



**SUPPLY AND DELIVERY OF COMPUTER HARDWARE**

**CLOSING DATE: 16 FEBRUARY 2024**

**CLOSING TIME: 1000 HOURS**



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF COMPUTER HARDWARE**  
**PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/03/2024**

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**Standard Bidding Document for  
the Procurement of:**

**SUPPLY AND DELIVERY OF  
COMPUTER HARDWARE**

**Procurement Reference No:**

**ACZ/LOCAL/GDS/03/2024**

**Procuring Entity:**

**Airports Company of Zimbabwe (Private)  
Limited (ACZ)**

**Date of Issue:**

**12 January 2024**



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**PART 1: BIDDING PROCEDURES**

**1.1 References:**

References to the Act are to the Public Procurement and Disposal of Public Assets (PPDPA) Act [Chapter22:23] 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.

In line with section 14 of the PPDPA Act [Chapter22:23] No. 5 of 2017 as read in conjunction with section 10(3) (a) and schedule 2 (section 8 (5)(a)) of the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The Airports Company of Zimbabwe (Private) Limited (ACZ) is inviting Bids from reputable and experienced Companies for the **Supply and Delivery of Computer Hardware**.

In compliance with section 27(1) and (2) of the PPDPA, the ACZ has detailed the specifications of its procurement requirements for the **Computer Hardware** contained in Clause 2.3 of the Bidding Document. The Evaluation of the Bids to be received for this Tender shall be done in compliance with section 4(1) of the PPDPA to ensure the achievement of transparency, fairness, honesty, competition among Bidders, fair and equitable treatment of all Bidders, promotion of integrity, achievement of environmental, social and economic requirements of the procurement law.

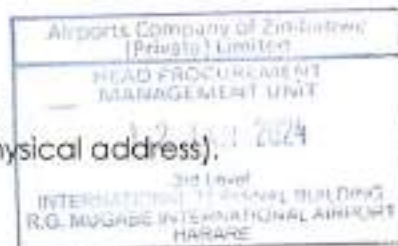
The successful Bidder will be required to enter into a contract with ACZ which will conform to the requirements of sections 78 to 89 of the PPDPA.

**1.2 Procurement Reference Number: ACZ/LOCAL/GDS/03/2024**

**1.3 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 Part 1.
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. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
5. A bid security and in the format specified in this Part 1.
6. A copy of:
  - a) Valid Tax Clearance Certificate
  - b) CR6 Form (Showing list of Directors)
  - c) CR5 Form (Showing the business physical address).
  - d) Certificate of Incorporation.
  - e) A detailed company profile.

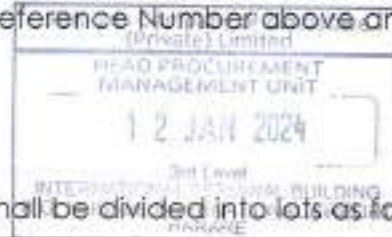


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- f) At least three (3) references on client's letter heads where the Bidder supplied Computer **Hardware**.

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the PRAZ website, before preparing your Bid. As prescribed in 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.



**1.4 Lots and Packages**

This procurement requirement shall be divided into lots as follows: -

ITEM	DESCRIPTION	QTY
1	High End Convertible Laptop 2 in 1	3
2	Mid-Range Convertible Laptop 2-in-1	10
3	Low-End Convertible Laptop 2-in-1	15
4	All-In-One Desktop PC	50
5	Multifunction, Wireless, Duplex Laser Printer (BW)	8
6	Multifunction, Wireless, Duplex Laser Printer (BW and Colour)	2
7	Mid-Range colour Printer	2
8	Entry point LaserJet Printer (Black and White)	10
9	Micro-Cut Shredder	10
10	Binoculars Hunter 8x56 HD	5

Bidders are allowed to choose the Lots they prefer to participate in.

- i. Award will be restricted to one (1) Bidder per Lot.
- ii. If one Bidder is successful on more than three (3) Lots a 5% price difference will be allowed to award to the next lowest compliant bidder.
- iii. *If the next bidder(s) is more than 5% price difference the tender will be awarded to the cheapest compliant bid in whole in order to achieve value for money.*

**1.5 Number of bids allowed.**

No Bidder may submit more than one (1) bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided

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into lots and packages, only one (1) Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one (1) Bidder owned, directly or indirectly, by the same person.

**1.6 Clarification**

Clarification of the bidding document may be requested in writing by any Bidder up to 02 February 2024 to:

**THE PROCUREMENT MANAGEMENT UNIT**

**2<sup>nd</sup> Floor Domestic Terminal Building**

**Robert Gabriel Mugabe International Airport**

**P. Bag 6002**

**Harare.**

**Telephone: (0242) 575825/575662/3/7/8**

**[tenders@acz.co.zw](mailto:tenders@acz.co.zw)**



**1.7 Compulsory Pre-bid meeting**

There shall be no compulsory pre-bid meeting for this procurement requirement.

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**1.8 Validity of Bids**

The minimum period for which the Bidder's bid must remain valid is 90 from the deadline for the submission of bids. **ACZ may seek extension of bid validity before expiration of bids.**

**1.9. Payment Terms**

Bidders are required to state payment terms. If not stated the bidder will be deemed to be compliant with the stipulated terms under Part 3, Special Conditions GCC30.1, page 36 of the bidding document.

**1.10. 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.

The Bidder must prepare one (1) original of the documents comprising the Bid and clearly mark it "ORIGINAL." In addition, the Bidder must submit two (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 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.

