marks</u>	<u>Marks scored by the bidder</u>
Experience and Trade References				
Track record -where similar services have been provided –(should not be less than six months old by the time the bid is submitted to ZIMSTAT)	Less than 5 references	0	30	
	5-8 references	15		
	8-10 references	20		
	Above 11 references	30		
Experience of the organization	0-2 years	0	10	
	3-5 years	5		
	6-9 years	6		
	10 Years and above	10		
Base station				
Availability of base station for link between ZIMSTAT and towing company	No Base station	0	20	
	Harare Province	2		
	Bulawayo Province	2		
	Masvingo Province	2		
	Manicaland Province	2		
	Mashonaland Central Province	2		
	Mashonaland East Province	2		
	Mashonaland West Province	2		
	Matabeleland North Province	2		
	Matabeleland South Province	2		
	Midlands Province	2		
	Possession of Patrol cars			
	Class A			

STANDARD BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT: DOMESTIC/ZIMSTAT/CB 21/2021

Attached proof of ownership of vehicles able to tow ZIMSTAT Vehicles (Class A & B) <i>(attach motor vehicle registration documents in the name of the Company or any Director of the company)</i>	less than 2 motor vehicles	0	10	
	2-4 motor vehicles	3		
	5-9 motor vehicles	9		
	Above 10 Vehicles	10		
	Class B			
	less than 2 Trucks	0	10	
	2-4 Trucks	3		
	5-10 Trucks	9		
Above 10 Trucks	10			
Capacity of the firm				
Availability of branches in the cities/towns where ZIMSTAT branches are located	Harare Provincial Office	2		
	Bulawayo Provincial Office	2		
	Masvingo Provincial Office	2		
	Manicaland Provincial Office	2		
	Mashonaland Central Provincial Office	2		
	Mashonaland East Provincial Office	2		
	Mashonaland West Provincial Office	2	20	
	Matabeleland North Provincial Office	2		
	Matabeleland South Provincial Office	2		
	Midlands Provincial Office	2		
Total			<u>100</u>	

THE PASS MARK IS 60%).

The evaluation and comparison of tenders shall be as follows:-

- a) Confirmation of compliance with mandatory requirements. Bidders who fail to comply with any of the mandatory requirements shall be treated as non-responsive and rejected at this stage.
- b) Technical evaluation. Bidders who are responsive under the mandatory evaluation criteria shall be evaluated as per the Technical Evaluation Criteria set out under Instructions to tenderers. Bidders are required to score at least 60 out of 100 to proceed to financial evaluation.

Submitted bids will be evaluated using the criterion detailed below:

- a) Financial Criteria: Financial scores will be determined by awarding 40 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.
- b) The least acceptable Technical Score is 60%. A bid obtaining less than 60 points will be automatically disqualified and does not proceed to financial evaluation. This score will add to the financial score to give total scores.
- c) Total scores will be determined using a weighting of 60 % for technical proposals and a weighting of 40 % for financial proposals. The total of both weightings will total 100%.

2.2.3 Discounts

Discounts, premiums or any other charges must be clearly stated at the time of bidding.

The Bidder shall indicate the prices with and without (VAT) on the Schedule of Requirements attached to these documents, the unit prices and total Bid Prices of the Services it proposes to supply under the Contract.

The Bidder should also indicate the price for the following to be used in case of price variation:

- Charges for working overtime, afterhours, holidays or weekends (hourly, day rates)
- Discounts, if any shall be shown clearly

2.2.4 Fixed Prices

The prices quoted by the Bidder shall be fixed during the Bidders' performance of the contract and may not be varied other than for circumstances beyond the supplier's control. A bid submitted with an adjustable price quotation will be treated as non-responsive and shall be rejected

BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMETSIC/ZIMSTAT/CB/21/2021

Part 3: Contract

3.0 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) **Zimbabwe National Statistics Agency Company**, a corporation incorporated under the laws of Zimbabwe and having its principal place of business at **14 Lobengula Road, Southerton, Harare** (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., *[insert brief description of Services]* and has accepted a Bid by the Contractor 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)].*

BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT

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- 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.
- 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>

BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT

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3.1 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.

