



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/ZIMSTAT/CB/03/2022
SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

DATE OF ISSUE: 14th JANUARY 2022

CLOSING DATE: 10th FEBRUARY 2022 (1000 HOURS ZIMBABWEAN TIME)

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

TABLE OF CONTENTS

1.0 References Error! Bookmark not defined.

1.1. Preparation of Bids..... 4

1.2. Number of bids allowed 5

1.3. Clarification 5

1.4. Other requirements 5

1.5. Eligibility and qualification requirements 5

1.6. Validity of Bids 6

1.7. Submission of Bids..... 6

1.8. Bid Opening 7

1.9. Withdrawal, amendment or modification of Bids 7

1.10. Evaluation of Bids..... 7

1.11. Review by the Special Procurement Oversight Committee 7

1.12. Currency..... 7

1.12.1 Currency for Local Currency Fuel 7

1.12.2 Currency for Direct Fuel Import/FCA Fuel 8

1.13. Award of Contract..... 8

1.14. Right to Reject 8

1.15. Corrupt Practices 8

1.16 DECLARATION by the Accounting Officer 8

SECTION II: SCHEDULE OF REQUIREMENTS 9

2.0 STANDARDS AND QUALITY ASSURANCE 9

2.1 TEST-EVALUATION -PROCEDURES..... 9

2.2 PRICING..... 9

2.2.1 Price Adjustments 9

2.3 PRODUCT DESCRIPTION..... 9

SECTION III: ASSESSMENT OF BID RESPONSIVENESS..... 12

SECTION IV: PRICE SCHEDULE (LOT 1 LOCAL CURRENCY FUEL) (should be completed)13

SECTION V: PRICE SCHEDULE (LOT 2 DIRECT FUEL IMPORT) (should be completed)..... 14

SECTION VI: TECHNICAL EVALUATION 15

ANNEXURE A. BID SUBMISSION SHEET 18

ANNEXURE B: BID-SECURING DECLARATION..... 19

ANNEXURE C: CONTRACT AGREEMENT 20

ANNEXURE D: NOTIFICATION OF CONTRACT AWARD 23

SECTION I: BID REQUIREMENTS

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/03/2022

1.1. Preparation of Bids

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

1. **Completed** Bid Submission in this Part; (*Please refer to ANNEXURE A*)
2. A **Completed** bid securing declaration (*Please refer to ANNEXURE B*)
3. A copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations
4. Bidders must complete Section II and Section IV
5. The Bidder’s documents must comprise;
 - I. A covering letter summarising the offer e.g. total bid price and any other pertinent information.
 - II. Certificate of Incorporation in the country of domicile.
 - III. Company profile including shareholding structure.
 - IV. Documents showing the company branch network nationwide.
 - V. Price Schedules and Schedule of Requirements completed in accordance with the Instructions to Bidders. No other formats for the Price Schedules and the Schedule of Requirements will be accepted. All sections to be completed.
 - VI. Cost per litre for diesel and petrol as well as cost for fuel cards.
 - VII. Valid proof of Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ);
 - VIII. Valid proof of registration with the Zimbabwe Energy Regulatory Authority of Zimbabwe (ZERA).
 - IX. Valid Tax Clearance Certificate (ITF 263 Form).

This tender shall be reviewed by Special Procurement Oversight Committee (SPOC) in terms of Section 54 of the Public Procurement and Disposal of Public Assets Chapter 22:23 (PPDPA) Act. Accordingly, the Bidder is therefore required to pay SPOC administration fees of **ZWL \$30,000.00** to PRAZ and submit receipt for proof of payment of SPOC fees together with their bid to ZIMSTAT Head Office 20th Floor, Cnr 4th & Central Avenue, Harare on or before the date of bid submission deadline, **i.e. 1000hrs on Thursday the 10th February 2022.**

