

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED  
CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**



**SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDERS AND DIARIES**

**ACZ/LOCAL/GDS/02/2024**

**PRE-BID MEETING: 23 January 2024 @ 1000 Hours**

**VENUE: PMU Boardroom, 2<sup>nd</sup> Floor Domestic Terminal Building, Robert Gabriel  
Mugabe International Airport**

**CLOSING DATE: 09 February 2024**

**CLOSING TIME: 1000 HOURS (CAT)**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

Standard Bidding Document for the Procurement of: **SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDAR AND DIARIES**

Procurement Reference No: **ACZ/LOCAL/GDS/02/2023**

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

Date of Issue: **12 January 2024**



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**Table of Contents**

PART 1: BIDDING PROCEDURES .....	4
1.1 References:.....	4
1.2 Procurement Reference Number: ACZ/LOCAL/DGDS/02/2024 .....	4
1.3 Preparation of Bids.....	4
1.4 Lots and Packages .....	5
1.5 Number of bids allowed.....	5
1.6 Clarification.....	5
1.7 Pre-bid meeting.....	6
1.8 Validity of Bids .....	6
1.9. Payment Terms.....	6
1.10 Eligibility and Qualification Criteria.....	6
1.11. Submission of Bids.....	7
1.12 Bid opening .....	7
1.13 Withdrawal, amendment or modification of Bids .....	7
1.14 Delivery Requirements.....	8
1.15 Bid Prices and Discounts .....	8
1.16. Bid Security / Bond.....	8
1.17. Evaluation of Bids.....	9
1.18. Evaluation criteria.....	9
1.19 Checklist of the Evaluation Criteria: .....	9
1.20 Origin of Goods .....	11
1.21 Technical Criteria.....	11
1.22 Reviews by the Special Procurement Oversight Committee:.....	11
1.23 Currency.....	11
1.24 Award of Contract .....	11
1.25 Right to Reject .....	12
1.26 Corrupt Practices.....	12
1.27 Bid Submission Sheet.....	13
1.28 ANNEXURE "A": Declaration Form.....	15
PART 2: STATEMENT OF REQUIREMENTS .....	16
2.1 List of Goods and Price Schedule .....	16
2.2 Delivery Schedule .....	17
2.3 Technical Specification and Compliance Sheet.....	18
2.4 Declaration by the Accounting Officer .....	19
PART 3 CONTRACT.....	20
3.1 Contract Agreement .....	20
3.2 General Conditions of Contract.....	22
3.3 Special Conditions of Contract .....	22
3.4 Bank Guarantee for Performance Security .....	24





**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**PART 1: BIDDING PROCEDURES**

**1.1 References:**

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

In line with section 14 of the Public Procurement and Disposal of Public Assets Act (PPDPA) [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 (Statutory Instrument No. 5 of 2018). The Airports Company of Zimbabwe (Private) Limited (ACZ) is inviting Bids from reputable and experienced manufacturers and companies for the **Supply and Delivery of Corporate Branded Calendars and Diaries**.

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

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

**1.2 Procurement Reference Number: ACZ/LOCAL/DGDS/02/2024**

**1.3 Preparation of Bids**

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

1. The Bid Submission Sheet in Part 1.
2. The Statement of Requirements in Part 2.
3. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations.
4. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
5. A bid bond / security in the format specified in this Part.
6. A copy of:
  - a) A valid Tax Clearance Certificate or equivalent.
  - b) CR 6 Form (showing directors).
  - c) CR5 Form (showing the business physical address).
  - d) Certificate of Incorporation.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

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- e) Detailed Company profile.
- f) At least three (3) references on client's letter heads where the Bidder supplied **Corporate Branded Calendars and or Diaries** in the last three (3) years.
- g) Submission of relevant samples per each category.

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 (PRAZ) website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.

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

You are not required to pay the administration **fee payable by bidders for bids subject to review by the Special Procurement Oversight Committee** in line with Section 54 of the Act as set out in Part IV of the Fifth Schedule to the Regulations

**1.4 Lots and Packages**

This procurement requirement shall be divided into lots and packages as stipulated below;

- Lot 1: Branded Desk Calendars
- Lot 2: Branded Wall Calendars
- Lot 3: Executive Diaries
- Lot 4: Generic Diaries
- Lot 5: Secretaries Diaries

**1.5 Number of bids allowed.**

No Bidder may submit more than one (1) bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one (1) Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one (1) Bidder owned, directly or indirectly, by the same person.

