



REQUEST FOR PROPOSALS

**FOR THE DESIGN AND PRODUCTION OF INTEGRATED ANNUAL
REPORTS FOR AIRPORTS COMPANY OF ZIMBABWE (PRIVATE)
LIMITED FOR FINANCIAL YEARS 2021 AND 2022**

ACZ/LOCAL/RFP/04/2024

COMPULSORY PRE-BID MEETING 09 APRIL 2024 AT 1200 HOURS

CLOSING DATE: 26 April 2024

TIME: 1000 HOURS (CAT)



Standard Bidding Document for the Procurement of: **Design and Production of the Integrated Annual Reports for the Financial Years 2021 and 2022 for Airports Company of Zimbabwe (ACZ)**

Procurement Reference No: ACZ/LOCAL/RFP/04/2024

Procuring Entity: Airports Company of Zimbabwe (Private) Limited (ACZ)

Date of Issue: **22 March 2024**



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PART 1 PROPOSAL PROCEDURES

PART 1: REQUEST FOR PROPOSALS PROCEDURES

1.1 Background

The Airports Company of Zimbabwe (Private) Limited (ACZ) commenced operation in August 2021, after it was unbundled from the then Civil Aviation Authority of Zimbabwe (CAAZ). The company is responsible for the commercial operations, development and management of all airports in Zimbabwe.

ACZ is a leading airport management company in Zimbabwe, and the integrated annual report is a critical communication tool that provides stakeholders with comprehensive information about the company's performance, strategies, and future plans.

The ACZ is, therefore, inviting registered service providers to assist with the **design and production of the integrated annual reports for the 2021 and 2022 financial years.**

1.2 Objective

The objectives of this engagement are to:

- a) Design a visually appealing and professional integrated annual report that effectively communicates ACZ's financial and non-financial performance to stakeholders.
- b) Edit the content of the annual report to ensure accuracy, clarity, and adherence to relevant reporting standards.
- c) Print high-quality physical copies of the annual report for distribution to stakeholders.

1.3 References

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] (PPDPA) and references to the Regulations are to the PPDPA (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 consultants.

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 PPDPA (General) Regulations (Statutory Instrument No. 5 of 2018), the ACZ is inviting bids from reputable and experienced companies for the provision of **Design and Production of the Integrated Annual Reports for the Financial Years 2021 and 2022.**

In compliance with section 27(1) and (2) of the PPDPA, the ACZ detailed technical proposal requirements for the provision of consultancy services for the design, editing, and printing services for the integrated Annual Reports for ACZ as contained in Part 2 of the bidding document.



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The evaluation of the proposals to be received for this tender shall be done in compliance with section 4(1) of the PPDA Act 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 consultant will be required to enter into a contract with ACZ which will conform to the requirements of sections 78 to 89 of the PPDA Act.

1.4 Preparation of Proposals

Consultants registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in terms of Section 4 of the Regulations are eligible to participate.

Prospective consultants are requested to submit a proposal to provide the design, editing, and printing services detailed in the statement of requirements by submitting separate technical and financial proposals, as detailed below. The standard forms contained within this request for proposals may be retyped for completion, but the consultant is responsible for their accurate reproduction.

You are further advised to carefully read the complete Request for Proposals document, including the Special Conditions of Contract in Part 3, as well as the Contract Agreement and the General Conditions of Contract for consultancy services (available on the PRAZ's website or at ACZ on request), before preparing your proposal. Part 3: Contract agreement is provided not for completion at this stage but to enable consultants to note the contract terms they will enter into if their bid is successful.

1.5 Mandatory Requirements

The following mandatory requirements must accompany the bid (failure to submit will lead to automatic disqualification):

ITEM DESCRIPTION	Tick below (if submitted)
1) Copy of a certificate of incorporation.	
2) Copy of CR 6 form (showing a list of directors).	
3) Copy of CR 5 form (showing the business physical address).	
4) Prospective LOCAL bidders must be registered taxpayers with the Zimbabwe Revenue Authority (ZIMRA) . Copy of tax clearance	
5) Written proof from National Social Security Authority (NSSA) of compliance with payment of employee i.e. a letter or clearance certificate from NSSA.	

