



**PROVISION OF SECURITY SERVICES**

**ACZ/LOCAL/RFP/01/2024**

**CLOSING DATE: 09 FEBRUARY 2024**

**CLOSING TIME: 1000 HOURS**



Standard Bidding Document for  
the Procurement of:

PROVISION OF SECURITY SERVICES

Procurement Reference No:

ACZ/LOCAL/RPF/01/2024

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

In line with Section 14 of the PPDPA Act [Chapter 22:23] 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 **Provision of Security Services**.

In compliance with Section 27(1) and (2) of the PPDPA, the Authority has detailed the technical proposal requirements for the **Provision of Security Services**.

The Evaluation of the Proposals 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 Service Provider 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/RFP/01/2024

### 1.3 Preparation of Bids

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

1. The Bid Submission in Part 1;
2. A copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations;
3. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ);
4. A bid security in the format specified in Part 2;
5. A copy of: -
  - a) CR 6 Form (showing directors).
  - b) CR5 Form (showing the business physical address).;
  - c) Certificate of Incorporation or equivalent;
  - d) Valid Current Tax Clearance Certificate;
  - e) Detailed Company profile;



- f) Proof of Registration with any of the following Security Associations (i) Security Association of Zimbabwe, (ii) Zimbabwe Indigenous National Security Association;
  - g) Attach Proof of Registration with Home Affairs Ministry;
  - h) Attach Proof of Registration with the National Social Security Authority;
  - i) Attach Proof of Insurance of not less than US\$50,000.00; (Fifty thousand United States dollars) or Equivalent ZW\$ using the Reserve Bank of Zimbabwe rate (submit a current copy of the insurance document).
  - j) Attach Proof of Fire Arms Registration.
  - k) Attach proof of current and valid POTRAZ license for the use of the communication radios.
  - l) Attach copy of ISO 9001 standards certification.
6. **At least four (4) references on client's letter heads** where the Bidder provided security services in the last five (5) years excluding Airports Company of Zimbabwe (Pvt) Ltd, **two (2) must be a listed entities or Government entities. Two (2) of the references should demonstrate areas of high traffic movement or highly frequented public areas.**
7. All the stated references must clearly demonstrate the bidder's capacity of having provided services to institution of a similar scope and size, giving name of contact person, telephone number and/or email address. Testimonials and reference letters from the clients for each of the four (4) references given above.
8. You are also required to pay the administration fee of **US\$350.00** payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations.
- Payment will be done at the PRAZ offices.

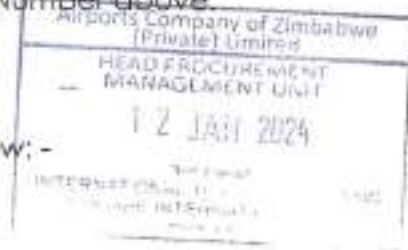
You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above.

#### 1.4 Lots and Packages

The requirement is divided into **lots and packages** as stipulated below: -

- i) Package One (1) comprises of Lots A, B and C
- ii) Package Two (2) comprises of Lots D, E and F
- iii) Package Three (3) comprises of Lots G, H, I and J

**Bidders may bid for not more than one (1) package.** The Tender will be awarded to the lowest evaluated bid per package, which is substantially responsive to the requirements of this Bidding Document.



### 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 requirements are divided 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 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, before: **26 January 2024**:

**Procurement Management Unit**  
**2<sup>nd</sup> Floor Domestic Terminal Building**  
**Robert Gabriel Mugabe International Airport**  
**P. Bag 6002**  
**Causeway**  
**Harare.**  
**Telephone: 575825 / 575662/3/7/8**

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

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### 1.7 Compulsory Pre-bid meeting

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

### 1.8 Validity of Bids

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

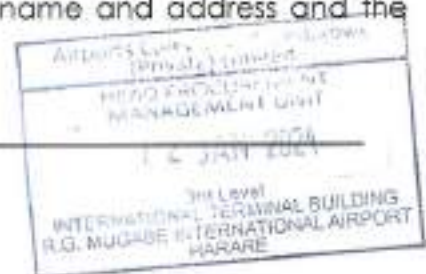
### 1.9 Payment Terms

Bidders must clearly state payment terms. No advance payment shall be made to the winning Bidder for the execution of this Tender. Payment shall be effected after delivery of the service. Bidders should note that preference will be given to Bidders with the most favourable trade finance terms.