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Date of deadline: **16 February 2024**

Deadline  
Time:1000hours  
(CAT)

Addressed to: **The Accounting Officer**

**Airports Company of Zimbabwe (Private) Limited (ACZ)**



**3rd Level International Terminal Building**

**Robert Gabriel Mugabe International Airport**

**Harare**

Submitted to: **PMU Reception 2nd Floor Domestic Terminal Building**

Means of acceptance: **Sealed bids are to be recorded at the PMU Reception 2nd Floor Domestic Terminal Building and placed in a marked bid box**

### **1.11 Bid opening**

Bidders will be allowed only one (1) representative to witness the opening of bids. Opening will take place soon after closing of the tender.

### **1.12 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.**

### **1.13 Delivery Requirements**

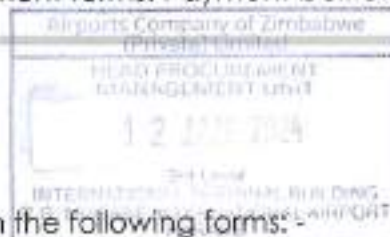
The delivery period required (from the date of contract/order signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2. **Delivery will be considered complete after supply and delivery of the goods specified. Bidders are requested to indicate their delivery period.**

### **1.14 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 Delivery Duty Paid, including the relevant **INCOTERM 2020**, 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).
- (c) Bidders must clearly state their payment terms. Payment is strictly after goods have been delivered.



### 1.15. Bid Security

The Bidder must include:

A refundable bid security/bond of **US\$500** in the following forms:-

- Option 1 ----- A certified Bank Cheque
- Option 2 ----- A Bank Guarantee **from a registered Commercial Bank**
- Option 3 ----- A Cash Deposit to the PRAZ.

The Bid bond obtainable from PRAZ is issued upon payment of a non-refundable Bid Bond Establishment fee of **US\$200.00 or equivalent at interbank rate payable at the Procurement Regulatory Authority of Zimbabwe.**

**NB. Any bid not accompanied by a Bid Security in accordance with section 26 (3) of the Regulations will be rejected by the Procuring Entity as non-responsive.**

### 1.16. Eligibility and Qualification Criteria

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

- 1. Have the legal capacity to enter into a contract; **Bidder is requested to attach copy of CR6 form, CR5 Form, copy of Certificate of Incorporation.**
- 2. Have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe; **attach valid copy of Tax Clearance Certificate.**



3. Not have a conflict of interest in relation to this procurement requirement; **Bidders must declare in writing whether they have or have no conflict of interest in relation to this procurement requirement. Bidders are required to submit a completed "Annexure A" attached under item 1.28 of this bidding document.**
4. 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; **attach current copy of registration or renewal of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ).**
5. 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; **attach current copy of registration or renewal of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ).**

#### **1.17. 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. Lowest priced bid compliant to specifications.

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

#### **1.18. Evaluation criteria**

The ACZ's evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria:

- a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2.
- b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule 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.
- c) **Compliance with the mandatory requirements of tender**

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- d) **Technical specifications** (refer to clause 2.1 and 2.3)
- e) **Lowest compliant bidder.**

**1.19 Checklist of the Evaluation Criteria:**

No.	Evaluation Criteria	Please tick if completed or submitted
1.	Submit completed Bid Submission Sheet in Part 1.	
2.	Documentation necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations; -	
2.1	Copy of CR6 Form.	
2.2	Copy of CR5 Form.	
2.3	Copy of Certificate of Incorporation.	
2.4	Current copy of Tax Clearance Certificate as proof of compliance with ZIMRA must be attached.	
2.5	Submission of a detailed Company Profile. Showing Business Directors	
2.6	Submission of three (3) written trade references on Company's letterhead for Computer Hardware	
2.7	Submission of proof of registration with the Procurement Regulatory Authority of Zimbabwe.	
2.8	Declaration to confirm whether the bidder has or has no conflict of interest in relation to this procurement requirement (completion of Annexure "A", Declaration Form).	
2.9	Bidders must declare in writing that they are 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.	
2.10	Participation in this bidding procedure is open to Zimbabwean bidders only	
2.11	Bid Validity Period of (90) days must be stated. <b>Failure to state validity period will lead to disqualification</b>	

Airports Company of Zimbabwe  
 (Private) Limited  
 TENDERS PROCUREMENT  
 MANAGEMENT UNIT  
 12 JAN 2024  
 3rd Level  
 INTERNATIONAL TERMINAL BUILDING  
 P.O. MUSAAB INTERNATIONAL AIRPORT  
 HARARE

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No.	Evaluation Criteria	Please tick if completed or submitted
3.	<b>Delivery schedule:</b> Bidders are required to state their delivery period	
4.	<b>Payment terms:</b> Bidders are required to state payment terms. If not stated the bidder will be deemed to be compliant with the stipulated terms under Part 3, Special Conditions GCC30.1, page 36 of the bidding document.	
5.	<b>Responsiveness to Technical Specifications in the Statement of Requirements. Bidders must state compliance to given requirements /specifications.</b>	

**1.20 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. **Bidders are requested to specify the country of origin for their goods.**

**1.21 Technical Criteria**

The Technical Specifications Sheet details the minimum specification of the **Computer Hardware** required. The goods offered must meet this specification, but no credit will be given for exceeding the specification.

**1.22 Currency**

Bids must be priced in United States Dollars (US\$) and payable at interbank rate of the day. The currency of evaluation will be US dollars. Payment will be in Zimbabwe dollars at the prevailing interbank rate.

**1.23 Review by the Special Procurement Oversight Committee**

This contract shall not be subject to review by the Special Oversight Committee.

**1.24 Award of Contract**

- i. *The lowest evaluated bid per lot.*
- ii. *If one Bidder is successful on more than four (4) Lots a 5% price difference will be allowed to award to the next lowest.*
- iii. *If the next bidder(s) is more than 5% price difference the tender will be awarded to the cheapest compliant bid in whole in order to achieve value for money.*

**Compliant bidder** after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document, will be recommended for award of contract. The proposed award of contract will be by issue of 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

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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.