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ITEM DESCRIPTION	Tick below (if submitted)
6) Declaration of having no conflict (Annexure A form)	
7) Copy of the company profile.	
8) Current proof of registration with PRAZ.	
9) Prospective bidders shall be required to ensure that their bid remains valid for a period of 60 working days from date of tender closing.	
10) The bidder must possess five (5) years' experience or more in designing annual reports and corporate materials.	
<p>11) Prospective bidders shall be required to attach at least three (3) recent traceable references on client's letter head where the Bidder provided design, production and printing services. The Bidder should provide a sample of the work performed/done.</p> <p>All the stated references must clearly demonstrate the consultant's capacity of having provided services to the 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/contracts for each of the five (5) contacts given above.</p>	
12) Prospective consultants shall be required to include a copy of the signed bid submission sheet (attached) as part of their submission.	
13) Prospective consultants shall be required to submit proof of payment of bid security bond.	



All prospective bidders are kindly reminded that failure to comply with the above MANDATORY requirements shall lead to AUTOMATIC DISQUALIFICATION.

Please be guided accordingly. Further to the above, ACZ is not obligated to award this tender to the lowest priced bid or any other bidder.

1.6 Lots and Packages

This procurement requirement shall not be divided into lots and packages.

1.7 Number of Bids Allowed

No consultant may submit more than **one (1) bid**, either individually or as a joint venture partner in another bid, except as a subcontractor.

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A conflict of interest will be deemed to arise if bids are received from more than one (1) consultancy owned, directly or indirectly, by the same person.

1.8 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; bidders are requested to attach **copies of the certificate of incorporation, CR6 form and CR 5 form.**
2. Have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe; **bidders must attach valid copy of tax clearance and NSSA 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 to complete the attached declaration form "**Annexure A**" on conflict of interest, Section 1.26 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; bidders must attach current copy of registration or renewal of registration with **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; Bidders must attach current copy of registration or renewal of registration with **PRAZ.**

Participation in this bidding procedure is restricted to domestic bidder.

1.9 Preparation of Technical Proposals

Technical proposals should contain the following documents and information:

1. The technical proposal submission sheet in this part,
2. A brief methodology for performing the services,
3. Proposed time frame,
4. Relevant technical experience of the consultant,
5. Printing and production expertise,
6. A summary of similar work performed, together with the names and contact details of persons connected with these assignments/ works who will provide references on their letterheads and can be contacted for verification.



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1.10 Preparation of Financial Proposals

Financial proposals should contain the following documents and information;

1. Financial proposal submission sheet in this part,
The breakdown of contract price form in this part, showing all costs for the assignment, broken down into fees and reimbursable costs.

1.11 Basis of Pricing and Payment

The contract will be a time- based contract.

Pricing should indicate, the following for **each year**:

No.	Description	Amount (\$USD)
1.	Design concepts and mock-ups for the annual reports, including cover page and sample pages.	
2.	Finalized design and layout of the annuals report, ready for printing.	
3.	Edited and proofread content of the annual report.	
4.	Printed copies of the annual report, as per ACZ's requirements.	
	Total	

Note: All prices must be stated in **United States Dollars**. **Tenders are expected to give a detailed breakdown of all unit prices under each phase/ category.**

1.12 Clarification

A Prebid meeting will be held on **09 April 2024 at 1200**. Any further clarification of the Request for Proposals (RFP) document may be requested in writing by any consultant up to **26 April 2024** and should be sent to:

Head Procurement Management Unit
2nd Floor Domestic Terminal Building
Robert Gabriel Mugabe International Airport
P. Bag 6002
Harare
Telephone: +263 (242) 575811
Email: tenders@acz.co.zw.



1.13 Validity of Proposals

The minimum period for which the consultant's proposal must remain valid is **60 days** from the deadline for submission of proposals.

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1.14 Sealing and Marking of Proposals

The Technical and Financial proposals should be **sealed in separate envelopes**, both clearly marked with the procurement reference number above, the consultant's name, the name of the procuring entity and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the procurement reference number above, the consultant's name and the name of the procuring entity. All the three (3) envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

The consultant must prepare one (1) original of the documents comprising the proposal and clearly mark it "**ORIGINAL**." In addition, the consultant must submit two (2) copies of the proposal and must mark each of them clearly "**COPY**." In the event of any discrepancy between the original and the copies, the original will prevail.

1.15 Submission of Proposals

Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected. The ACZ reserves the right to extend the proposal submission deadline but will notify all consultants invited to submit proposals of the amended proposal submission deadline.