3.2 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	<p>Authorised representatives:</p> <ol style="list-style-type: none"> 1. The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i>. 2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.
GCC 7.4	<p>Ineligible countries: only Zimbabwean Companies are allowed to participate in this Tender.</p>
GCC 18.1	<p>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>.</p>
GCC 19.1	<p>Commencement of Services: The date or period of time for commencement of services is <i>[state date or period of time]</i>.</p>
GCC 20.1	<p>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>.</p>
GCC 22.2	<p>Contract price: Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i>.</p>
GCC 22.3	<p>Payment schedule: The terms of payment shall be <i>[State:</i></p> <ol 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	<p>Price adjustment: <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i></p>
GCC 24.2	<p>Payment procedure: <i>[State any other documentation that must accompany the Contractor’s invoice.]</i></p>

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GCC reference	Special Conditions
GCC 28.1	<p>Insurance to be taken out by the Contractor: <i>[The risks and the coverage shall be as follows:</i></p> <ul style="list-style-type: none"> <i>(a) Third Party motor vehicle liability insurance in respect of motor vehicles 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> <i>(b) Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>(c) professional liability insurance, with a minimum coverage of [insert amount and currency];</i> <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> <i>(e) insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i> <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 TOWING: <i>[State whether a Performance TOWING is required and, if so, the amount and form of such TOWING, which must not exceed ten (10) percent of the Contract value.]</i></p>

BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMETSIC/ZIMSTAT/CB/21/2021

ANNEXURE A: BANK GUARANTEE

(To be on a letterhead of a bank if option 1 is used)

Whereas(hereinafter called

“the contractor”) has submitted its tender datedfor

.....(hereinafter called the bid)

Know all men that we, the undersigned of

.....Bank,

having our registered office

at.....do

hereby bind ourselves, our successors and assigns unto the ZIimbabwe National Statistics Agency Company of

Zimbabwe (hereinafter called the client) in the sum

of.....

.....
...

Sealed with the common seal of the said bank this.....day

of.....2021

If:

(a) the tenderer withdraws its bid during the period of validity specified by the tenderer on the tender form; or

tender form; or

(b) the tenderer, having been notified of the acceptance of its tender by the Client during the period of the validity fails or refuses to execute the Contract;

we undertake to pay to the Client up to the above mentioned amount upon receipt of its first written demand, without the Client having to substantiate its demand, provided that in its demand the Client will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the applicable conditions.

This guarantee will remain in force up to and including 30 days after the period of validity of the tender, and any demand in respect thereof should reach the Bank not later than the above date.

.....
SIGNATURE OF BANK

BIDDING DOCUMENT FOR THE PROVISION OF TOWING SERVICES TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMETSIC/ZIMSTAT/CB/21/2021

ANNEXURE B-SAMPLE PRE-BID CONFERENCE ATTENDANCE CERTIFICATE



ZIIMBABWE NATIONAL STATISTICS AGENCY (ZIMSTAT)

**20TH FLOOR KAGUVI BUILDING
CORNER 4TH STREET & CENTRAL AVENUE
HARARE**

CERTIFICATE OF ATTENDANCE

**COMPULSORY PRE-BID CONFERENCE FOR
TENDER NUMBER DOMESTIC/ZIMSTAT/CB 21/2021**

PROVISION OF TOWING SERVICES TO ZIMSTAT

DATE: 2020

TIME: 1100 HOURS

VENUE: ZIMSTAT HARARE HQ
20TH FLOOR KAGUVI BUILDING
CORNER 4TH STREET & CENTRAL AVENUE
HARARE

COMPANY NAME

REPRESENTATIVE.....