

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOILET PAPER (TISSUES) AND PAPER TOWELS

PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/07/2024



**SUPPLY AND DELIVERY OF
TOILET PAPER (TISSUES) AND PAPER TOWELS**

PRE-BID MEETING: 12 APRIL 2024 @ 1000 HOURS

CLOSING DATE: 30 APRIL 2024 @ 1000 HOURS



BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOILET PAPER (TISSUES) AND PAPER TOWELS

PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/07/2024

Standard Bidding Document for the Procurement of:	Supply and Delivery of Toilet Paper (Tissues) and Paper Towels
Procurement Reference No:	ACZ/LOCAL/GDS/07/2024
Procuring Entity:	Airports Company of Zimbabwe (Private) Limited (ACZ)
Date of Issue:	<u>22 MARCH 2024</u>



BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOILET PAPER (TISSUES) AND PAPER TOWELS

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PART 1: BIDDING PROCEDURES

1.1 References:

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

In line with section 14 of the PPDPA Act [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 Airports Company of Zimbabwe (Private) Limited (ACZ) is inviting bids from reputable and experienced companies for the **Supply and Delivery of Toilet Paper (Tissues) and Paper Towels**.

In compliance with section 27(1) and (2) of the PPDPA Act, the ACZ has detailed the specifications of its procurement requirements for the **Toilet Paper (Tissues) and Paper Towels** 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 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 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 Act.

1.2 Procurement Reference Number: ACZ/LOCAL/GDS/07/2024

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 this part.
2. The statement of requirements in part 2.
3. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations.
4. Supplier registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
5. A bid security and in the format specified in this Part.
6. A copy of:
 - a) Valid Tax Clearance Certificate
 - b) A Copy of CR6 Form / CR14 (Showing list of Directors)



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- c) A Copy of CR5 Form (Showing the business physical address).
- d) A Copy of Certificate of Incorporation.
- e) A detailed company profile.
- f) At least three (3) references on client's letter heads where the Bidder supplied the relevant goods (tissue products).

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 reference number.

1.4 Lots and Packages

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

ITEM	DESCRIPTION	QTY
1	Toilet paper (Tissues) pack of 50 1 ply Tissue pack of 50 White, Soft, 40mm diameter, unbleached paper, size 110 x 100mm perforated.	4000
2	AUTOLAMINATE 2 PLY PAPER TOWEL ROLL- 2 PLY 125M-6 ROLLS. Overview <ul style="list-style-type: none">• Width :200mm• 2 ply laminated [2 layer are attached to each other] papery• Roll length: 125 metres.• 6 rolls in a pack• For use in pull &tear as well as automatic paper dispensers that require a paper towel refill.• Roll internal Ø: 35mm.• Roll outside Ø:155mm	10000



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

- i. Award will be restricted to one Bidder per Lot.
- ii. If one Bidder is successful on more than two (2) Lots a 5% price difference will be allowed to award to the next lowest compliant bidder.
- iii. *If the next bidder(s) is more than 5% price difference the tender will be awarded to the cheapest compliant bid in whole in order to achieve value for money.*

1.5 Number of bids allowed.

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

1.6 Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to 16 April 2024 to:

THE PROCUREMENT MANAGEMENT UNIT

2nd Floor Domestic Terminal Building

Robert Gabriel Mugabe International Airport

P. Bag 6002

Causeway

Harare.

Telephone: 585028/585073-88

tenders@acz.co.zw



1.7 Compulsory Pre-bid meeting

There shall be a compulsory pre-bid meeting for this procurement requirement on **12 April 2024**.

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 of bids.**

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1.9. Payment Terms

Bidders are required to state their 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 25 of the bidding document.

1.10. Submission of Bids

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

The Bidder must mark the envelope with the Bidder's name and address and the procurement reference number.

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

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

Date of deadline: **30 April 2024** Deadline Time: **1000 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,**
Tender Box

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

1.11 Bid opening

Bidders will be allowed to witness the opening of bids. Opening will take place soon after closing of the tender.



1.12 Withdrawal, amendment, or modification of Bids

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

1.13 Delivery Requirements

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

1.14 Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the bid submission form and in the price schedules must conform to the requirements specified below.

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

- (a) For Goods
 - (i) The price of the goods and the cost of delivery to the final destination, delivery duty paid **INCOTERM 2020**, as stated in the delivery schedule.
 - (ii) The custom duties to be paid on the goods on entry in Zimbabwe, if not already included.
 - (iii) Any other applicable import taxes.
 - (iv) Any sales and other taxes due within Zimbabwe which will be payable on the goods, if not already included.
 - (v) Any rebate or mark-up of the local agent or representative.
- (b) For related services, (other than inland transportation and other services required to convey the goods to their final destination), whenever such related services are specified in the schedule of requirements:
The price of each item comprising the related services (inclusive of any applicable taxes).
- (c) Bidders must clearly state their payment terms. Payment is strictly after goods have been delivered.