**1.25 Right to Reject**

The ACZ 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.

**1.26 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 ACZ 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 ACZ 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.**
- 



**1.27 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 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: **90** {days} from the date of submission.

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

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**Bid Authorised by:**

<b>Signature</b> .....	<b>Name</b> : .....
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	

**Tenderer's Details**

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**PART 2: STATEMENT OF REQUIREMENTS**

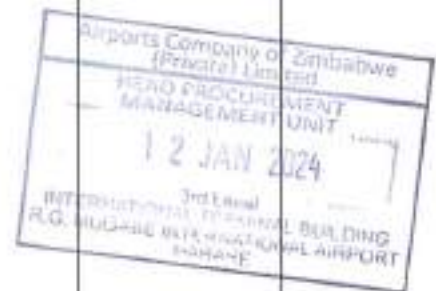
Name of Bidder:

Bidder's Reference Number:

**2.1 List of Goods and Price Schedule**

Currency of Bid.....

LOT No	Description of Goods	Quantity	Unit Price	Total Price
			[to be provided by the Bidder]	[to be provided by the Bidder]
1.	<b>High End Convertible Laptop</b>	<b>3</b>		
	<ul style="list-style-type: none"> <li>• 13th Generation Intel® Core™ i7</li> <li>• Windows 11 Pro, 64-bit</li> <li>• 16 GB LPDDR4x-4266 MHz RAM</li> <li>• (13.5") diagonal, WUXGA+ (1920 x 1280), multitouch-enabled, IPS, edge-to-edge glass, micro-edge, anti-reflection Corning® Gorilla® Glass NBT™, Low Blue light</li> <li>• Microsoft Office Professional 2019 Activated</li> <li>• 1 year ProSupport with Next Business Day on-site service</li> <li>• Single point, backlit keyboard</li> <li>• Battery type 4-cell, 66 Wh Li-ion polymer ( 11</li> <li>• Intel® Wi-Fi 6E AX211 (2x2) and Bluetooth® 5.3 wireless card (supporting gigabit data rate)</li> <li>• Nightfall black aluminum, pale brass accents (Color)</li> <li>• Full-size, backlit, nightfall black keyboard</li> <li>• Audio by Bang &amp; Olufsen; Quad speakers; HP Audio Boost</li> <li>• 1 USB Type-A 10Gbps signaling rate (HP Sleep and Charge); 2</li> </ul>			



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LOT No	Description of Goods	Quantity	Unit Price	Total Price
	<p>Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4, HP Sleep and Charge); 1 headphone/microphone combo</p> <ul style="list-style-type: none"> <li>• Fingerprint reader</li> <li>• 1 year (1/1/0) limited warranty includes 1 year of parts and labor. No on-site repair.</li> <li>• HP ENVY Urban 15.6-inch Briefcase</li> <li>• HP USB-C Travel Dock</li> </ul>			
2.	<p><b>Mid-Range Convertible Laptop 2-in-1</b></p>	10		
	<ul style="list-style-type: none"> <li>• 13th Generation Intel® Core™ i7-1365U vPro (12 MB cache, 10 cores, up to 5.2 GHz)</li> <li>• Windows 11 Pro, 64-bit</li> <li>• 16 GB, 2 x 8 GB, LPDDR5, 4800 MHz, integrated, dual-channel</li> <li>• 13.3-inch, FHD 1920 x 1080, 60 Hz, anti-glare, touch, 72% NTSC, 300 nits, IPS</li> <li>• M.2 2230, 512 GB, PCIe NVMe Gen4 x4, SSD, Class 35</li> <li>• Microsoft Office Professional 2019 Activated</li> <li>• 1 year ProSupport with Next Business Day on-site service</li> <li>• Single point, backlit keyboard</li> <li>• 2 Thunderbolt 4 ports with DisplayPort Alt Mode/USB4/Power Delivery</li> <li>• 1 USB 3.2 Gen 1 port</li> <li>• 1 USB 3.2 Gen1 port with PowerShare</li> <li>• 1 HDMI 2.0 port</li> <li>• 1 Universal audio jack</li> <li>• 1080p at 30 fps, widescreen FHD RGBlr camera, Dual-array microphones</li> </ul>			





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LOT No	Description of Goods	Quantity	Unit Price	Total Price
	<ul style="list-style-type: none"> <li>• Stereo speakers with Realtek Waves MaxxAudio 12.0, 2 W x 2 W = 4 W total</li> <li>• Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card</li> <li>• Dell EcoLoop Premier Briefcase 15</li> </ul>			
<b>3</b>	<b>Low-End Convertible Laptop 2-in-1</b>	<b>15</b>		
	<ul style="list-style-type: none"> <li>• 13th Generation Intel® Core™ i5-1235U vPro® Essentials3 (12 MB cache, 2+8 cores, 12 threads, 1.30 GHz to 4.40 GHz, 15 W)</li> <li>• Windows 11 Pro, 64-bit</li> <li>• Intel® Iris® Xe Graphics for Gen12 Intel® i5/i7 processors</li> <li>• 13.3-inch, FHD 1920 x 1080, 60 Hz, WLED, anti-glare, touch, 72% NTSC, 300 nits, wide-viewing angle</li> <li>• 16 GB, DDR4, 3200 MHz, integrated, dual-channel</li> <li>• M.2 2280, 512 GB, PCIe NVMe Gen3 x4, SSD, Class 40</li> <li>• Microsoft Office Professional 2019</li> <li>• 1-year hardware warranty with mail-in service after remote diagnosis</li> <li>• Front Height: 16.92 mm (0.67")</li> <li>• Rear Height: 18.43 mm (0.73")</li> <li>• Width: 305.70 mm (12.04")</li> <li>• Depth: 207.50 mm (8.17")</li> <li>• 1080p at 30 fps, widescreen FHD RGB IR camera, Dual-array microphones</li> <li>• Stereo speakers with Realtek Waves MaxxAudio® Pro, 2 W x 2 W = 4 W total</li> <li>• Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card</li> <li>• 4-cell, 58 Wh, ExpressCharge™ Boost</li> </ul>			