### 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.

Date of deadline: : **09 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:    of **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 immediately 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.

### 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.

### **1.15 Bid Security**

The Bidder must include:

A refundable bid security/bond of **US\$1,000.00 in the** following form

Option 1 ----- A certified Bank Cheque

Option 2 ----- A Bank Guarantee

Option 3 ----- A Cash Deposit to the PRAZ;

Issued by either a registered commercial bank or PRAZ.

The Bid bond obtainable from PRAZ is issued upon payment of a non-refundable Bid Bond Establishment fee of **US\$200.00** payable at the PRAZ.

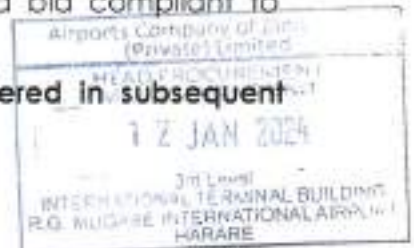
**Any bid not accompanied by a Bid Security in accordance with section 26 (3) of the Regulations will be rejected by the Procuring Entity as non-responsive.**

### **1.16 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.**



### **1.17 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 services 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



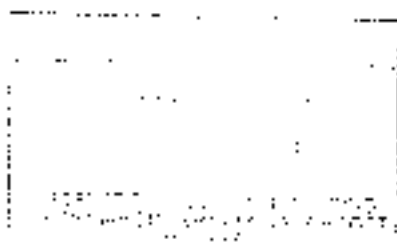
payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, or the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.

(c) Compliance with the Technical specifications. Part 2 of the bidding document.

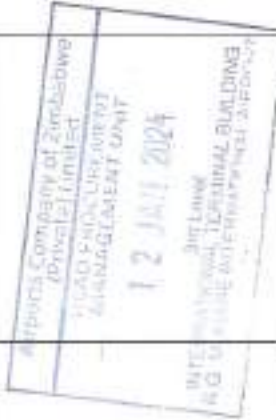
### 1.18 Eligibility and qualification requirements

Bidders are required to meet the criteria in section 25 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: Bidders are requested to attach:
  - i. a copy of the CR6 form (showing list of directors),
  - ii. a copy of CR5 form (showing the business physical address) and
  - iii. a copy Certificate of Incorporation.
2. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe; Bidders must attach:
  - i. a valid copy of Tax Clearance Certificate and
  - ii. valid Proof of Registration with the National Social Security Authority.
3. not have 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; **Bidders to complete the attached declaration form "Annexure A" on Conflict of Interest, Section 1.27 of the 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). ([www.praz.org.zw](http://www.praz.org.zw)).**
5. at least four (4) references on client's letter heads where the Bidder provided security services in the last five (5) years excluding Airports Company of Zimbabwe (Pvt) Ltd, two (2) must be a listed entities or Government entities. Two (2) of the references should demonstrate areas of high traffic movement or highly frequented public areas
6. participation in this bidding procedure is open to Zimbabwean (Domestic) bidders