**1.6 Clarification**

Clarification of the bidding document may be requested in writing by any bidder, before: 31 January 2024:

**PROCUREMENT MANAGEMENT UNIT**  
**2<sup>nd</sup> Floor Domestic Terminal Building**  
**Robert Gabriel Mugabe International Airport**  
**P. Bag 6002**





**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

Harare

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

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

### 1.7 Pre-bid meeting

There shall be a pre-bid meeting for this procurement requirement on 23 January 2024 at 1000hrs. PMU Board Room, 2<sup>nd</sup> Floor Domestic Terminal Building, Robert Gabriel Mugabe International Airport.

### 1.8 Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **60** 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. If not stated the bidder will be deemed to be compliant with the stipulated terms under Part 3, Special Conditions GCC30.1, page 23 of the bidding document.

### 1.10 Eligibility and Qualification Criteria

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

1. Have the legal capacity to enter into a contract; **Bidder is requested to attach Copy of CR6 Form or equivalent (showing list of directors), Copy of CR5 form or equivalent (showing the business physical address), Copy of Certificate of Incorporation or equivalent.**
2. Have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe; **attach valid copy of Tax Clearance Certificate or equivalent.**
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, Annexure "A".**
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 PRAZ. ([www.praz.org.zw](http://www.praz.org.zw))**
5. Have been registered with PRAZ as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations; **attach current copy of registration or renewal of registration with (PRAZ). ([www.praz.org.zw](http://www.praz.org.zw))**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**1.11. 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: **9 February 2024**

Deadline Time:

1000hours (CAT)

Addressed to: **The Accounting Officer**

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

**3rd Level International Terminal Building**

**Robert Gabriel Mugabe International Airport**

**Harare**

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

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

**1.12 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.

**1.13 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.**





**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**1.14 Delivery Requirements**

The delivery period required (from the date of contract/order signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2. **Delivery will be considered complete after supply and delivery of the branded calendars and diaries.**

**1.15 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. Prices quoted must include the following costs and components:

(a) For Goods

- (i) The price of the Goods and the cost of delivery to the final destination, **Delivery Duty Paid (DDP), Incoterms 2020**, as stated in the Delivery Schedule;
- (ii) The custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
- (iii) Any other applicable import taxes;
- (iv) Any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
- (v) Any rebate or mark-up of the local agent or representative.

(b) For Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the Schedule of Requirements:

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

(c) Bidders must clearly state their payment terms. Should advance payment be required, it would be subject to negotiation and approval by ACZ. An advance payment bank guarantee will be required.

**1.16. Bid Security / Bond**

The Bidder must include:

A refundable bid security/bond of **US\$500.00** 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\$150.00** payable at PRAZ.



The Bid bond obtainable from PRAZ is issued upon payment of a non-refundable Bid Bond Establishment fee of **US\$150.00** payable at 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.**

#### **1.17. Evaluation of Bids**

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;
3. Sample evaluation on the quality, branding and workmanship.
4. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid. Lowest priced bid compliant to specifications.

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

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

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

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.
- (c) **Compliance with the Technical specifications** (refer to clause 2.1 and 2.3)



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**1.19 Checklist of the Evaluation Criteria:**

No.	Evaluation Criteria	Please tick if completed or submitted
1.	Submit completed Bid Submission Sheet in Part 1.	
2.	Documentation necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations; -	
2.1	Copy of CR6 Form or equivalent (showing directorship).	
2.2	Copy of CR5 Form or equivalent (showing the business physical address).	
2.3	Copy of Certificate of Incorporation or equivalent.	
2.4	Current copy of Tax Clearance Certificate as proof of compliance with ZIMRA must be attached.	
2.5	Declaration to confirm whether the bidder has or has no conflict of interest in relation to this procurement requirement <b>(completion of Annexure "A", Declaration Form)</b> .	
2.6	Submission of bid bond /security.	
2.7	Submission of Company Profile with physical address and directorship.	
2.8	Submission of three (3) written trade references on Company's letterhead where the bidder supplied <b>branded calendars and or diaries</b> in the last three (3) years.	
2.9	Submission of branded calendars and or diaries samples.	
2.10	Submission of proof of registration with PRAZ.	
2.11	Bid Validity Period of <b>60</b> days must be stated.	
3.	Responsiveness to Technical Specifications in the Statement of Requirements. Bidders must state compliance to given requirements /specifications.	
4.	Delivery schedule. <b>Delivery Period must be stated</b>	
5.	<b>Payment Terms: Bidders are required to state payment terms.</b> If not stated the bidder will be deemed to be	