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LOT No	Description of Goods	Quantity	Unit Price	Total Price
	<ul style="list-style-type: none"> <li>• 2 Thunderbolt™ 4 ports with DisplayPort Alt Mode/USB Type-C/USB4/Power Delivery</li> <li>• 1 USB 3.2 Gen 1 port</li> <li>• 1 USB 3.2 Gen 1 port with PowerShare</li> <li>• 1 HDMI 2.0 port</li> <li>• 1 Universal audio port</li> <li>• <b>HP USB-C Travel Dock</b></li> <li>• Eco Loop Premier Briefcase 15</li> </ul>			
4.	<b>All-In-One Desktop PC</b>	50		
	<ul style="list-style-type: none"> <li>• Operating system: Windows 11 Pro</li> <li>• Processor Brand: Intel® Core™ i5 1335U 13th Generation</li> <li>• (Intel® Core™ i5-1335U (up to 4.6 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads)</li> <li>• Memory size: 16 GB DDR4</li> <li>• 23.8" Display FHD</li> <li>• 512GB SSD</li> <li>• HP Stereo 3.5mm Headset G2</li> </ul>			
5.	<b>Multifunction, Wireless, Duplex Laser Printer (BW)</b>	8		
	<ul style="list-style-type: none"> <li>• Wireless 4-in-1 (Print   Copy   Scan   Fax)</li> <li>• Print up to 30 Pages Per Minute (BW)</li> <li>• Uses Toner 071 / 071 High-Capacity Toner</li> <li>• 150-sheet Standard Cassette, 35-sheet Automatic Document Feeder</li> <li>• Auto 2-sided Printing</li> <li>• ENERGY STAR®, EPEAT Silver</li> <li>• 1 Year Limited Warranty</li> </ul>			
6.	<b>Multifunction, Wireless, Duplex Laser Printer (BW and Colour)</b>	5		



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LOT No	Description of Goods	Quantity	Unit Price	Total Price
	<ul style="list-style-type: none"> <li>Wireless 4-in-1 (Print   Copy   Scan   Fax)</li> <li>Print up to 22 Pages Per Minute (BW and Colour)</li> <li>Uses Toner 067 / 067 High Capacity Toner</li> <li>250-sheet Standard Cassette, 1-sheet Multipurpose Tray, 50-sheet Automatic Document Feeder</li> <li>Auto 2-sided Printing, One-pass 2-sided Scanning</li> <li>ENERGY STAR®, EPEAT Silver</li> <li>3 Year Warranty</li> </ul>			
<b>7.</b>	<b>Mid-Range colour Printer</b>	<b>2</b>		
	<ul style="list-style-type: none"> <li>A4 Colour LaserJet Printers; Small Medium Business</li> <li>Print</li> <li>Dynamic Security enabled printer</li> <li>Print speed up to 21 ppm (black) and 21 ppm (colour)</li> <li>USB; Ethernet; Wireless</li> <li>Built-in 802.11 b/g/n: authentication via WEP, WPA/WPA2, or 802.1X: encryption via AES or TKIP; WPS; Wi-Fi Direct</li> </ul>			
<b>8</b>	<b>Entry point LaserJet Printer (Black and White)</b>	<b>10</b>		
	<ul style="list-style-type: none"> <li>USB Printer cable</li> <li>Duplex Printing Capability</li> <li>Ethernet network port</li> <li>Power cable with 3-pin square plug</li> <li>Wi-Fi enabled.</li> <li>1 Year warranty</li> <li>Connectivity, standard: 1 Hi-Speed USB 2.0;</li> <li>1 host USB at rear side;</li> <li>Gigabit Ethernet 10/100/1000BASE-T network; 802.3az(EEE)</li> <li>Up to 80,000 pages Duty cycle</li> </ul>			



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LOT No	Description of Goods	Quantity	Unit Price	Total Price
9	<b>Micro-Cut Shredder</b>	10		
	<ul style="list-style-type: none"> <li>• Max Sheets Pass 600</li> <li>• POPI Compliant Yes</li> <li>• Users 10 Plus</li> <li>• Cut Type Micro</li> <li>• Security Level P 5</li> <li>• Bin Size Liters / (sheets) 83L</li> <li>• Cut Size (mm) 2 x 12mm</li> <li>• Decibel Level</li> <li>• Entry Width (mm) 230</li> <li>• Jam Free</li> <li>• Speed m/mm</li> <li>• Auto Oil No</li> <li>• Power Consumption (W)</li> <li>• Machine / Cutter Warranty 2 / 7</li> <li>• Run Time / Cool Time Continuous</li> <li>• Packed Size: H x W x D (mm) 997 x 508 x 660</li> <li>• Packed Weight (kg) 45.4</li> <li>• Shreds CD's / Credit Cards (CC) Credit Cards</li> </ul>			
10	<b>Binoculars Hunter 8x56 HD</b>	5		
	<ul style="list-style-type: none"> <li>• ED lens element for a true colour, high-contrast image</li> <li>• a particularly bright image</li> <li>• 7mm diameter exit pupil.</li> <li>• generous 23mm eye relief</li> <li>• wide 6.1° field of view</li> <li>• eyecups with three, lockable, settings</li> <li>• rubber-armoured, providing an excellent grip and shockproofing</li> <li>• phase-coated BaK-4 prisms</li> <li>• close focus distance of 3 metres</li> <li>• only 1,085g in weight</li> <li>• carrying case included</li> </ul>			



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

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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.