Deadline Date for submission:	26 April 2024
Time of submission:	10:00 hours
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 Procurement Management Unit (PMU) Reception, 2nd floor Domestic Terminal Building and placed in a marked bid box.



Late bids will be rejected. The procuring entity reserves the right to extend the bid submission deadline but will notify all potential bidders.

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1.16 Opening of Proposals

Bidders' representatives may attend to witness the opening of bids, which will take place at the submission address immediately following the deadline.

The technical proposals will be opened immediately following the deadline for submission. Financial proposals will be kept unopened, and the Evaluation Committee will have no access to financial information until the technical evaluation is concluded.

Financial proposals of rejected bids will remain unopened. Financial proposals for accepted bids will be opened after the results for the technical evaluation.

1.17 Withdrawal, Amendment or Modification of Proposals

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

1.18 Bid Security/ Bond

The bidder must include:

A refundable bid security/ bond of **USD100.00**, issued by either a **registered commercial bank** or **PRAZ** in the following form,

Option 1 ————— A certified bank cheque

Option 2 ————— A bank guarantee from a commercial bank

Option 3 ————— A cash deposit to the PRAZ

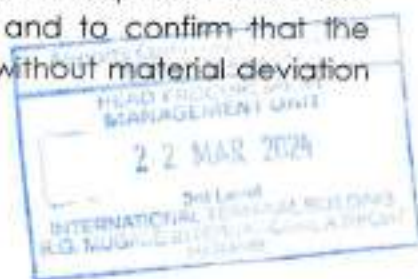
The bid bond obtainable from PRAZ is issued upon payment of a non-refundable Bid Bond Establishment fee of **USD150.00 (payable at the PRAZ)**. Any bid not accompanied by a bid security in accordance with Section 26 (3) of the Regulations will be rejected by the procuring entity as non-responsive.

1.19 Evaluation of Proposals

The evaluation of proposals will use the **Quality and Cost based Selection (QCBS)** evaluation methodology as detailed below:

1.19.1 Quality and Cost Based Selection (QCBS)

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the consultant has accepted all terms and conditions without material deviation or reservation.



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2. Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score stated in Section 1.20; and
3. Financial evaluation to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal.

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

1.20 Technical Evaluation Criteria

Proposals will be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Evaluation Criteria	Possible Mark	Description of Technical Requirements
Comprehensive methodology	(15 points)	A clearly defined proposed methodology, technology and process which the consultant will make use of while designing, editing and printing of the annual report. Submission of a detailed Gantt chart for all stages and activities. (3 points per stage of a well laid out methodology)
Proposed time frame	(15 Points)	The proposed time frame is 2 (two) months. (two (2) months – 15 points, more than two (2) months – 0 points)
Relevant Technical experience of the consultant	(20 points)	The service provider team should include graphic designers with a minimum of five (5) years of experience in designing annual reports and corporate materials . They should demonstrate proficiency in using design software such as Adobe InDesign, Photoshop, and Illustrator. 5 years & above - 20 points 4 years – 15 points 3 years – 10 points 2 years & below – 0 points
Printing and Production Expertise	(20 points)	If the service provider offers printing services, the team should include professionals with experience in print production and quality control. They should have a thorough understanding of printing processes and materials to ensure the final product meets high-quality standards. 5 years & above - 20 points 4 years – 15 points 3 years – 10 points 2 years & below – 0 points



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Evaluation Criteria	Possible Mark	Description of Technical Requirements
Project Management Experience	(15 points)	A project manager with a minimum of five (5) years of experience in managing design and printing projects should lead the team. This individual should be responsible for overseeing the project timeline, coordinating tasks, and ensuring timely delivery of the integrated annual report. Experience in managing similar projects or equivalent. 5 years & above - 15 points 4 years – 10 points 3 years – 5 points 2 years & below – 0 points
Similar work performed	(15 points)	Demonstration of similar work performed for other organisations. Up to 15 points depending on the quality of the previous output.
Total	100 points	

The minimum technical qualifying score required to pass the technical evaluation is 70 points.

1.21 Financial Criteria

Financial evaluation to be followed depends on the **QCBS** evaluation methodology. The following is the financial evaluation criteria:

1. Financial scores will be determined by awarding **100** points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.
2. Total scores will be determined using a weighting of **60%** for technical proposals and a weighting of **40%** for financial proposals.
3. The total of both weightings must total **100%**.