1.15. Bid Security

The Bidder must include:

A refundable bid security / bond of **US\$500.00** 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 **the PRAZ. No Money lenders.**

The bid bond obtainable from PRAZ is issued upon payment of a non-refundable **bid bond establishment fee of US\$150.00, 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.**

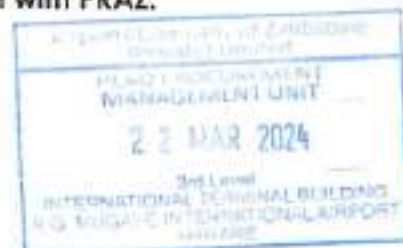
1.16. Eligibility and Qualification Criteria

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 and or 14 form, CR5 Form, copy of Certificate of Incorporation.**
2. Have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe; **attach valid copy of Tax Clearance Certificate.**
3. Not have a conflict of interest in relation to this procurement requirement; **Bidders must declare in writing whether they have or have no conflict of interest in relation to this procurement requirement. Bidders are required to submit a completed "Annexure A" attached under item 1.26 of this bidding document.**
4. Not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act; **attach current copy of registration or renewal of registration with PRAZ.**
5. Have been registered with the 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.**

1.17. Evaluation of Bids

Bids will be evaluated using the following methodology:



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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. **Submission of relevant samples.**
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 (RBZ) on the closing date for submission of bids.
- (d) **Compliance with the mandatory requirements of tender**
- (e) **Technical specifications** (refer to clause 2.1 and 2.3)

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 and or 14 form.	
2.2	Copy of CR5 form.	
2.3	Copy of certificate of incorporation.	

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No.	Evaluation Criteria	Please tick if completed or submitted
2.4	Current copy of tax clearance certificate as proof of compliance with ZIMRA must be attached.	
2.5	Submission of a detailed company profile.	
2.6	Submission of three (3) written trade references on Company's letterhead for relevant goods.	
2.7	Submission of proof of registration with the PRAZ.	
2.8	Declaration to confirm whether the bidder has or has no conflict of interest in relation to this procurement requirement (completion of Annexure "A", Declaration Form).	
2.9	Bidders must declare in writing that they are not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances.	
2.10	Participation in this bidding procedure is open to Zimbabwean bidders only	
2.11	Bid validity period of 60 days must be stated. Failure to state validity period will lead to disqualification	
3.	Attendance of compulsory pre- bid meeting	
4.	Submission of relevant samples	
5..	Delivery schedule: Bidders are required to state their delivery period	
6.	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 25 of the bidding document.	

1.20 Origin of Goods

All goods and related services must have as their country of origin an eligible country, as specified in the special conditions of contract. **Bidders are requested to specify the country of origin for their goods.**

1.21 Technical Criteria

The Technical Specifications Sheet details the minimum specification of the **Toilet Paper (Tissues) and Paper Towels** required. The goods offered must meet this specification, but no credit will be given for exceeding the specification.

1.22 Currency

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

1.23 Reviews by the Special Procurement Oversight Committee

This contract will not be subject to review by the SPOC.

1.24 Award of Contract

- i. Compliant bidder after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document, will be recommended for award of contract.
- ii. The lowest evaluated bid per lot.
- iii. If one (1) Bidder is successful on more than one (1) Lot a 5% price difference will be allowed to award to the next lowest.
- iv. If the next bidder(s) is more than 5% price difference the tender will be awarded to the cheapest compliant bid in whole in order to achieve value for money.

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.

1.25 Right to Reject

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



1.26 Corrupt Practices

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

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



1.25 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 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: **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:	
.....	



1.26 ANNEXURE "A": Declaration Form

**TENDER FOR THE SUPPLY AND DELIVERY OF TOILET PAPER (TISSUES) AND PAPER TOWELS;
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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 terms and conditions.

Signed by

Date

Company's Details



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PART 2: STATEMENT OF REQUIREMENTS

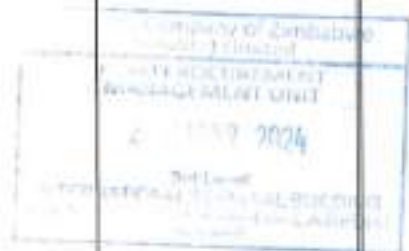
Name of Bidder:

Bidder's Reference Number:

2.1 List of Goods and Price Schedule

Currency of Bid:.....

LOT No	Description of Goods	Quantity	Unit Price	Total Price
			[to be provided by the Bidder]	[to be provided by the Bidder]
1	Toilet paper (Tissues) pack of 50 1 ply Tissue pack of 50 White. Soft. 40mm diameter. unbleached paper, size 110 x 100mm perforated.	4000		
2	Auto Laminate 2 Ply Paper Towel Roll - 2 Ply 125m - 6 Rolls. Overview <ul style="list-style-type: none"> • Width :200mm • 2 ply laminated (2 layer are attached to each other) paper. • Roll length: 125 metres. • 6 rolls in a pack • For use in pull & tear as well as automatic paper dispensers that require a paper towel refill. • Roll internal Ø: 35mm. • Roll outside Ø:155mm 	10000		



Note 1: The description or quantity must indicate the unit of measure where relevant.