**2.2 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}.

LOT No	Description of Goods	Quantity	Physical Unit / Unit of measure	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				Within 14 working days from date of signing the contract.	{to be provided by the Bidder}
1.	High End Convertible Laptop 2 in 1	3	each		
2.	Mid-Range Convertible Laptop 2-in-1	10	each		
3.	Low-End Convertible Laptop 2-in-1	15	each		
4.	All-In-One Desktop PC	50	each		
5.	Multifunction, Wireless, Duplex Laser Printer (BW)	10	each		
6.	Multifunction, Wireless, Duplex Laser Printer (BW and Colour)	5	each		
7.	Mid-Range colour Printer	2	each		
8.	Entry point LaserJet Printer (Black and White)	8	each		
9.	Micro-Cut Shredder	10	each		
10.	Binoculars Hunter 8x56 HD	5	each		

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


**2.3 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:

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)

<b>A</b>  <i>Item No</i>	<b>b</b>  <i>Item description</i>	<b>c</b>  <i>full technical Specification required (including applicable standards)</i>	<b>d</b>  <i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column c}</i>
<b>1</b>	<b>High End Convertible Laptop 2 in 1</b>		
i.		<ul style="list-style-type: none"> <li>13th Generation Intel® Core™ i7</li> </ul>	
ii.		<ul style="list-style-type: none"> <li>Windows 11 Pro, 64-bit</li> </ul>	
iii.		<ul style="list-style-type: none"> <li>(13.5") diagonal, WUXGA+ (1920 x 1280), multitouch-enabled, IPS, edge-to-edge glass, micro-edge, anti-reflection Coming® Gorilla® Glass NBT™, Low Blue light</li> </ul>	
iv.		<ul style="list-style-type: none"> <li>Microsoft Office Professional 2019 Activated</li> </ul>	
v.		<ul style="list-style-type: none"> <li>1 year ProSupport with Next Business Day on-site service</li> </ul>	
vi.		<ul style="list-style-type: none"> <li>Single point, backlit keyboard</li> </ul>	
vii.		<ul style="list-style-type: none"> <li>Battery type 4-cell, 66 Wh Li-ion polymer ( 11</li> </ul>	
viii		<ul style="list-style-type: none"> <li>Nightfall black aluminum, pale brass accents (Color)</li> </ul>	

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<b>Item No</b>	<b>Item description</b>	<b>full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column c}</b>
ix		<ul style="list-style-type: none"> <li>• Full-size, backlit, nightfall black keyboard</li> </ul>	
X		<ul style="list-style-type: none"> <li>• Audio by Bang &amp; Olufsen; Quad speakers; HP Audio Boost</li> </ul>	
Xi		<ul style="list-style-type: none"> <li>• HP Smart AC Adapter, 3-pin square plug</li> </ul>	
xii		<ul style="list-style-type: none"> <li>• Targus Standard Security Lock</li> </ul>	
xiii		<ul style="list-style-type: none"> <li>• Leather trolley case (Show pictures of the bag for approval)</li> </ul>	
xiv		<ul style="list-style-type: none"> <li>• HP USB-C Travel Dock</li> </ul>	
xv		<ul style="list-style-type: none"> <li>• 1 year Warranty</li> </ul>	
xvi		<ul style="list-style-type: none"> <li>• 1 USB Type-A 10Gbps signaling rate (HP Sleep and Charge); 2 Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4, HP Sleep and Charge); 1 headphone/microphone combo</li> </ul>	
xvii		<ul style="list-style-type: none"> <li>• Fingerprint reader</li> </ul>	
xviii		<ul style="list-style-type: none"> <li>• 1 year (1/1/0) limited warranty includes 1 year of parts and labor. No on-site repair.</li> </ul>	
xxi		<ul style="list-style-type: none"> <li>• HP ENVY Urban 15.6-inch Briefcase</li> </ul>	

Airports Company of Zimbabwe (Private) Limited  
 HEAD PROCUREMENT MANAGEMENT UNIT  
 12 JAN 2024  
 3rd Level  
 INTERNATIONAL TERMINAL BUILDING  
 122 MUSHINGO INTERNATIONAL AIRPORT  
 HARARE


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xx		<ul style="list-style-type: none"> <li>HP USB-C Travel Dock</li> </ul>	
<b>2</b>	<b>Mid-Range Convertible Laptop 2-in-1</b>		
i.		<ul style="list-style-type: none"> <li>13th Generation Intel® Core™ i7-1365U vPro (12 MB cache, 10 cores, up to 5.2 GHz)</li> </ul>	
ii.		<ul style="list-style-type: none"> <li>Windows 11 Pro, 64-bit</li> </ul>	
iii.		<ul style="list-style-type: none"> <li>16 GB, 2 x 8 GB, LPDDR5, 4800 MHz, integrated, dual-channel</li> </ul>	
iv.		<ul style="list-style-type: none"> <li>13.3-inch, FHD 1920 x 1080, 60 Hz, anti-glare, touch, 72% NTSC, 300 nits, IPS</li> </ul>	
v.		<ul style="list-style-type: none"> <li>M.2 2230, 512 GB, PCIe NVMe Gen4 x4, SSD, Class 35</li> </ul>	
vi.		<ul style="list-style-type: none"> <li>Microsoft Office Professional 2019 Activated</li> </ul>	
vii.		<ul style="list-style-type: none"> <li>1 year ProSupport with Next Business Day on-site service</li> </ul>	
viii.		<ul style="list-style-type: none"> <li>Single point, backlit keyboard</li> </ul>	
ix.		<ul style="list-style-type: none"> <li>2 Thunderbolt 4 ports with DisplayPort Alt Mode/USB4/Power Delivery</li> </ul>	
x.		<ul style="list-style-type: none"> <li>1 USB 3.2 Gen 1 port</li> <li>1 USB 3.2 Gen1 port with PowerShare</li> <li>1 HDMI 2.0 port</li> <li>1 Universal audio jack</li> </ul>	