No.	Evaluation Criteria	Please tick if completed or submitted
	compliant with the stipulated terms under Part 3, Special Conditions GCC30.1, page 23 of the bidding document.	
6.	Bids must be priced in United States Dollar (US\$). The currency of evaluation will be United States dollar (US\$). Payment will be made in Zimbabwean Dollars (ZWL\$) at the prevailing interbank rate.	

**1.20 Origin of Goods**

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

**1.21 Technical Criteria**

The Technical Specifications Sheet details the minimum specification of the **corporate branded calendars and diaries** required. The goods offered must meet this specification, but no credit will be given for exceeding the specification.

**1.22 Reviews by the Special Procurement Oversight Committee:**

This contract will not be subject to review by the special oversight Committee.

**1.23 Currency**

Bids must be priced in United States Dollars (US\$). The currency of evaluation will be United States dollars (US\$). Payment shall be made in Zimbabwean Dollars ZWL\$ at the prevailing interbank rate.

**1.24 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





**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

section 73 of the PPDPA Act, subject to payment of the applicable fee set out in section 44 of the PPDPA Act and the Third Schedule to the Regulations.

**1.25 Right to Reject**

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

**1.26 Corrupt Practices**

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

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**1.27 Bid Submission Sheet**

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

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We offer to supply the items listed in the attached Statement of Requirements, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.

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

The validity period of our bid is: ..... {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.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

Bid Authorised by:

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





**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**1.28 ANNEXURE "A": Declaration Form**

**TENDER FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDER AND DIARIES: ACZ/LOCAL/GDS/02/2024**

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 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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**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

**2.1 List of Goods and Price Schedule**

Currency of Bid:.....

Lot No <sup>1</sup>	Description of Goods	Quantity <sup>2</sup>	Unit Price <sup>3</sup> US (\$) (DDP)	Total Price <sup>4</sup> US (\$) (DDP)
			[to be provided by the Bidder]	[to be provided by the Bidder]
1	A2 Wall Calendar	1000		
2	A2 Desk Calendar	500		
3	A5 Executive Diaries	100		
4	A5 Generic Diaries	500		
5	A4 Secretary Planners	50		

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

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

Note 3: **Unit and total prices must be for delivery through to the final destination stated in Part 1. (DDP, Robert Gabriel Mugabe International Airport, Harare), Incoterms 2020.**

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

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**2.2 Delivery Schedule**

Name of Bidder:

Bidder's Reference Number:

{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

Lot No	Description of Goods	Quantity	Physical Unit / Unit of measure	Delivery Date Required by Procuring Entity and applicable INCOTERM (DDP)	Bidder's offered Delivery period
				Within 14 working days from date of signing the contract.	{to be provided by the Bidder}
1.	A2 Wall Calendar				
2.	A2 Desk Calendar				
3.	A5 Executive Diaries				
4.	A5 Generic Diaries				
5.	A4 Secretary Planners				

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





**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**2.3 Technical Specification and Compliance Sheet**

Name of Bidder:

Bidder's Reference Number:

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

Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

a Item No.	b Item description	c Full technical specification required (including applicable standards)	d {Confirm full specification of items offered by Bidder and compliance of items to detail in columns b and c}
1.	A2 Wall Calendars	One (1) page on gloss with Zimbabwe schools' timetable and holidays	
2.	A2 Desk Calendars	With 12 pages showing page per month and notes column	
3.	A5 Executive Diaries	Diary With power bank and USB flash disk min1.6gb and first two (2) pages with inserts describing ACZ and its products	
4.	A5 Generic Diaries	First two (2) pages with inserts describing ACZ and its products	
5.	A4 Secretaries	Diary with space for appointments and notes used by secretaries and PAs	

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**2.4 Declaration by the Accounting Officer**

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

*Signed By the Accounting Officer*

Name : **T. Gusha**

Signature: .....