**1.19 Check list of the Evaluation criteria**

No.	Evaluation Criteria	Tick if submitted/ completed
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 (showing list of directors).	
2.2	Copy of CR5 Form (Showing business physical address).	
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	Copy of proof of registration with any of the following Security Associations (i) Security Association of Zimbabwe, or (ii) Zimbabwe Indigenous National Security Association.	
2.6	Attach Proof of Registration with Home Affairs Ministry.	
2.7	Attach Proof of Registration with the National Social Security Authority.	
2.8	Attach Proof of Fire Arms Registration.	
2.9	Attach Proof of Insurance of not less than US\$50,000.00; (Fifty thousand United States dollars) or Equivalent ZW\$ using the Reserve Bank of Zimbabwe rate (submit a current copy of the insurance document).	
2.10	Submission of a detailed Company Profile.	
2.11	At least four (4) references on client's letter heads where the Bidder provided security services in the last five (5) years excluding Airports Company of Zimbabwe (Pvt) Ltd, two (2) must be a listed entities or Government entities. Two (2) of the references should demonstrate areas of high traffic movement or highly frequented public areas.	
2.12	Bidder must be registered with PRAZ on the security services category (attach proof of registration).	
2.13	Bidders must declare in writing whether they have or have no conflict of interest in relation to this procurement requirement (completion of Annexure "A", Declaration Form).	

No.	Evaluation Criteria	Tick if submitted/ completed
2.14	Bidders must declare in writing that they are not 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.	
2.15	Participation in this bidding procedure is open to Zimbabwean bidders only	
2.16	Attach proof of payment of the Bid security in the format specified in Part.	
2.17	Attach proof of payment of the non-refundable establishment fee (if Option 3 was chosen by the Bidder).	
2.18	Bid Validity Period of ninety (90) days must be stated.	
2.19	Submission of three (3) copies of bid documents.	
2.20	Attach proof of a valid POIRA/ license for the use of the communication radios.	
2.21	Attach copy of ISO 9001 standards certification.	
3.	Responsiveness to Technical Specifications in the Statement of Requirements. Bidders must state compliance to given requirements /specifications.	
4.	Price of offer must be clearly stated per item, per Lot and per package. Bids must be priced in United States Dollars (US\$). Payment shall be made in ZWL\$ using the prevailing Reserve Bank of Zimbabwe (RBZ) interbank rate.	
5.	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 71 of the bidding document	
6.	Lead time to commence services must be stated and a detailed Gantt Chart must be submitted.	
7.	The lowest evaluated tender to specifications or most economically responsive tender shall be accepted. ACZ may share the award among compliant bidders.	

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

### 1.20 Review by the Special Procurement Oversight Committee

This procurement requirement will be subject to review by the special oversight Committee; hence three (3) identical copies of the bid document are required.

Where the copies are not identical, the contents of the bid marked original will alone be considered. Also refer to section 1.3 for the payment of the required administration fee of **US\$350.00** payable to PRAZ by bidders for bids subject to review by the Special Procurement Oversight Committee.

### 1.21 Currency

Bids must be priced in United States Dollars (US). The currency of evaluation will be US\$. Payment will be made in ZW\$ equivalent, at the prevailing Reserve Bank of Zimbabwe (RBZ) interbank rate at the time of payment.

### 1.22 Award of Contract

The **lowest evaluated bid**, after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document, will be recommended for award of contract.

The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract.

Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

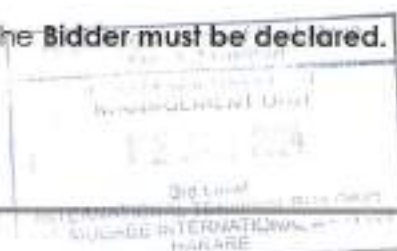
### 1.23 Right to Reject

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.

### 1.24 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.**



**1.25 Bid Submission Sheet**

*{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the 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:

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: 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.



