

Government of Zimbabwe

STANDARD

BIDDING

DOCUMENT

For the

Procurement of Goods

FEBRUARY 2021

**BIDDING DOCUMENT FOR THE PROCUREMENT OF HOUSEHOLD CENSUS
STICKERS**

PROCUREMENT REFERENCE NO: ZIMSTAT /03/2021

Standard Bidding Document for the Procurement of: CENSUS STICKERS

Procurement Reference No: ZIMSTAT/04/2021

Procuring Entity: ZIMBABWE NATIONAL STATISTICS
AGENCY (ZIMSTAT)

Date of Issue: 05 FEBRUARY 2021

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PART 1: BIDDING PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

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Preparation of Bids

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

1. the Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
4. Proof of Supplier Registration with the Procurement Regulatory Authority of Zimbabwe in the relevant category;
5. A bid security in the format specified in this Part;
6. A copy of the company profile, certificate of incorporation, current tax clearance with ZIMRA, CR6, CR14.

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.

The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

Language of Bid

The bid prepared by the Bidder, as well as all correspondence, and documents relating to the bid exchanged by the Bidder and Zimstat shall be written in English language.

Lots and Packages

There are no lots to this requirement. Tender will be awarded to lowest bidder to specifications.

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.

Clarification

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Clarification of the bidding document may be requested in writing by any Bidder before the closing date and should be sent to, Procurement Management Unit, 18th Floor Kaguvi Building, Corner Simon Muzenda and Central Avenue, Harare. All requests for clarifications must be in writing on company letterhead.

Validity of Bids

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

Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their bid that has 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.

Bidders are required to submit three bids. Bidders must prepare one original of the documents comprising the Bid and clearly marked "ORIGINAL" and additionally, two copies of the Bid, which must be clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original will prevail.

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

Date of deadline: **05 March 2020** Deadline Time: 1000 HRS

Submission address: Physical address
Zimbabwe National Statistical Agency
Reception Offices
20th Floor, Kaguvi Building
Corner Simon Muzenda Street and Central Avenue
P.O.BOX CY 342 Causeway
Harare
Landline+263 4 706681-8 /+263 4 703971-7

Means of acceptance: Bids in sealed and clearly marked on the outside of the envelope with procurement reference number, description of tender, tender closing date and the address of the bidder must be placed in a marked tender box after entering details of the bidder in a register. The tender box is located at the Agency's Reception Offices, 20th Floor Kaguvi building Corner Simon Muzenda Street and Central Avenue, Harare at the address above. It is the responsibility of the Bidder to ensure that the bidder's details are entered into the register before depositing bids in the tender box.

Bids sent by post/mail must be clearly marked in bold "FOR THE

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TENDER BOX, NOT TO BE OPENED BY REGISTRY". The Procuring Entity shall not be held responsible for premature opening of bids that are not correctly labelled.

Bid opening

Bidders and their representatives may witness the opening of bids, which will take place at the Agency's Boardroom, 20th floor Kaguvi Building Corner Simon Muzenda Street & Central Avenue immediately following the deadline.

Withdrawal, amendment or modification of Bids

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

Delivery Requirements

The delivery period required should not be more than three (3) weeks from date of signing contract and the final destination for delivery are as indicated in the Delivery Schedule in Part 2.

Bid Prices and Discounts

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

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

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

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

Bid Security

A bid security of **ZWL\$100 000.00** is required to be paid in any one of the following forms;

Option 1: a certified bank cheque

Option 2: a bank guarantee

Option 3: a refundable cash deposit to the Procurement Regulatory Authority of Zimbabwe

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Bid security for option 2 must be submitted in accordance with Form of Bid Security specified in this part.

Where option 3 is selected, bidders are required to pay a non-refundable administration fee of **ZWL\$20 000.00** to the Procurement Regulatory of Zimbabwe (PRAZ). PRAZ shall issue a bid security equivalent that shall be refunded to bidders after due tender process. **Any bid not accompanied by a Bid Security will be rejected by the Procuring Entity as non-responsive.**

The Bid Security or Bid- Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or 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.