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A <i>Item No</i>	b <i>Item description</i>	c <i>full technical Specification required (including applicable standards)</i>	d <i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column c}</i>
xi.		<ul style="list-style-type: none"> <li>1080p at 30 fps, widescreen FHD RGBI camera, Dual-array microphones</li> </ul>	
xii.		<ul style="list-style-type: none"> <li>Stereo speakers with Realtek Waves MaxxAudio 12.0, 2 W x 2 W = 4 W total</li> </ul>	
xiii.		<ul style="list-style-type: none"> <li>Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card</li> </ul>	
xiv.		<ul style="list-style-type: none"> <li>Dell EcoLoop Premier Briefcase 15</li> </ul>	
<b>3</b>	<b>Low-End Convertible Laptop 2-in-1</b>		
i.		<ul style="list-style-type: none"> <li>13th Generation Intel® Core™ i5-1235U vPro® Essentials3 (12 MB cache, 2+8 cores, 12 threads, 1.30 GHz to 4.40 GHz, 15 W)</li> </ul>	
ii.		<ul style="list-style-type: none"> <li>Windows 11 Pro, 64-bit</li> </ul>	
iii.		<ul style="list-style-type: none"> <li>Intel® Iris® Xe Graphics for Gen12 Intel® i5/i7 processors</li> </ul>	
iv.		<ul style="list-style-type: none"> <li>13.3-inch, FHD 1920 x 1080, 60 Hz, WLED, anti-glare, touch, 72% NTSC, 300 nits, wide-viewing angle</li> </ul>	
v.		<ul style="list-style-type: none"> <li>16 GB, DDR4, 3200 MHz, integrated, dual-channel</li> </ul>	
vi.		<ul style="list-style-type: none"> <li>M.2 2280, 512 GB, PCIe NVMe Gen3 x4, SSD, Class 40</li> </ul>	

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vii.		<ul style="list-style-type: none"> <li>1-year hardware warranty with mail-in service after remote diagnosis</li> </ul>	
viii.		<ul style="list-style-type: none"> <li>1-year hardware warranty with mail-in service after remote diagnosis</li> </ul>	
ix.		<ul style="list-style-type: none"> <li>Front Height: 16.92 mm (0.67"</li> </ul>	
x		<ul style="list-style-type: none"> <li>1080p at 30 fps, widescreen FHD RGB IR camera, Dual-array microphones</li> </ul>	
xi.		<ul style="list-style-type: none"> <li>Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card</li> </ul>	
xii.		<ul style="list-style-type: none"> <li>2 Thunderbolt™ 4 ports with DisplayPort Alt Mode/USB Type-C/USB4/Power Delivery</li> <li>1 USB 3.2 Gen 1 port</li> <li>1 USB 3.2 Gen 1 port with PowerShare</li> <li>1 HDMI 2.0 port</li> <li>1 Universal audio port</li> </ul>	
xiii.		<ul style="list-style-type: none"> <li><b>HP USB-C Travel Dock</b></li> </ul>	
xiv		<ul style="list-style-type: none"> <li>Eco Loop Premier Briefcase 15</li> </ul>	
Xvi		<ul style="list-style-type: none"> <li>Office 2019 Professional Activated</li> </ul>	
<b>4</b>	<b>All-In-One Desktop PC</b>		
i.		<ul style="list-style-type: none"> <li>Operating system: Windows 11 Pro</li> </ul>	

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ii.		<ul style="list-style-type: none"> <li>Processor Brand: Intel® Core™ i5 1335U 13th Generation</li> </ul>	
iii.		<ul style="list-style-type: none"> <li>(Intel® Core™ i5-1335U (up to 4.6 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads</li> </ul>	
iv.		<ul style="list-style-type: none"> <li>Memory size: 16 GB DDR4</li> </ul>	
v.		<ul style="list-style-type: none"> <li>23.8" Display FHD</li> </ul>	
vi.		<ul style="list-style-type: none"> <li>512GB SSD</li> </ul>	
vii.		<ul style="list-style-type: none"> <li>Office 2019 Professional Activated</li> </ul>	
<b>5.</b>		<b>Multifunction, Wireless, Duplex Laser Printer (BW)</b>	
i.		<ul style="list-style-type: none"> <li>Wireless 4-in-1 (Print   Copy   Scan   Fax)</li> </ul>	
ii.		<ul style="list-style-type: none"> <li>Print up to 30 Pages Per Minute (BW)</li> </ul>	
iii.		<ul style="list-style-type: none"> <li>Uses Toner 071 / 071 High-Capacity Toner</li> </ul>	
iv.		<ul style="list-style-type: none"> <li>Document Feeder</li> </ul>	
v.		<ul style="list-style-type: none"> <li>Ideal for small to mid size workgroups</li> </ul>	
vi.		<ul style="list-style-type: none"> <li>Auto 2-sided Printing</li> </ul>	
vii.		<ul style="list-style-type: none"> <li>ENERGY STAR®, EPEAT Silver</li> </ul>	