1.22 Currency

Bids must be priced in both United States Dollars (USD) and Zimbabwe Dollars (ZWL\$) in line with Statutory Instrument (S.I) 185 of 2020. The currency of evaluation will be USD. Payment will be made in ZWL\$ equivalent, at the prevailing bank rate at the time of payment.

1.23 Recommendation for Award

The proposal with the highest total score will be recommended for award of contract, subject to any negotiations required.



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1.24 Award of Contract

Award of contract will be by placement of a contract in accordance with Part 3 of this request for proposals. 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 consultants 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 ACZ a challenge in terms of Section 73 of the Act, subject to payment of the applicable fee set out in Section 44 of the Third Schedule to the Regulations.

The contract will only be valid subject to payment of the contract administration fees in line with Part V of the Fifth Schedule to the Regulations.

1.25 Right to Reject

The procuring entity reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract award.

1.26 Corrupt Practices

The government of Zimbabwe requires that procuring entities, as well as consultants, 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 consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract or been declared ineligible to be awarded a procurement contract under Section 99 of the Act; a definition of these terms is found in clause 1.9 of the GCC;
2. PRAZ may under Section 72 (6) of the Act impose the debarment sanctions under section 74(1) of the regulations.
3. In accordance with section 42 of the regulations, submission of a bid will be deemed to be an undertaking on behalf of the consultant to accept the responsibilities described in clause 1.1 of the GCC; and
4. Any conflict of interest on the part of the consultant must be declared.



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1.27 Bid Submission Sheet I

{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 1. 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: **ACZ/LOCAL/RFP/04/2024**

Subject of Procurement: **DESIGN AND PRODUCTION OF THE INTEGRATED ANNUAL REPORTS FOR AIRPORTS COMPANY OF ZIMBABWE (ACZ) FOR THE FINANCIAL YEARS 2021 AND 2022**

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: **60 days** from the date of submission.

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



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Bid Authorised by:

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



PART 1 PROPOSAL PROCEDURES

1.28 Bid Submission Sheet II

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested in Part 1 attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

In case the consultant is a JV, the bid must be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.}

Procurement Reference Number: **ACZ/LOCAL/RFP/04/2024**

Subject of procurement: **DESIGN AND PRODUCTION OF THE INTEGRATED ANNUAL REPORTS FOR AIRPORTS COMPANY OF ZIMBABWE (ACZ) FOR THE FINANCIAL YEARS 2021 AND 2022**

Name of consultant:

Consultant's reference number:

Date of technical proposal:

We offer to provide the services described in the statement of requirements, in accordance with the terms and conditions stated in your request for proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal procedures of your request for proposals.

The validity period of our proposal is: **60 days** from the date of the submission.

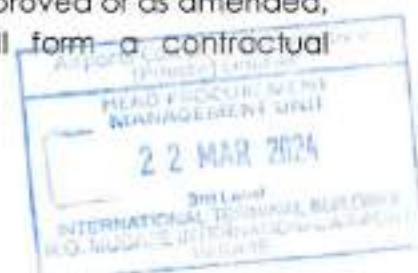
We submit on the attached Appendices the evidence to demonstrate our suitability to perform the required services:

Appendix A: Methodology and work plan.

Appendix B: Experience and qualifications.

We understand that the proposals in these appendices, if approved or as amended, will be included in the contract appendices, and shall form a contractual commitment.

We enclose a separately sealed financial proposal.



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We declare that we are not debarred from bidding and that the documents we submit are true and correct.

Technical Proposal Authorised By:

Signed **Name**

In capacity of: **Date:**(DD/MM/YY)

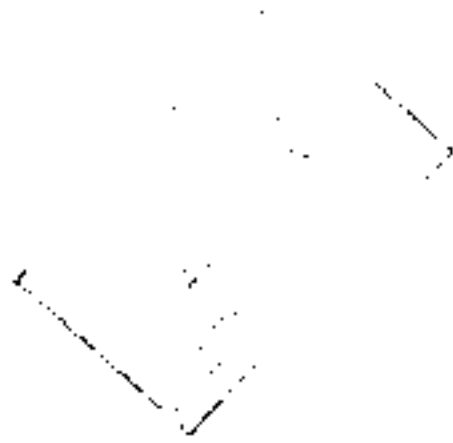
Duly authorised for and on behalf of:

Company

Address:

.....