**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> .....	
.....	

Airports Com  
(Pvt) Ltd  
HEAD OFFICE  
MANAGEMENT  
12 JAN 2024  
3rd Floor  
INTERNATIONAL TERMINAL BUILDING  
R.G. MUGABE INTERNATIONAL AIRPORT  
HARARE

**1.26 List of Services and Price Schedule**

Procurement Reference Number: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Bidder's Reference Number: \_\_\_\_\_

**Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.**

**PACKAGE** \_\_\_\_\_ (State selected package)

Lot No <sup>1</sup>	Description of Services	Input Quantity	Unit of Measure	Unit Rate US\$	Total Price US\$		
<i>Example</i>							
<b>LOT A: ROBERT GABRIEL MUGABE INTERNATIONAL AIRPORT INTERNAL</b>							
1	8 x 24 hours guard	8	Each	To be completed by the bidder	To be completed by the bidder		
2	1 x 12 hours guard	1	Each				
<b>Other additional costs</b>							
<b>VAT</b>							
<b>Total</b>							

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

Note 2: Include any additional costs, such as hire or purchase of equipment to perform the services.

Airports Company of Zimbabwe (Private) Limited  
 HEAD PROCUREMENT MANAGEMENT UNIT  
 12 JAN 2024  
 3rd Level INTERNATIONAL TERMINAL BUILDING R.G. MUGABE INTERNATIONAL AIRPORT HARARE

**1.27 ANNEXURE "A": Declaration Form**

**TENDER FOR PROVISION OF SECURITY SERVICES: ACZ/LOCAL/RFP/01/2024**

We, the undersigned do hereby declare that we have not and will not be involved in any corrupt or fraudulent practices in bidding for this tender.

We further wish to declare that **we have no** conflict of interest in relation to this procurement requirement and wish to acknowledge that we have read and understood that should we be involved in any corrupt or fraudulent practices in bidding for this tender, the following action will be taken against us: -

- a) The procuring entity will reject our proposal and/or any recommendation for award of the Tender if it determines that we have engaged in corrupt or fraudulent practices in competing for the contract in question.
- b) We will be barred from practicing in public procurement in Zimbabwe if we are found to have indulged in corrupt or fraudulent practices in competing for the contract in question.

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***By signing the Declaration form the bidder is in agreement with the above-stated term and conditions.***

Signed by .....

Date .....

**Tenderer's details**

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**Part 2: STATEMENT OF REQUIREMENTS**

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

**Bidders may bid for not more than one (1) package.** The Tender will be awarded to the lowest evaluated bid per package, which is substantially responsive to the requirements of this Bidding Document.

**2.1 Package One (1)**

Subject	Requirement
Services to be performed	<i>Provision of security services</i>
Location(s)	<b>LOT A: ROBERT GABRIEL MUGABE INTERNATIONAL AIRPORT INTERNAL</b>
Time of performance	8 x 24 hours guards 0600 hours to 0600 hours 1 x 12 hours guards 1800 hours to 0600 hours
Duration of contract	3 years
Manpower	SECURITY GUARDS
Equipment	Handcuffs 10 Button Sticks 10 Whistles 10 Radios 5
Resources	<ol style="list-style-type: none"> <li>Bidders must have a minimum of 10 communication radios and two-way repeater base stations available for use during the duration of the Contract;</li> <li>Bidders must state the exact location of each base station of communication radios</li> <li>Bidders must enclose current and valid POTRAZ licence for the use of the communication radios</li> </ol>
Other requirements	<p><b>Training</b> Bidders must be prepared to send their guards for a mandatory training in Basic Aviation Security run by the Authority before deployment.</p> <p><b>Uniforms</b> Bidders must list down the set(s) of uniforms stating the quantities to be provided to the guards which should be worn at all times</p>
Supervision of performance	The successful tenderer shall be required to compile monthly reports to the ACZ's Chief Aviation Security Officer covering all the sites under their cover.