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

Table 1: Payment summary to PRAZ for Local Suppliers

No	Item	Local suppliers	Remarks
1	Supplier registration	ZWL \$16,000.00	Refer to S.I. 299 of 2021
2	SPOC Administration fee	ZWL \$30,000.00	Refer to S.I. 299 of 2021
3	Contract fees payable after contract award	To be determined based on the value of the awarded contract.	Refer to S.I. 299 of 2021

Bidders 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. Clarification

Queries pertaining to this tender should be addressed to the Procurement Manager, ZIMSTAT, P O Box ST23, Southerton, Harare, Zimbabwe or by email pmu@zimstat.co.zw on or before the **27th of January 2022 at 1600** hours Zimbabwean time. Bidders who send their queries after this deadline will not be entertained. Responses will be made to all bidders who would have formally requested for the tender document. A prospective bidder requiring any clarification of the bidding documents shall notify ZIMSTAT in writing only. ZIMSTAT will respond in writing to any request for clarification of the bidding documents no later than the end of the third quarter of the bidding period. Written copies of the ZIMSTAT's response (including an explanation of the query) will be sent to all prospective bidders. Requests for clarification and the response(s) shall form part of any final contract.

1.4. Other requirements

The Bidder, at the Bidder's own responsibility and risk, is invited to a visit to examine the location(s) and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site will be at the Bidder's own expense.

1.5. 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;

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

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 (PRAZ) 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 open to Zimbabwean companies only.

1.6. 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. A bid valid for a shorter period will be rejected as non-responsive. No bid may be modified subsequent to the deadline of submission of bids. No bid may be withdrawn in the interval between the deadline of submission of bids and the date of expiration of the period of validity of the bid specified by the Bidder in the Bid Form.

1.7. Submission of Bids

The deadline for the submission of bids is **1000 hours on Thursday the 10th of February 2022 at 1000 hours** Zimbabwean Time. Bids will be opened at the ZIMSTAT Head Office Boardroom shortly after the specified deadline in the presence of bidders representatives who wish to attend. **Late bids will be rejected.** The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who would have collected the bidding document of the amended bid.

The bids must be submitted in one original plus two (2) copies. The original document shall clearly be labelled '**original**' and copies labelled '**copy**'. The original document shall take precedence in case of any variation with the copies.

Bids must be enclosed in sealed envelopes and endorsed on the outside with the advertised tender number, the description, the closing date, and must be delivered by hand to: Zimbabwe National Statistics Agency, 20th Floor, Cnr 4th & Central Avenue, Harare before 1000 hours on the closing date.

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: **Thursday 10th February 2022** Deadline Time: **1000hours**
Zimbabwean Time

Submission address: 20th Floor, Cnr 4th & Central Avenue, Harare

Means of acceptance: Bids are to be placed in a bid box

1.8. Bid Opening

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

1.9. 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.

1.10. 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.
4. All products must meet the quality requirements stated in the technical specifications
5. Products would be evaluated individually
6. Evaluated bid price
7. Agree on all requirements specified within this tender

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

1.11. 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. This tender will be reviewed by the Special Procurement Oversight Committee. The Bidder is therefore required to pay non-refundable SPOC Administration Fees to PRAZ before submission of their bid as follows:

The Administration fees for suppliers are shown below;

- Administration fees for domestic suppliers require **ZWL\$30,000.00**.
- Proof of payment to be attached to bid.

*****NB*** Failure to submit the proof of payment of SPOC fees will lead to automatic disqualification**

1.12. Currency

1.12.1 Currency for Local Currency Fuel

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.

Payment to the successful bidder will be made using the **Zimbabwean Dollar** through bank transfer.

1.12.2 Currency for Direct Fuel Import/FCA Fuel

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. Payment to the successful bidder will be made using the **United States Dollar** through bank transfer.

1.13. Award of Contract

The lowest evaluated bid, which is substantially responsive to the requirements stated in 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.

****NB** The tender will be awarded to the lowest bid to specifications per lot.**

1.14. 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.

1.15. 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.

1.16 DECLARATION by the Accounting Officer

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

Signature..... *Date*.....