Corporate Seal (where appropriate)



PART 1 PROPOSAL PROCEDURES

1.29 Financial Proposal Submission Sheet

{Note to consultants: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in a currency permitted in the SCC}.

In case the consultant is a (JV), the bid must be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Procurement reference number: **ACZ/LOCAL/RFP/04/2024**

Subject of procurement: **DESIGN AND PRODUCTION OF THE INTEGRATED ANNUAL REPORTS FOR AIRPORTS COMPANY OF ZIMBABWE (ACZ) FOR THE FINANCIAL YEARS 2021 AND 2022**

Name of consultant:

Consultant's reference number:

Date of financial proposal:

The total price of our proposal is: _____ and _____. (insert currencies and amounts)

We confirm that the rates quoted in our financial proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation or adjustment.



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Financial Proposal Authorised By:

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



PART 1 PROPOSAL PROCEDURES

1.30 Declaration Form "Annexure A"

REQUEST FOR PROPOSALS FOR THE DESIGN AND PRODUCTION OF THE INTEGRATED ANNUAL REPORTS FOR AIRPORTS COMPANY OF ZIMBABWE (ACZ) FOR THE FINANCIAL YEARS 2021 AND 2022; PROCUREMENT REF: ACZ/LOCAL/RFP/04/2024

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.

By signing this form, the bidder is in agreement with the terms and conditions stipulated above.

Signed by

Date

Bidder's details

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



PART 1 PROPOSAL PROCEDURES

1.31 Summary of Costs

{Complete this form to summarise all the costs together from the breakdown of costs and submit it as part of your financial proposal}.

Item	Costs
	(Indicate Currency)
Fees	
Reimbursable Costs	
VAT	
Total Cost of Financial Proposal¹	

- 1 The total cost must coincide with the sum in the financial proposal submission sheet.

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1.32 Breakdown of Contract Price (Fees)

{Complete this form with details of all your costs and submit it as part of your financial proposal}. Authorise the rates quoted in the signature block below.

Currency of Costs: _____

FEES				
Description	Input Quantity	Unit of Input	Unit Rate	Total Price
Sub Total:				

Breakdown of Contract Price Authorised By:

Signed Name:

In capacity of: Date:(DD/MM/YY)

Duly authorised for and on behalf of:

Company

Address:

Corporate Seal (where appropriate)



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1.33 Breakdown of Contract Price (Reimbursable) Currency of Costs

REIMBURSABLE COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
Sub Total:				

Breakdown of Contract Price Authorised By:

Signed Name:

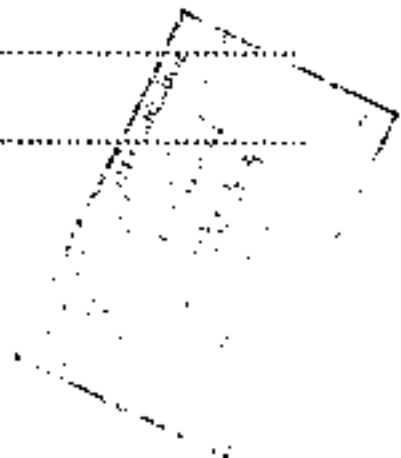
In capacity of: Date:(DD/MM/YY)

Duly authorised for and on behalf of:

Company

Address:

Corporate Seal (where appropriate)



PART 1 PROPOSAL PROCEDURES

1.34 Appendix A: Methodology and Work Plan

{Describe the methodology and work plan you would propose to use in meeting the requirements in the statement of requirements in Part 2}.



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1.35 Appendix B: Experience and Qualifications

{Provide background information about the consultancy firm that is bidding for the contract and of any other firm that is associated with this bid. State whether any of the required services will be sub-contracted. Describe the experience of the firm in performing similar consultancy contracts, if so required by the instructions in Part 1.

Name the key personnel who will perform the requirements under the contract, their proposed period of engagement, including working hours and holidays, and describe their qualifications and experience in working on similar contracts, distinguishing between foreign consultants and national (Zimbabwean) consultants. Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved}.



PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

2.1 Terms of Reference

Request for Proposals for the Design and Production of the Integrated Annual Reports for Airports Company Of Zimbabwe (Private) Limited for the Financial Years 2021 and 2022

Background:

Airports Company of Zimbabwe (Private) Limited (ACZ) commenced operation in August 2021, after it was unbundled from the then Civil Aviation Authority of Zimbabwe (CAAZ). The company is responsible for the commercial operation, development and management of all airports in Zimbabwe.