**(Chief Executive Officer)**

Date: 12 January 2024

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**PART 3 CONTRACT**

**3.1 Contract Agreement**

**Procurement Reference: ACZ/LOCAL/GDS/02/2024**

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

BETWEEN

- (1) Airports Company of Zimbabwe (Private) Limited (ACZ), 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 the Procuring Entity invited Bids for certain Goods and ancillary services, viz., **Supply and Delivery of Corporate Branded Calendars and Diaries** and has accepted a Bid by the Contractor for the supply and delivery of those Goods in the sum of..... *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

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

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

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

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

**For and on behalf of the Contractor**

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



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**3.2 General Conditions of Contract**

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

**3.3 Special Conditions of Contract**

Procurement Reference Number: **ACZ/LOCAL/GDS/02/2024**

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

GCC reference	Special Conditions
GCC 7.5	<b>Eligible Countries:</b> All countries are eligible.
GCC 8.1	<p><b>Notices:</b> Any notice shall be sent to the following addresses:</p> <p>For ACZ, the address shall be as given in the Contract document and the contact shall be <b>Accounting Officer,</b></p> <p><b>Robert Gabriel Mugabe International Airport, 3<sup>rd</sup> Level, Harare.</b></p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be</p> <p><i>{state name of contact}</i></p>
GCC 19.1	<p><b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Act shall apply.</p> <p>If the <b>CONTRACTOR</b> delays in delivering or performing due to a fault or negligence caused or attributable to the Contractor, the <b>ACZ</b> shall claim liquidated damages for the delay which shall be calculated at 2% of contract value per week for a period of four (4) weeks which the <b>CONTRACTOR</b> will be liable to pay.</p> <p>Should the <b>CONTRACTOR</b> fail to perform or deliver after <b>the four (4) weeks</b> period covered by the liquidated damages the <b>ACZ</b> shall terminate the contract due to that delay and the <b>Contractor</b> will be liable for the payment of the accrued liquidated damages.</p> <p>The <b>CONTRACTOR</b> will not be charged liquidated damages when the delay in delivery or performance is a result of circumstances beyond the <b>Contractor's</b> control and is not caused by fault or negligence on the part of the Contractor.</p>
CC 23.1 & 23.2	<b>Inspections and tests:</b> On Inspection of the <b>branded calendars and diaries</b> , the Contractor is required to do so at their own expense.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

GCC reference	Special Conditions
GCC 24.1	<b>Performance security:</b> The Contractor shall provide a performance security of <b>10 %</b> of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe acceptable to ACZ. The format shall be based on the template following the Special Conditions of Contract in this Part.
GCC 24.4	<b>Reduction of performance security:</b> There shall be no reduction in the performance security during contract period. The performance security will only be released upon 100% delivery and issuing of the branded calendars and diaries and a Goods received voucher.
GCC 25.1	<b>Warranty:</b> The period of warranty shall be two <b>(2) Months</b> .
GCC 25.6	<b>Failure to remedy a defect:</b> The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be <b>14</b> days.
GCC 29.1	<b>Price adjustments:</b> There will be no price adjustments for the duration of the contract.  Any price variation shall be subject to approval by ACZ.
GCC 30.1	<b>Terms of Payment:</b>  Payment shall be done within 7-14 days after delivery upon submission of a Delivery Note and a Tax Invoice and Issuance of a Goods Received Voucher.  <b>Advance payment:</b> Should advance payment be required, it would be subject to negotiation and approval by ACZ. Advance payment bank guarantee will be required.
GCC 31.1	<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.



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF CORPORATE BRANDED CALENDARS AND DIARIES; PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/02/2024**

**3.4 Bank Guarantee for Performance Security**

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

Contract No:

Date:

To:

[Name and address of Procuring Entity]

**PERFORMANCE GUARANTEES No:**

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

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

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

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

Signature

Signature

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