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viii.		<ul style="list-style-type: none"> <li>• 1 Year Limited Warranty</li> </ul>	
ix.		<ul style="list-style-type: none"> <li>• Copy, print, scan, fax, email, cloud</li> </ul>	
x.		<ul style="list-style-type: none"> <li>• original Drum Cartridge</li> </ul>	
<b>6</b>	<b>Multifunction, Wireless, Duplex Laser Printer (BW and Colour)</b>		
i.		<ul style="list-style-type: none"> <li>• Wireless 4-in-1 (Print   Copy   Scan   Fax)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Print up to 22 Pages Per Minute (BW and Color)</li> </ul>	
		<ul style="list-style-type: none"> <li>• Uses Toner 067 / 067 High-Capacity Toner</li> <li>• 250-sheet Standard Cassette, 1-sheet Multipurpose Tray, 50-sheet Automatic Document Feeder</li> </ul>	
		<ul style="list-style-type: none"> <li>• Auto 2-sided Printing, One-pass 2-sided Scanning</li> </ul>	
		<ul style="list-style-type: none"> <li>• ENERGY STAR®, EPEAT Silver</li> </ul>	
		<ul style="list-style-type: none"> <li>• 3 Year Warranty</li> </ul>	
<b>7</b>	<b>Mid-Range colour Printer</b>		
		<ul style="list-style-type: none"> <li>• 1 year Warranty</li> </ul>	
		<ul style="list-style-type: none"> <li>• A4 Colour LaserJet Printers; Small Medium Business</li> </ul>	
		<ul style="list-style-type: none"> <li>• 3 Pin Square Plug</li> </ul>	

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		<ul style="list-style-type: none"> <li>Print</li> </ul>	
		<ul style="list-style-type: none"> <li>Dynamic Security enabled printer</li> </ul>	
		<ul style="list-style-type: none"> <li>Print speed up to 21 ppm (black) and 21 ppm (color)</li> </ul>	
		<ul style="list-style-type: none"> <li>USB; Ethernet; Wireless</li> </ul>	
		<ul style="list-style-type: none"> <li>Built-in 802.11 b/g/n; authentication via WEP, WPA/WPA2, or 802.1X; encryption via AES or TKIP; WPS; Wi-Fi Direct</li> </ul>	
<b>8.</b>	<b>Entry point LaserJet Printer (Black and White)</b>		
		<ul style="list-style-type: none"> <li>USB Printer cable</li> </ul>	
		<ul style="list-style-type: none"> <li>Duplex Printing Capability</li> </ul>	
		<ul style="list-style-type: none"> <li>Ethernet network port ; 802.3az(EEE)</li> </ul>	
		<ul style="list-style-type: none"> <li>Power cable with 3-pin square plug</li> </ul>	
		<ul style="list-style-type: none"> <li>Wi-Fi enabled</li> </ul>	
		<ul style="list-style-type: none"> <li>Wi-Fi enabled.</li> </ul>	
		<ul style="list-style-type: none"> <li>Power cable with 3-pin square plug</li> </ul>	
		<ul style="list-style-type: none"> <li>1 Year warranty</li> </ul>	
		<ul style="list-style-type: none"> <li>1 Year warranty</li> </ul>	
		<ul style="list-style-type: none"> <li>1 host USB at rear side;</li> </ul>	

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		<ul style="list-style-type: none"> <li>Up to 80,000 pages Duty cycle</li> </ul>	
<b>9.</b>	<b>Micro-Cut Shredder</b>		
		<ul style="list-style-type: none"> <li>Max Sheets Pass 600</li> </ul>	
		<ul style="list-style-type: none"> <li>POPI Compliant Yes</li> </ul>	
		<ul style="list-style-type: none"> <li>Users 10 Plus</li> </ul>	
		<ul style="list-style-type: none"> <li>Cut Type Micro</li> </ul>	
		<ul style="list-style-type: none"> <li>Bin Size Liters / (sheets) 83L</li> </ul>	
		<ul style="list-style-type: none"> <li>Cut Size (mm) 2 x 12mm</li> </ul>	
		<ul style="list-style-type: none"> <li>Jam Free</li> </ul>	
		<ul style="list-style-type: none"> <li>Shreds CD's / Credit Cards (CC) Credit Cards</li> </ul>	
<b>10</b>	<b>Binoculars Hunter 8x56 HD</b>		
		<ul style="list-style-type: none"> <li>ED lens element for a true colour, high-contrast image and shockproofing only 1,085g in weight</li> <li>carrying case included</li> <li>a particularly bright image</li> </ul>	
		<ul style="list-style-type: none"> <li>7mm diameter exit pupil.</li> </ul>	
		<ul style="list-style-type: none"> <li>generous 23mm eye relief wide 6.1° field of view</li> </ul>	
		<ul style="list-style-type: none"> <li>eyecups with three, lockable, settings</li> </ul>	

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<i>Item No</i>	<i>Item description</i>	<i>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 c}</i>
		<ul style="list-style-type: none"> <li>• rubber-armoured, providing an excellent grip</li> </ul>	
		<ul style="list-style-type: none"> <li>• phase-coated BaK-4 prisms</li> <li>• close focus distance of 3 metres</li> </ul>	

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.**

**NB. Bidders are required to include technical literature to positively support the details provided in column c.**

**2.4 Declaration by the Accounting Officer**

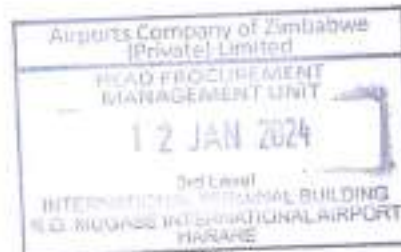
I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.

*Signed By the Accounting Officer*

Name: T. Gusha

Signature:

  
.....  
**(Chief Executive Officer)**



Date: 12 January 2024

**PART 3 CONTRACT**

**3.1 Contract Agreement**

**Procurement Reference: ACZ/LOCAL/GDS/03/2024**

THIS CONTRACT AGREEMENT is made the ..... day of .....