**Total for Lot A: Robert Gabriel Mugabe International Airport Internal:**  
**ZWS \_\_\_\_\_ US\$ \_\_\_\_\_**



Subject	Requirement
Services to be performed	<i>Provision of security services</i>
Location(s)	<b>LOT B: CHARLES PRINCE AIRPORT</b>
Time of performance	4 x 24 hours guard 0600 hours to 0600 hours
Duration of contract	3 years
Manpower	Security Guards
Equipment	Number of Handcuffs 5 Number of Button Sticks 5 Number of Whistles 5
Resources	<ol style="list-style-type: none"> <li>Bidders must have a minimum of 10 communication radios and two-way repeater base stations available for use during the duration of the Contract;</li> <li>Bidders must state the exact location of each base station of communication radios</li> <li>Bidders must enclose current and valid POTRAZ licence for the use of the communication radios</li> </ol>
Other requirements	<p><b>Training</b> Bidders must be prepared to send their guards for a mandatory training In Basic Aviation Security run by the Authority before deployment.</p> <p><b>Uniforms</b> Bidders must list down the set(s) of uniforms stating the quantities to be provided to the guards which should be worn at all times</p>
Supervision of performance	The successful tenderer shall be required to compile monthly reports to the ACZ's Chief Aviation Security Officer covering all the sites under their cover.

Total for Lot B: Charles Prince Airport; ZWS \_\_\_\_\_ US\$ \_\_\_\_\_



Subject	Requirement
Services to be performed	Provision of security services
Location(s)	<b>LOT C: RESIDENCE</b>
Time of performance	1 x 24 hours guard 0600 hours to 0600 hours 1 x 12 hour firearm 1800 hours to 0600 hours
Duration of contract	3 years
Manpower	Security Guards
Equipment	Number of Handcuffs 2 Number of Button Sticks 2 Number of Whistles 2 Pepper sprays 2
Resources	<ol style="list-style-type: none"> <li>Bidders must have a minimum of 10 communication radio and two-way repeater base stations available for use during the duration of the Contract;</li> <li>Bidders must state the exact location of each base station of communication radios</li> <li>Bidders must enclose current and valid POTRAZ licence for the use of the communication radios</li> </ol>
Other requirements	<p><b>Training</b> Bidders must be prepared to send their guards for a mandatory training in Basic Aviation Security run by the Authority before deployment.</p> <p><b>Uniforms</b> Bidders must list down the set(s) of uniforms stating the quantities to be provided to the guards which should be worn at all times</p>
Supervision of performance	The successful tenderer shall be required to compile monthly reports to the ACZ's Chief Aviation Security Officer covering all the sites under their cover.

Total for Lot C: Residence; ZW\$ \_\_\_\_\_ US\$ \_\_\_\_\_

GRAND TOTAL FOR PACKAGE ONE (1) ZW\$: \_\_\_\_\_ US\$: \_\_\_\_\_



**2.2 Package Two (2)**

<b>Subject</b>	<b>Requirement</b>
<b>Services to be performed</b>	<i>Provision of security services</i>
<b>Location(s)</b>	<b>LOT D: ROBERT GABRIEL MUGABE INTERNATIONAL AIRPORT EXTERNAL</b>
<b>Time of performance</b>	13 x 24 hours guard 0600 hours to 0600 hours 1 x 12 hours guard 1800 hours to 0600 hours 2 x 24 hours firearm 0600 hours to 0600 hours
<b>Duration of contract</b>	3 years
<b>Manpower</b>	Security Guards
<b>Equipment</b>	Handcuffs 15 Button Sticks 15 Whistles 15 Radios 10 Firearms 2 Pepper sprays 15
<b>Resources</b>	<ol style="list-style-type: none"> <li>1. Bidders must have a minimum of 10 communication radios and two-way repeater base stations available for use during the duration of the Contract:</li> <li>2. Bidders must state the exact location of each base station of communication radios</li> <li>3. Bidders must enclose current and valid POTRAZ licence for the use of the communication radios</li> </ol>
<b>Other requirements</b>	<p><b>Training</b> Bidders must be prepared to send their guards for a mandatory training in Basic Aviation Security run by the Authority before deployment.</p> <p><b>Uniforms</b> Bidders must list down the set(s) of uniforms stating the quantities to be provided to the guards which should be worn at all times</p>
<b>Supervision of performance</b>	The successful tenderer shall be required to compile monthly reports to the ACZ's Chief Aviation Security Officer covering all the sites under their cover.