SECTION II: SCHEDULE OF REQUIREMENTS

2.0 STANDARDS AND QUALITY ASSURANCE

Bidders must have a valid Zimbabwe Energy Regulatory Authority (ZERA) licence.

2.1 TEST-EVALUATION -PROCEDURES

- (a) All goods supplied shall meet internationally recognized standards
- (b) In the event of award of the tender, any information if required by the Procuring Entity, about any special test procedures to verify the quality of the fuel, the Supplier will provide the same to such person as is designated by the Procuring Entity. If the result is negative, then the costs of verification will be chargeable to the Supplier and if positive, then ZIMSTAT would be responsible for payment of the costs.

2.2 PRICING

Bidders should take into account the following when coming up with the price structure;

- The fleet requiring fuel smartcards and fuel coupons is as follows;

Table 2: ZIMSTAT Fleet

No	Use of Vehicle	Quantity	Capacity of the tank	Type of fuel
1	Management	20	60 Litres	Diesel
2.	Pool vehicles	50	60 Litres	Diesel
3.	Mini-Bus	2	80 Litres	Diesel

Bids are sought on a competitive basis and all prices are subject to detailed scrutiny.

2.2.1 Price Adjustments

The contract price shall be at the prevailing rate.

2.3 PRODUCT DESCRIPTION

ZIMSTAT product requirements are as follows;

- Local Currency Fuel
- Direct Fuel Import (DFI)/FCA Fuel
- Bulk purchases (with option of minimum 10,000 litres delivery on request)
- Volume-Based Prepaid Fuel Card(s) and coupons

SECTION II: GENERAL INFORMATION

(All information submitted will be treated with utmost confidentiality)

PART 1: COMPANY DETAILS

Name of Company:

Physical

Address:

.....

.....

Telephone

Number:

E-mail Address:

Contact Person:

Title of Contact Person:

PART 11: FACILITIES

a) Service Points

Table 3: Number of service points owned:

Province	Service Point(s)	Location
Harare Metropolitan		
Bulawayo Metropolitan		
Manicaland		
Masvingo		
Midlands		
Mashonaland West		
Mashonaland East		
Mashonaland Central		
Matebeleland North		
Matebeleland South		

*Use additional paper in the format above if space is inadequate.

b) Web Interface Portal Facility

Does your organisation have a web interface portal? Yes No

If yes, briefly state functions and features accessible to ZIMSTAT including but not limited to the following minimum requirements:

- *Software provision for fuel allocation by the Procuring Entity(ZIMSTAT)*
- *Card blacklisting online*
- *Production of reports like card history, card balance, consumption report, and anomaly reports etc.*
- *Ability to retrieve information on cards replaced, e.g. damaged, stolen , lost etc*

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BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT
PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

If no, explain how ZIMSTAT will access the minimum requirements listed above:

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

*Use additional paper if space is inadequate.

c) Volume-based Prepaid Fuel Card(s)

Does your organisation provide Volume-based Prepaid Fuel Cards? Yes No

If yes, briefly state the security features including but not limited to the following minimum feature requirements:

- *Security features embossed with company name and vehicle registration*
- *Volume based card*
- *Card secured with PIN*

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

If no explain how ZIMSTAT will refuel and state the security measures that will be implemented

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

*Use additional paper if space is inadequate.

I certify that the information supplied is true and accurate.

Name:.....

Designation:.....

Signature:.....

Date:.....