ACZ is seeking to appoint a service provider to assist with the design, editing, and printing of its integrated annual reports for the 2021 and 2022 financial years. ACZ is a leading airport management company in Zimbabwe, and the integrated annual report is a critical communication tool that provides stakeholders with comprehensive information about the company's performance, strategies, and future plans.

Objectives

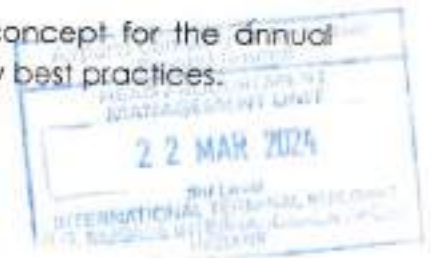
The objectives of the engagement are to

- Design a visually appealing and professional integrated annual report that effectively communicates ACZ's financial and non-financial performance to stakeholders.
- a) Edit the content of the annual report to ensure accuracy, clarity, and adherence to relevant reporting standards.
- b) Print high-quality physical copies of the annual report for distribution to stakeholders.

2.2 Scope of the Services

The scope of work for the service provider shall include, but not be limited to, the following:

- a) Collaborate with ACZ's communication and finance teams to gather relevant information, including financial statements, management discussion and analysis, and other supporting materials.
- b) Develop a creative and visually appealing design concept for the annual report, considering ACZ's brand guidelines and industry best practices:



PART 2 STATEMENT OF REQUIREMENTS

- c) Design and layout the annual report, including the cover page, table of contents, introduction, financial statements, notes to the financial statements, and other sections as required.
- d) Edit the content of the annual report to ensure accuracy, clarity, and coherence.
- e) Proofread the final version of the report to eliminate any grammatical or typographical errors.
- f) Coordinate the printing of the annual report, ensuring high-quality printing and timely delivery of physical copies.

2.3 Deliverables

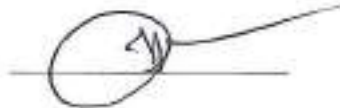
The service provider shall deliver the following for each of the financial years 2021 and 2022:

- a) Design concepts and mock-ups for the annual report, including cover page and sample pages.
- b) Finalized design and layout of the Annual Report, ready for printing.
- c) Edited and proof-read content of the Annual Report.
- d) Printed copies of the Annual Report, as per ACZ's requirements

2.4 Declaration by the Accounting Officer

I declare that the procurement is based on neutral and fair technical requirements and the consultant's qualifications.

Signature: _____



Name: T. Gusha

Designation: **Chief Executive Officer**

Date: 22 March 2024



PART 2 STATEMENT OF REQUIREMENTS

2.5 Bid-Securing Declaration

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

Procurement Reference number: ACZ/LOCAL/RFP/04/2024

Date: (in day, month and year format))

Bidder's Reference Number:

To: *Airports Company of Zimbabwe*

We, the undersigned, declare that:

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

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

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

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

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

{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all the partners to the Joint Venture that submits the Bid.}

PART 3 CONTRACT

PART 3 CONTRACT

3.1 Contract Agreement

Procurement Reference: ACZ/LOCAL/RFP/04/2024

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").

WHEREAS

- (a) The procuring entity has requested the consultant to provide certain consulting services as defined in this contract (hereinafter called the "services"),
- (b) The consultant, having represented to the procuring entity that he has the required professional skills, and personnel and technical resources, has agreed to provide the services on the terms and conditions set forth in this contract,
- (c) The procuring entity has secured budgeted funds towards the cost of the services and intends to apply a portion of the funding to eligible payments under this contract, it being understood that such payments will be subject, in all respects, to the terms and conditions of the contract,

NOW THEREFORE, the Parties hereby agree as follows:

1. The following documents (hereinafter called "the Contract Documents") attached hereto shall be deemed to form an integral part of the contract:
 - a) The general conditions of contract,
 - b) The special conditions of contract,
 - c) The following Appendices,

[Note: if any of these appendices are not used, the words "Not Used" should be inserted below, next to the title of the appendix]

Appendix A: Methodology and work plan *{This should be in accordance with section A of the statement of requirements} [Not used]*

PART 3 CONTRACT

Appendix B: Experience and qualifications of key personnel *(This should be in accordance with section B of the statement of requirements.) [Not used]*

Appendix C: Cost estimates *[Not used]*

This contract shall prevail over the contract documents. In the event of any discrepancy or inconsistency within the contract documents, then the documents shall prevail in the order listed above.