Total for Lot D: Robert Gabriel Mugabe International Airport External: ZW\$ \_\_\_\_\_  
 US\$ \_\_\_\_\_





Subject	Requirement
Services to be performed	Provision of security services
Location(s)	<b>LOT F: KARIBA AIRPORT</b>
Time of performance	3 x 24 hours guards 0600 hours to 0600 hours 1 x 12 hours guard 0600 hours to 1800 hours
Duration of contract	3 years
Manpower	Security Guards
Equipment	Handcuffs 5 Button Sticks 5 Whistles 5 Pepper sprays 5
Resources	<ol style="list-style-type: none"> <li>Bidders must have a minimum of 10 communication radios and two-way repeater base stations available for use during the duration of the Contract:</li> <li>Bidders must state the exact location of each base station of communication radios</li> <li>Bidders must enclose current and valid POTRAZ licence for the use of the communication radios</li> </ol>
Other requirements	<p><b>Training</b> Bidders must be prepared to send their guards for a mandatory training in Basic Aviation Security run by the Authority before deployment.</p> <p><b>Uniforms</b> Bidders must list down the set(s) of uniforms stating the quantities to be provided to the guards which should be worn at all times</p>
Supervision of performance	The successful tenderer shall be required to compile monthly reports to the ACZ's Chief Aviation Security Officer covering all the sites under their cover.

Total for Lot F: Kariba Airport; ZW\$ \_\_\_\_\_ US\$ \_\_\_\_\_

GRAND TOTAL FOR PACKAGE TWO (2) ZW\$ \_\_\_\_\_ US\$ \_\_\_\_\_



**2.3 Package Three (3)**

Subject	Requirement
Services to be performed	<i>Provision of security services</i>
Location(s)	<b>LOT G: BUFFALO RANGE AIRPORT</b>
Time of performance	2 x 24 hours guard      0600 hours to 0600 hours 1 x 12 hours guard      1800 hours to 0600 hours 1 x 12 hours guard      0600 hours to 1800 hours
Duration of contract	3 years
Manpower	Security Guards
<u>Equipment</u>	Handcuffs                      5 Buton Sticks                    5 Whistles                        5 Pepper sprays                 5
Resources	<ol style="list-style-type: none"> <li>Bidders must have a minimum of 10 communication radios and two-way repeater base stations available for use during the duration of the Contract;</li> <li>Bidders must state the exact location of each base station of communication radios</li> <li>Bidders must enclose current and valid POTRAZ licence for the use of the communication radios</li> </ol>
Other requirements	<p><b><u>Training</u></b> Bidders must be prepared to send their guards for a mandatory training in Basic Aviation Security run by the Authority before deployment.</p> <p><b><u>Uniforms</u></b> Bidders must list down the set(s) of uniforms stating the quantities to be provided to the guards which should be worn at all times</p>
Supervision of performance	The successful tenderer shall be required to compile monthly reports to the ACZ's Chief Aviation Security Officer covering all the sites under their cover.