SECTION III: ASSESSMENT OF BID RESPONSIVENESS

(All information submitted will be treated with utmost confidentiality)

Eligibility

Companies eligible for this tender must meet the following criteria:-

1. A covering letter summarising the offer e.g. total bid price and any other pertinent information etc...
2. Valid proof of Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in terms of section 4 of the Public Procurement and Disposal of Public Assets Act Regulations, 2018 (Statutory Instrument 5 of 2018).
3. Valid proof of registration with the Zimbabwe Energy Regulatory Authority of Zimbabwe (ZERA).
4. Valid Tax Clearance Certificate (ITF263 Form).
5. Certificate of Incorporation in the country of domicile.
6. CR14 or CR6 documents
7. Company profile including shareholding structure.
8. Documents showing the company branch network nationwide.
9. Cost per litre for diesel and petrol as well as cost for fuel cards.
10. The bidder must provide **banking details** on the organization's letterhead **stamped** and **signed** by authorized personnel.
11. The bidder should provide the following financial information as an attachment to their bids;
 - a) Copies of your Company's audited accounts for the last two financial years or,
 - b) If your Company's accounts for the last two financial years are unaudited because there is no legal or regulatory requirement for your Company's accounts to be audited, please provide copies of your accounts signed by two of your directors for the last two financial years.
 - c) 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

SECTION IV: PRICE SCHEDULE (LOT 1 LOCAL CURRENCY FUEL) (should be completed)

Only the format below will be acceptable.

Table 4: Price Schedule

Item No:	Item Description	Annual Quantity (approximate)	RTGS FUEL		Remarks
			Price per Unit (ZWL)	Total Price (ZWL)	
1.	Diesel	969,000 Litres			
2.	Petrol	10,000 Litres			
3.	Pre-paid Fuel Card	50 cards			
TOTAL AMOUNT					

Bulk purchases (with option of minimum 10,000 litres delivery on request)

.....
Authorized Name in Capitals

.....
Authorized Signature

.....
Position

.....
Date Stamp

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

SECTION V: PRICE SCHEDULE (LOT 2 DIRECT FUEL IMPORT) (should be completed)

Only the format below will be acceptable.

Table 5: Price Schedule

Item No:	Item Description	Annual Quantity (approximate)	DIRECT FUEL IMPORT (DFI)		Remarks
			Price per Unit (USD)	Total Price (USD)	
1.	Diesel	969,000 Litres			
2.	Petrol	20,000 Litres			
3.	Pre-paid Fuel Card	50 cards			
TOTAL AMOUNT					

Bulk purchases (with option of minimum 10,000 litres delivery on request)

.....
Authorized Name in Capitals

.....
Authorized Signature

.....
Position

.....
Date Stamp

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

SECTION VI: TECHNICAL EVALUATION

Submitted bids will be evaluated using the criterion detailed below:

<u>Description of Criteria</u>	<u>Requirement</u>	<u>Scoring Marks</u>	<u>Maximum Marks Available</u>	<u>Marks scored by the bidder</u>
Trade References				
Track record -where similar services have been provided – (written or traceable references)	1 reference	3	10	
	2 references	6		
	3 references and above	10		
Company Experience				
Experience of The Organisation (Attach copy of Certificate of Incorporation)	Less than 2 years	0	10	
	2-3 years	5		
	4 years and above	10		
Volume-Based Pre-paid Fuel Card(s) Facility				
Does your organisation provide Volume-based Prepaid Fuel Cards? (please attach proof)	Non-compliant	0	10	
	Compliant	10		
Web Interface-Portal Accessible to ZIMSTAT				
Does your organisation have a web interface portal? (please attach proof)	Non-compliant	0	10	
	Compliant	10		
Capacity to Supply Diesel				
Provide proof of ability to supply required annual volumes. (provide proof in the form of contracts, purchase orders, delivery notes etc..)	0-199,999 litres	0	10	
	200,000-299,999 litres	5		
	300,000 litres and Above	10		
Capacity to Supply Petrol				
Provide proof of ability to supply required annual volumes. (provide proof in the form of contracts, purchase orders, delivery notes etc..)	0-9,999 litres	0	10	
	10,000-19,999 litres	5		
	20,000 litres and Above	10		
Service Point Distribution Network				
Retail Service Station Distribution Network (Provide list of service points)				
	1-2 Service Stations	2		
	3-4 Service Stations	4		