2. The reciprocal rights and obligations of the parties shall be as set forth in the contract and the contract documents, in particular:
 - a) The consultant shall carry out the services in accordance with the provisions of the contract; and
 - b) The procuring entity shall make payments to the consultant in accordance with the provisions of the contract.
3. Irrespective of when the contract is signed by the parties, the effective date of the contract is the date referred to in clause 2.1 of the general conditions of contract, i.e. the date of the procuring entity's notice to the consultant instructing the consultant to begin carrying out the services.

IN WITNESS WHEREOF, the parties have caused the contract to be signed in their respective names.

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 Consulting Firm

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



PART 3 CONTRACT


3.2 General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Consultancy Services (copy available on PRAZ website or at ACZ on request) except where modified by the Special Conditions below.

3.3 Special Conditions of Contract

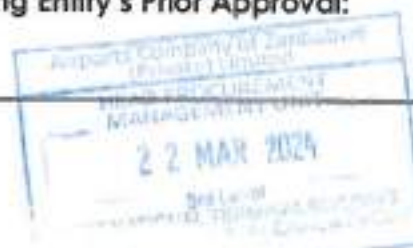
Procurement Reference Number: **ACZ/LOCAL/RFP/04/2024**

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

GCC reference	Amendment or Supplement to the General Conditions of Contract for Services
1.4	<p>The address for the Procuring Entity is: 3rd Level New Terminal Building, Robert Gabriel Mugabe International Airport, Harare</p> <p>Email: tenders@acz.co.zw</p> <p>The address for the Consultant is: {Consultant to provide contact details}</p> <p>Email:</p> 
1.5	The location for the performance of services will be at the ACZ Head Office, R. G Mugabe International Airport.
1.6	The Member in Charge is {consultant to provide details}
1.7	<p>The authorized representatives are:</p> <p>For the Procuring Entity: Verengai Ruswa – Finance Director and Tonderai Mangombe – Public Relations and Communications Manager</p> <p>For the consultant: {insert name and telephone number} {if the consultant consists of a joint venture/consortium/ association of</p>

PART 3 CONTRACT

GCC reference	Amendment or Supplement to the General Conditions of Contract for Services
	<i>more than one (1) entity, specify the entity that is authorised to act on behalf of the other entities in exercising all the consultant's rights and obligations towards the procuring entity under this contract, including without limitation the receiving of instructions and payments from the procuring entity.]</i>
1.8	<p>Taxes and duties:</p> <p>The consultant, sub-consultants and personnel shall pay all such indirect taxes, duties, fees and other impositions as are levied under the laws of Zimbabwe.</p>
1.10	Local Zimbabwean nationals are eligible for performance of this contract
2.1	The effectiveness conditions are the following:
2.3	Latest time for commencement of services to be specified by the consultant as soon as the contract is signed.
2.4	The contract shall expire as per agreement.
3.5	<p>Insurance to be taken out by the Consultant.</p> <p>The risks and the coverage shall be as follows:</p> <p>(a) Third party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the consultant or its personnel or any sub-consultants or their personnel, with a minimum coverage of <i>[insert amount and currency]</i>;</p> <p>(b) Third party liability insurance, with a minimum coverage of <i>[insert amount and currency]</i>;</p> <p>(c) Professional liability insurance, with a minimum coverage of <i>[insert amount and currency]</i>;</p> <p>(d) Employer's liability and workers' compensation insurance in respect of the personnel of the consultant and of any sub-consultants, in accordance with the relevant laws of Zimbabwe, as well as, with respect to such personnel, any such life, health, accident, travel or other insurance as may be appropriate.</p>
3.7	<p>Consultant's Actions Requiring the Procuring Entity's Prior Approval:</p> <ul style="list-style-type: none"> ▪ Design