Total for Lot G: Buffalo Range Airport ZW\$ \_\_\_\_\_ US\$ \_\_\_\_\_



Subject	Requirement
Services to be performed	Provision of security services
Location(s)	<b>LOT H: HWANGE NATIONAL PARK AIRPORT.</b>
Time of performance	3 x 24 hours guard 0600 hours to 0600 hours 1 x 24 hours firearm 0600 hours to 1800 hours
Duration of contract	3 years
Manpower	Security Guards
Equipment	Handcuffs 5 Button Sticks 5 Whistles 5 Pepper sprays 5
Resources	<ol style="list-style-type: none"> <li>Bidders must have a minimum of 10 communication radios and two-way repeater base stations available for use during the duration of the Contract;</li> <li>Bidders must state the exact location of each base station of communication radios</li> <li>Bidders must enclose current and valid POTRAZ licence for the use of the communication radios</li> </ol>
Other requirements	<p><b>Training</b> Bidders must be prepared to send their guards for a mandatory training in Basic Aviation Security run by the Authority before deployment.</p> <p><b>Uniforms</b> Bidders must list down the set(s) of uniforms stating the quantities to be provided to the guards which should be worn at all times</p>
Supervision of performance	The successful tenderer shall be required to compile monthly reports to the ACZ's Chief Aviation Security Officer covering all the sites under their cover.

Total for Lot H: Hwange National Park Airport ZW\$ \_\_\_\_\_ US\$ \_\_\_\_\_





Subject	Requirement
Services to be performed	Provision of security services
Location(s)	<b>LOT I: VICTORIA FALLS INTERNATIONAL AIRPORT</b>
Time of performance	2 x 12 hours guard      0600 hours to 1800 hours 1 x 12 hours guard      1800 hours to 0600 hours 3 x 24 hours guard      0600 hours to 0600 hours
Duration of contract	3 years
Manpower	Security Guards
Equipment	Handcuffs                      20 Button Sticks                      20 Whistles                              20 Pepper sprays                      20
Resources	<ol style="list-style-type: none"> <li>1. Bidders must have a minimum of 10 communication radios and two-way repeater base stations available for use during the duration of the Contract;</li> <li>2. Bidders must state the exact location of each base station of communication radios</li> <li>3. Bidders must enclose current and valid POTRAZ licence for the use of the communication radios</li> </ol>
Other requirements	<p><b>Training</b> Bidders must be prepared to send their guards for a mandatory training in Basic Aviation Security run by the Authority before deployment.</p> <p><b>Uniforms</b> Bidders must list down the set(s) of uniforms stating the quantities to be provided to the guards which should be worn at all times</p>
Supervision of performance	The successful tenderer shall be required to compile monthly reports to the ACZ's Chief Aviation Security Officer covering all the sites under their cover.

Total for Lot I: Victoria Falls International Airport ZW\$ \_\_\_\_\_ US\$ \_\_\_\_\_



Subject	Requirement
Services to be performed	Provision of security services
Location(s)	<b>LOT J: JOSHUA MQABUKO NKOMO INTERNATIONAL AIRPORT</b>
Time of performance	3 x 24 hours guards 0600 hours to 0600 hours 1 x 12 hours guards 0600 hours to 1800 hours
Duration of contract	3 years
Manpower	Security Guards
Equipment	Handcuffs 20 Button Sticks 20 Whistles 20 Pepper sprays 20
Resources	<ol style="list-style-type: none"> <li>Bidders must have a minimum of 10 communication radios and two-way repeater base stations available for use during the duration of the Contract;</li> <li>Bidders must state the exact location of each base station of communication radios</li> <li>Bidders must enclose current and valid POTRAZ licence for the use of the communication radios</li> </ol>
Other requirements	<p><b>Training</b> Bidders must be prepared to send their guards for a mandatory training in Basic Aviation Security run by the Authority before deployment.</p> <p><b>Uniforms</b> Bidders must list down the set(s) of uniforms stating the quantities to be provided to the guards which should be worn at all times</p>
Supervision of performance	The successful tenderer shall be required to compile monthly reports to the ACZ's Chief Aviation Security Officer covering all the sites under their cover.

Total for Lot J: Joshua Mqabuko Nkomo International Airport ZW\$ \_\_\_\_\_ US\$ \_\_\_\_\_

GRAND TOTAL FOR PACKAGE THREE (3) ZW\$ \_\_\_\_\_ US\$ \_\_\_\_\_



**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 : 11 January 2024



### Part 3: CONTRACT

#### 3.1 Contract Agreement

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

**Procurement Reference: ACZ/LOCAL/RFP/01/2024**

THIS CONTRACT AGREEMENT is on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

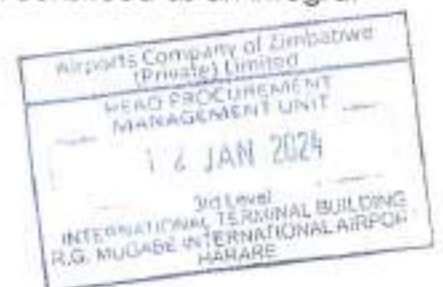
BETWEEN

- (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;



- (g) Service Level Agreement.
3. This Contract Agreement shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
  4. In consideration for the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Services and to remedy any defects in them in conformity with the Contract.
  5. The Procuring Entity hereby agrees to pay the Contractor, in consideration for the performance of the Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

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

**For and on behalf of the Procuring Entity**

Signed: .....
Name:
In the capacity of: <i>[Title or other appropriate designation]</i>

**For and on behalf of the Contractor**

Signed: .....
Name:
In the capacity of: <i>[Title or other appropriate designation]</i>



**3.2 General Conditions of Contract**

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority's website) except where modified by the Special Conditions below.

**3.3 Special Conditions of Contract**

Procurement Reference Number: **ACZ/LOCAL/RFP/01/2024**

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

GCC reference	Special Conditions
<p><b>GCC 3.6 and 8.1</b></p>	<p><b>Authorised representatives:</b></p> <p>1. The authorised representative of the Procuring Entity is:</p> <p>.....</p> <p>Robert Gabriel Mugabe International Airport, Harare</p> <p>2. The authorised representative of the Contractor is {names and contact details, including address for delivery of notices}.</p>
<p><b>GCC 7.4</b></p>	<p><b>Ineligible countries:</b> Nationals of the following Countries are ineligible to be a Contractor or Sub-Contractor under this Contract.</p> <p>Zimbabwean</p>
<p><b>GCC 18.1</b></p>	<p><b>Liquidated damages: Liquidated Damages:</b></p> <p>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>AUTHORITY</b> shall claim liquidated damages for the delay which shall be calculated at 2% of contract value per week for a period of six (6) 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>six (6) weeks</b> period covered by the liquidated damages the <b>AUTHORITY</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>
<p><b>GCC 19.1</b></p>	<p><b>Commencement of Services:</b> The date or period of time for</p>

PROCURING ENTITY  
 PROCUREMENT MANAGEMENT UNIT  
 12 JAN 2024  
 3rd FLOOR  
 INTERNATIONAL TERMINAL BUILDING  
 ROBERT GABRIEL MUGABE INTERNATIONAL AIRPORT  
 HARARE

GCC reference	Special Conditions
	commencement of services is 30 days after Contract signing
GCC 20.1	<b>Completion of Services:</b> The date for completion of Services or the period within which the Services are required to be performed is three (3) years
GCC 22.2	<b>Contract price:</b>
GCC 22.3	<b>Payment schedule:</b> The terms of payment shall be: - For the Provision of Security Services payment will be made for the total amount of Services performed during that period; (usually one (1) calendar month)
GCC 23.1	<b>Price adjustment:</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.
GCC 24.2	<b>Payment procedure:</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.
GCC 28.1	<b>Insurance to be taken out by the Contractor:</b> The risks and the coverage shall be as follows: (a) employer's liability and workers' compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and (b) insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.
GCC 30.1	<b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee.



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Airports Company of Zimbabwe  
(Private) Limited  
HEAD PROCUREMENT  
MANAGEMENT UNIT  
12 JAN 2024  
3rd Level  
INTERNATIONAL TERMINAL BUILDING  
R.G. MUGABE INTERNATIONAL AIRPORT  
HARARE