BETWEEN

- (1) Airports Company of Zimbabwe (Private) Limited, a body corporate incorporated under the laws of Zimbabwe and having its principal place of business at Robert Gabriel Mugabe International Airport (hereinafter called "the Procuring Entity"), and
- (2) ..... 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").

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WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., **Supply and Delivery of Computer Hardware** and has accepted a Bid by the Contractor for the supply and delivery of those Goods in the sum of..... *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement;
  - (b) Special Conditions of Contract;
  - (c) General Conditions of Contract;
  - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
  - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
  - (f) The Procuring Entity's Notification of Contract Award;
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.





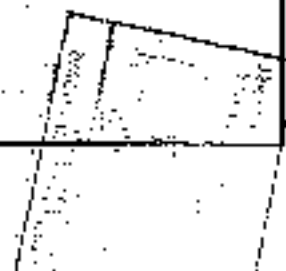
**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF COMPUTER HARDWARE  
PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/03/2024**

1. In consideration of the payments to be made by the Airports Company of Zimbabwe (Private) Limited to the Contractor as mentioned below, the Contractor hereby agrees with the Airports Company of Zimbabwe (Private) Limited to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The Airports Company of Zimbabwe (Private) Limited hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

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

**For and on behalf of the Airports Company of Zimbabwe (Private) Limited**

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>

**3.2 General Conditions of Contract**

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

**3.3 Special Conditions of Contract**

Procurement Reference Number: **ACZ/LOCAL/GDS/03/2024**

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

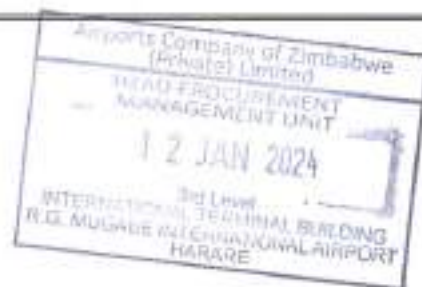
**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF COMPUTER HARDWARE**  
**PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/03/2024**

GCC reference	Special Conditions
GCC 7.5	<b>Eligible Countries:</b> All countries are eligible.
GCC 8.1	<p><b>Notices:</b> Any notice shall be sent to the following addresses:</p> <p>For the Airports Company of Zimbabwe (Private) Limited, the address shall be as given in the Contract document and the contact shall be <b>Accounting Officer,</b></p> <p><b>Robert Gabriel Mugabe International Airport, 3<sup>rd</sup> Level, Harare.</b></p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be</p> <p>{state name of contact}</p>
GCC 19.1	<p><b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Act shall apply.</p> <p>If the <b>CONTRACTOR</b> delays in delivering or performing due to a fault or negligence caused or attributable to the Contractor, the <b>ACZ</b> shall claim liquidated damages for the delay which shall be calculated at 2% of contract value per week for a period of four (4) weeks which the <b>CONTRACTOR</b> will be liable to pay.</p> <p>Should the <b>CONTRACTOR</b> fail to perform or deliver after the <b>four (4) weeks</b> period covered by the liquidated damages the <b>ACZ</b> shall terminate the contract due to that delay and the <b>Contractor</b> will be liable for the payment of the accrued liquidated damages.</p> <p>The <b>CONTRACTOR</b> will not be charged liquidated damages when the delay in delivery or performance is a result of circumstances beyond the <b>Contractor's</b> control and is not caused by fault or negligence on the part of the Contractor.</p>
CC 23.1 & 23.2	<b>Inspections and tests:</b> the tests of the Cell phone Handsets that the Contractor is required to carry at its own expense are: <b>Correct functionality of the Computer Hardware and Smart TVs.</b>
GCC 24.1	<b>Performance security:</b> The Contractor shall provide a performance security of <b>10 %</b> of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe acceptable to the Airports Company of Zimbabwe of Zimbabwe (Private) Limited. The format shall be based on the template following the Special Conditions of Contract in this Part.

Airports Company of Zimbabwe (Private) Limited  
 HEAD PROCUREMENT MANAGEMENT UNIT  
 P.O. BOX 1000, HARARE  
 ZIMBABWE

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF COMPUTER HARDWARE**  
**PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/03/2024**

GCC reference	Special Conditions
<b>GCC 24.4</b>	<b>Reduction of performance security:</b> There shall be no reduction in the performance security during contract period. The performance security will only be released upon 100% delivery of the Cell phone Handsets and Accessories and issuing of the Goods received voucher.
<b>GCC 25.1</b>	<b>Warranty:</b> The period of warranty shall be <b>12 Months</b>
<b>GCC 25.6</b>	<b>Failure to remedy a defect:</b> The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be <b>14</b> days.
<b>GCC 29.1</b>	<b>Price adjustments:</b> There will be no price adjustments for the duration of the contract.  Any price variation shall be subject to approval by relevant ACZ Authorities.
<b>GCC 30.1</b>	<b>Terms of Payment:</b>  Payment shall be done within 7-14 days after delivery upon submission of a Delivery Note and a Tax Invoice and Issuance of a Goods Received Voucher.  <b>Advance payment:</b> Should advance payment be required, it would be subject to negotiation and approval by relevant ACZ Authorities. An advance payment guarantee will be required.
<b>GCC 31.1</b>	<b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract.



**3.4 Bank Guarantee for Performance Security**

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

**PERFORMANCE GUARANTEES No:**

We have been informed that [name of supplier] (hereinafter called "the Supplier") has undertaken, pursuant to Contract No [reference number of Contract] dated [date of Contract] (hereinafter called "the Contract") for the supply of [description of goods and related services] under the Contract.

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Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we [name of bank] hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of [insert amount in figures and in words] upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature