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

Harare Metropolitan Province	5 and Above Service Stations	8	<u>8</u>	
Bulawayo Metropolitan Province	1-2 Service Stations	2	<u>8</u>	
	3-4 Service Stations	4		
	5 and Above Service Stations	8		
Midlands Province	1 Service Station	1	<u>4</u>	
	2 Service Stations	2		
	3 and above Service Stations	4		
Masvingo Province	1 Service Station	1	<u>4</u>	
	2 Service Stations	2		
	3 and above Service Stations	4		
Manicaland Province	1 Service Station	1	<u>4</u>	
	2 Service Stations	2		
	3 and above Service Stations	4		
Matabeleland North Province	1 Service Station	1	<u>2</u>	
	2 or more Service Stations	2		
Matabeleland South Province	1 Service Station	1	<u>2</u>	
	2 or more Service Stations	2		
Mashonaland West Province	1 Service Stations	1	<u>4</u>	
	2 Service Stations	2		
	3 and above Service Stations	4		
Mashonaland East Province	1 Service Station	1	<u>2</u>	
	2 and Above Service Stations	2		
Mashonaland Central Province	1 Service Station	1	<u>2</u>	
	2 and Above Service Stations	2		
TOTAL			<u>100</u>	

Notes

- The least acceptable Technical Score is 75 marks. This score will add to the financial score to give total scores. A bid obtaining less than 75 marks will be automatically disqualified and does not proceed to the next stage of financial evaluation.
- Financial Criteria: Financial scores will be determined by awarding 50 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL
TO ZIMSTAT**

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

- c) Total scores will be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals. The total of both weightings will total 100%.

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

ANNEXURE A. 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 and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, 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/03/2022**

Subject of Procurement:

Name of Bidder:

Bidder’s Reference Number:

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:	

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

.....

ANNEXURE B: 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: **DOMESTIC/ZIMSTAT/CB/03/2022**

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 being eligible for bidding for any contract with a Procuring Entity in Zimbabwe for a period 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, upon our receiving 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 partners to the Joint Venture that submits the Bid.}

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

ANNEXURE C: CONTRACT AGREEMENT

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

Procurement Reference: DOMESTIC/ZIMSTAT/CB/03/2022

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 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;
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.

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

- 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 SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

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: 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	Ineligible countries: This tender is for Zimbabwean companies only
GCC 18.1	Liquidated damages: The rate of liquidated damages shall be a sum equating 0.5% of the Contract Price of the delayed pre-paid fuel for each week of delay until actual delivery, up to a maximum deduction of 10% of the delayed pre-paid fuel cards Contract Price. Once the maximum is reached, the Procuring Entity may consider Contract Termination.
GCC 19.1	Commencement of Services: The date or period of time for commencement of services is
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
GCC 22.3	Payment schedule: Payment will be effected prior to issuance of the smartcards.
GCC 23.1	Price Adjustments: The contract price shall be at prevailing rate.
GCC 30.1	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.

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF FUEL TO ZIMSTAT

PROCUREMENT REFERENCE NO: DOMESTIC/ZIMSTAT/CB/03/2022

ANNEXURE D: NOTIFICATION OF CONTRACT AWARD

Date.....

Bidder Address.....

.....

Dear Sir/Madam

RE: TENDER REF: DOMESTIC/ZIMSTAT/CB/05/2022: SUPPLY AND DELIVERY OF PRE-PAID CARDS AND FUEL FOR ZIMSTAT VEHICLES.

The above tender refers.

We are pleased to inform you that your company has been awarded a Contract under the above referenced tender.

The following documents should be submitted to the Procuring Entity within 5 days:

1. Signed Contract Forms x 3
2. Contract administration fee receipt or proof of payment. (If applicable)

Please be advised that you are required to sign the Contract Forms and endorse with your company stamp and return the copies within 5 working days from receipt of this letter.

We kindly request you to acknowledge and confirm receipt of the above-mentioned documents.

We thank you for the usual and continual support.

Yours faithfully

R.Maocha

PROCUREMENT MANAGER