PART 3 CONTRACT

GCC reference	Amendment or Supplement to the General Conditions of Contract for Services
	<ul style="list-style-type: none"> • Costing • Deliverables at every stipulated stage
3.9	<p>Restrictions on the Future Use of Documents and Software Prepared by the Consultant:</p> <p>All plans, documents and reports produced during the course of the contract remains the property of the ACZ, hence cannot be shared with any other entity</p>
3.12	<p>Contract Administration fee: The contract administration fee set out in part V of the fifth schedule to the regulations is due upon the signing of the contract.</p>
4.6	<p>Resident Project Manager: Finance Director</p>
5.4	<p>ACZ's Responsibilities</p> <p>ACZ shall:</p> <ul style="list-style-type: none"> • Provide all available information and relevant documentation to consultant as and when required. • Provide timely and relevant feedback to interim and final annual reports
5.6	<p>Counterpart Personnel:</p> <p>Information will be provided to the consultant</p>
6.1	<p>Contract Price: The contract price is USD.....</p>
6.2(b)	<p>Type of Contract: Time based</p>
6.5(a)	<p>Payment schedule:</p> <p>The bidder is required to submit their proposed payment schedule e.g.</p> <ul style="list-style-type: none"> • 30 per cent of the amount shall be paid upon submission of the inception report. • 50 per cent of the amount shall be paid upon submission of the draft final reports.

PART 3 CONTRACT

GCC reference	Amendment or Supplement to the General Conditions of Contract for Services
	<ul style="list-style-type: none"> 20 per cent of the amount shall be paid upon approval of the final report.
6.5(b)	The Consultants Account(s): {Consultant to insert bank account details for payment}
6.5(c)	Advance Payment: No advance Payment will be allowed
6.6(a)	Payment period: Payments shall be made within 14 days from submission of a payment request.
6.6(b)	<p>Payment Documentation: The following documentation shall be required to support request for payment:</p> <ul style="list-style-type: none"> Approved reports or other deliverables Purchase Order Invoice Certification of services provided Goods Received Voucher (GRV)
6.6(d)	Interest for late payment:
6.7	<p>Price Adjustment: The price to remain fixed in United States Dollars. Any price adjustment will require prior approval of the ACZ.</p>



PART 3 CONTRACT

3.4 Appendix A – Statement of Requirements

[Note: This appendix will include the final terms of reference, including the methodology and work plan, worked out by the procuring entity and the consultant during technical negotiations. dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by procuring entity, reporting requirements, list format, frequency, and contents of reports; persons to receive them; dates of submission, etc.]



PART 3 CONTRACT

3.5 Appendix B - Breakdown of Contract Price

Note: List here the elements of cost used to arrive at the breakdown of the lump-sum price:

1. Design
2. Printing

This appendix will exclusively be used for determining remuneration for additional services.



PART 3 CONTRACT

3.6 Appendix C – Advance Payment Security

[Delete page if no advance payment is required in the SCC]

[The bank, as requested by the successful consultant, must fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year)]*

Procurement Reference No: *[insert reference]*

[Issuing bank's letterhead]

Beneficiary: *[insert legal name and address of Procuring Entity]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We have been informed that *[name of the Contractor]* (hereinafter called "the Contractor") has entered into Contract No..... *[procurement reference number of the Contract]*, dated *[insert day and month]*, *[insert year]* with you, for the execution of *[name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the Conditions of the Contract, an advance payment in the sum of *[name of the currency and amount in figures]* ¹ *[..... [amount in words]]* is to be made against an advance payment guarantee.

At the request of the Contractor, we *[name of the Bank]*, hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[name of the currency and amount in figures]** *[..... [amount in words]]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number*[Contractor's account number]*, at *[name and address of the Contractor's Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that 80 percent of the Contract Price has been certified for payment, or on the day of ², whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

PART 3 CONTRACT

The guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months][one year]*, in response to your written request for such extension, such request to be presented to the guarantor before the expiry of the guarantee.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758

Seal of Bank and Signature(s).....

Note

All italicized text is for guidance in preparing this demand guarantee and must be deleted from the final document.

- 1 The guarantor must insert an amount representing the amount of the advance payment denominated either in the currency(ies) of the advance payment as specified in the contract, or in a freely convertible currency acceptable to the procuring entity.*
- 2 Insert the expected expiration date of the time for completion. The procuring entity should note that in the event of an extension of the time for completion of the contract, the procuring entity would need to request an extension of this guarantee from the guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.*



PART 3 CONTRACT

3.7 Appendix D: Advance Payment 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: [insert Performance Guarantee 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.

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

.....