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

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. This procurement is subject to review by the Special Procurement Oversight Committee (SPOC) and bidders are required to submit at least three identical copies of the bid document, where the copies are not identical, the contents of the bid marked '**ORIGINAL**' will alone be considered.

Evaluation criteria

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

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive. Part deliveries shall be accepted but must not exceed two deliveries and must fall within the delivery period stated in the tender. Dates of part deliveries must be stated in your bid.
- (b) **Payment schedule:** The sample payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. The Agency shall pay the bidder full payment **within 30 days from date of delivery and acceptance of the Household Census Stickers.**

A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.

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only. The adjustment will be evaluated in accordance with the methodology specified below and the following information:

- (i) the discount rate to be applied to determine the net present value of future operation and maintenance costs (recurrent costs);
- (ii) the annual operating and maintenance costs (recurrent costs) will be determined on the basis of the following methodology:
- (iii) the following information is required from bidder.

Domestic Preference

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, will apply.

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 submit Certificate of incorporation, current tax clearance with ZIMRA, declaration letter of conflict of interest, CR6, CR14, proof of registration with PRAZ to demonstrate the criteria listed below;

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

Participation in this bidding procedure is open to Zimbabwean bidders

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 ZWL\$. The currency of evaluation will be ZWL\$.

Award of Contract

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The lowest evaluated bid which is substantially responsive to the requirements of this bidding document will be recommended for the 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: Contract.

Right to Reject

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

Corrupt Practices

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and
3. any conflict of interest on the part of the Bidder must be declared.

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Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part I. 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 I: 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: SIXTY {60 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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PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

CURRENCY OF BID: ZWL\$

Item No¹	Description of Goods	Quantity²	Unit Price³	Total Price⁴
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1.	Household Census Stickers	4 000 000		
	VAT (local Bidders)			
	Total Bid Price			

Note 1: Lots and packages should be shown as separate items.

Note 2: The description or quantity must indicate the unit of measure where relevant.

Note 3: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 4: Include any additional costs, such as installation or commissioning.

The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

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Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

{NOTE TO BIDDERS: IF THE DELIVERY PERIOD OFFERED, OR ANY OTHER DETAILS, DIFFER FROM THE REQUIREMENTS BELOW, THIS SHOULD BE STATED IN YOUR TENDER}.

Item No	Description of Goods	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				<i>Delivery Period: 3weeks Incoterms: DAP Harare</i>	<i>{to be provided by the Bidder}</i>
1	Household Census Stickers	4 000 000	Each	3 weeks	

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

The Project Site for delivery of the goods is *Zimbabwe National Statistics Agency (Zimstat)* the final destination:

Kaguvi Building ,Corner Simon Muzenda Street and Central Avenue

Harare

Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

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

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[Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

a	b	c	d	e
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i>	<i>Comply</i>	<i>Do not Comply</i>
1	<p>4 000 000 x Household Census Stickers</p> <ul style="list-style-type: none"> • with census log inscribed Census 2021 			
	<ul style="list-style-type: none"> • Semi-Gloss self-adhesive paper 			
	<ul style="list-style-type: none"> • size 5cm x 3cm with round corners 			

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

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Declaration by the Accounting Officer

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

DIRECTOR GENERAL: Taguma Mahonde **SIGNATURE:**.....

DATE: 28-01-2021

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Bid-Securing Declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference number:

Date:[date (in day, month and year format)]

Bidder's Reference Number:

To: *{full name of Procuring Entity}*

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from bidding for any contract with a Procuring Entity in Zimbabwe for a period of time to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, either when we receive your notification to us of the name of the successful Bidder, or twenty-eight days after the expiration of our Bid, whichever is the earlier.

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Company	
Address:	
.....	
Corporate Seal (where appropriate)	