Note 2: Unit and total prices must be for delivery through to the final destination stated in part 1.

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

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2.2 Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

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

LOT No	Description of Goods	Quantity	Physical Unit / Unit of measure	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				within 14 working days from date of signing the contract.	<i>(to be provided by the Bidder)</i>
1	Toilet paper (Tissues) pack of 50	4000			
2	Auto laminate Paper Towel 6 pack	10000			

The delivery period required is measured from the date of the signing of the contract between the procuring entity and the Bidder.



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2.3 Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

The goods and related services must comply with the 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	b	c	d
Item No	Item description	full technical Specification required (including applicable standards)	(Confirm full specification of items offered by Bidder and compliance of items to detail in column c)
1	Toilet Paper (Tissues)	1 ply Tissue pack of 50 White, Soft, 40mm diameter, unbleached paper, size 110 x 100mm perforated.	
2	Auto Laminate Paper Towel (pack of 6)	<p>Auto Laminate 2 Ply Paper Towel Roll - 2 Ply 125m-6 Rolls.</p> <p>Overview</p> <ul style="list-style-type: none"> • Width: 200mm • 2 ply laminated (2 layer are attached to each other) paper • Roll length:125 metres. • 6 rolls in a pack • For use in pull &tear as well as automatic paper dispensers that require a paper towel refill; • Roll internal Ø: 35mm <p>Roll outside Ø:155mm</p>	



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The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c **or their tender will be rejected.**

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

2.4 Declaration by the Accounting Officer

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

Signed by the Accounting Officer:

Name: T. Gusha

Signature: 

Designation: **Chief Executive Officer**

Date: 22 March 2024



PART 3 CONTRACT

3.1 Contract Agreement

Procurement Reference: ACZ/LOCAL/GDS/07/2024

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 the Procuring Entity invited bids for certain goods and ancillary services, that is **Supply and Delivery of Toilet Paper (Tissues) and Paper Towel** 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;



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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 of the payments to be made by the ACZ to the Contractor as mentioned below, the Contractor hereby agrees with the Airports Company of Zimbabwe (Private) Limited to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The 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>

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3.2 General Conditions of Contract

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

3.3 Special Conditions of Contract

Procurement Reference Number: **ACZ/LOCAL/GDS/07 /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	Eligible Countries: All countries are eligible.
GCC 8.1	Notices: Any notice shall be sent to the following addresses: For the ACZ, the address shall be as given in the Contract document and the contact shall be Accounting Officer, Robert Gabriel Mugabe International Airport, 3rd Level, Harare. For the contractor, the address shall be as given in the bid and the contact shall be <i>{state name of contact}</i>
GCC 19.1	Liquidated Damages: Liquidated damages in terms of section 88 of the Act shall apply. If the CONTRACTOR delays in delivering or performing due to a fault or negligence caused or attributable to the Contractor, the ACZ 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 CONTRACTOR will be liable to pay. Should the CONTRACTOR fail to perform or deliver after the four (4) weeks period covered by the liquidated damages the ACZ shall terminate the contract due to that delay and the Contractor will be liable for the payment of the accrued liquidated damages. The CONTRACTOR will not be charged liquidated damages when the delay in delivery or performance is a result of circumstances beyond the Contractor's control and is not caused by fault or negligence on the part of the Contractor.
CC 23.1 & 23.2	Inspections and tests: Correct quality of the Toilet Paper (Tissues) and Paper Towels.

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Procurement Unit
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BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOILET PAPER (TISSUES) AND PAPER TOWELS

PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/07/2024

GCC reference	Special Conditions
GCC 24.1	Performance security: The contractor shall provide a performance security of 10% of the contract price. The performance security shall be denominated in the currency of the contract and issued by a bank located in Zimbabwe acceptable to the ACZ. The format shall be based on the template following the special conditions of contract in this part.
GCC 24.4	Reduction of performance security: There shall be no reduction in the performance security during contract period. The performance security will only be released upon 100% delivery of the toilet paper (tissues) and paper towels and issuing of the goods received voucher.
GCC 25.1	Warranty: The period of warranty shall be 12 months.
GCC 25.6	Failure to remedy a defect: The period allowed to the contractor to remedy a defect during the period of the Warranty shall be 14 days.
GCC 29.1	Price adjustments: 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	Terms of Payment: Payment shall be done within seven (7) to fourteen days after delivery upon submission of a delivery note and a tax invoice and issuance of a Goods Received Voucher (GRV). Advance payment: Should advance payment be required, it would be subject to negotiation and approval by the ACZ. An advance payment guarantee will be required.
GCC 31.1	Contract Administration Fee: 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 TOILET PAPER (TISSUES) AND PAPER TOWELS

PROCUREMENT REFERENCE NO: ACZ/LOCAL/GDS/07/2024

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 number [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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