

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF
INSURANCE SERVICES**

Procurement Reference Number: HL/COMP/01/2024

Homelink (Private) Limited

**STANDARD
BIDDING
DOCUMENT**

**for
Provision of Insurance
Services**

June 2024

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF
INSURANCE SERVICES**

Procurement Reference Number: HL/COMP/01/2024

Standard Bidding Document for the Procurement of: Insurance Services

Procurement Reference No: HL/COMP/01/2024

Procuring Entity: Homelink (Private) Limited

Date of Issue: 11 June 2024

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF
INSURANCE SERVICES**

Procurement Reference Number: HL/COMP/01/2024

Table of Contents

Part 1: Bidding Procedures and Bid Submission Sheet

Part 2: Statement of Requirements

Part 3: Contract

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

PART 1: BIDDING PROCEDURES

Procurement Reference Number:

Preparation of Bids

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

1. The Bid Submission in this Part;
2. A bid security from a registered commercial bank
3. A copy of
 - a) A covering letter summarizing the offer total bid price, bid validity period etc.
 - b) Proof of current registration with the Insurance and Pensions Commission;
 - c) Price Schedule and Summary schedule of items Insurable;
 - d) Certificate of Incorporation;
 - e) Valid Nssa registration certificate for the current year;
 - f) Valid PRAZ registration certificate;
 - g) Company profile including shareholding structure;
 - h) Current tax clearance certificate (ITF 263);
 - i) A Motor Vehicle Insurance and Non Motor Asset Insurance Policy Cover document subject to negotiation upon award of the tender;
 - j) Certified Audited Financial Statements for the past financial year or a stamped bank statement for the past 6months; and
 - k) Trade reference letters confirming provision of similar services in Zimbabwe. *(Reference letters to be on company letterhead and should be signed, stamped and dated)*

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

Lots

The requirement is divided into lots as indicated in Part 2, Statement of Requirements. Bidders may bid for more than one lot.

Number of bids allowed

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

Clarification

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

Clarification of the bidding document may be requested in writing by any Bidder up to 17 June 2024 at 1000HRS and should be sent to

The Assistant Manager-Procurement
Homelink
72-74 Samora Machael Avenue
Hardwicke House
Harare

rfq@homelink.co.zw/amuzvuru@homelink.co.zw.

NB Bidders should ensure that all queries are received before 17 June 2024. Homelink will not be responsible for any mail that arrives after the deadline for queries and clarifications

Bidders who send their queries after the deadline will not be entertained. Responses will be made to all Bidders who have requested the document and shall be uploaded on Homelink (Private) Limited website www.homelink.co.zw on or before 17 June 2024. Request for clarification and the response(s) shall form part of any final contract.

Services to be performed, location(s) and other requirements

The service to be performed under the Contract is Provision of Money, Motor Vehicle, Non Motor Assets, Fidelity Guarantee for employees and management and Professional Indemnity Cover for Homelink (Private) Limited.

Eligibility and qualification requirements

Bidders are required to meet the following to be eligible to participate and to be qualified for the proposed Contract. They must therefore:

1. Have the legal capacity to enter into a contract;
2. 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;
3. Have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. Not have a conflict of interest in relation to this procurement requirement;
5. Have the nationality of an eligible country as specified in the Special Conditions of Contract; and
6. Have been registered with the Procurement Regulatory Authority of Zimbabwe

NB: Bidders to complete and sign Annexure A in response to this section.

In addition to these eligibility requirements, Bidders must demonstrate that they have the qualifications, resources and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements.

Participation in this bidding procedure is open to Zimbabwean bidders only.

Validity of Bids

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

The minimum period that the Bidder's bid must remain valid is at least sixty (60) days from the deadline for the submission of bids.

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 with 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 original of the documents comprising the Bid and clearly mark it "**ORIGINAL.**" In addition, the Bidder must prepare two 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 shall 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 document of the amended bid submission deadline.

Date of deadline: 19 June 2024
Deadline
Time: 1000Hrs

Submission address: 4th Floor, Hardwicke House, 72-74 Samora Machel Avenue, Harare

Means of acceptance: Sealed bids are to be placed in a marked bid box at the above address between 0800hrs and 1600hrs Mondays to Fridays before the above deadline date

Bid opening

Bidders and their representatives may witness the opening of bids which will take place at the submission address immediately following the deadline.

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.

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 in the Price Schedule included in Part 2: Statement of Requirements.

Bid Security

There is no bid security for this tender

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid.

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

Currency

Tenders should be priced in United States Dollars. The currency of evaluation will be United States Dollars and payments will be made in local Currency at prevailing interbank rate.

Award of Contract

The lowest evaluated bid, after the 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 the contract. The proposed award of contract will be by issue of a Notification of 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.

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

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 Procuring Entity 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.
2. Any conflict of interest on the part of the bidder must be declared.

Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the Price Schedule and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, otherwise you commit to complying fully with these Requirements.

Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Bidders should mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information}.

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder’s Reference Number:

Date of Bid:

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

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

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

The validity period of our bid is: ...{days } from the date of submission.

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

Bid Authorised By:

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

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

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

Currency of Quotation/Contract: _____

REG NUMBER	ASSET DESCRIPTION	VIN NUMBER	YEAR OF MANUFACTURE	US\$ VALUE
AEX9699	TOYOTA HILUX S/CAB	AHTHA3CC303353728	2018	20,000.00
AEX9709	TOYOTA HILUX S/CAB	AHTHA3CC003353847	2018	20,000.00
AFC3717	TOYOTA HILUX D/CAB	AHTJB8DDX04756473	2018	34,000.00
AFU9738	TOYOTA FORTUNER SUV	AHTKA3FS000628529	2021	47,000.00
AFE3063	NISSAN NP 300 D/CAB	ADNCPGD22Z0069769	2018	25,000.00
AFE3085	NISSAN NP 300 D/CAB	ADNCPGD22Z0069736	2018	25,000.00
AFY3425	TOYOTA PRADO SUV	JTEBR3FJ10K255949	2022	72,000.00
AFX1773	TOYOTA HILUX	AHTDB8CB605623278	2021	27,000.00
TOTAL				270,000.00

Bidders to quote for a policy with excess buy back clause

NON MOTOR ASSETS SCHEDULE LOT B			
List No	Description of category	Sum Insured (USD)	Premium per year
B	Cash Estimated annual carry	48,000,000.00	
(i)	Cash In Transit-Limit	1, 500,000.00	
(ii)	Cash at Premise-Limit	6, 500,000.00	

NON MOTOR ASSETS SCHEDULE LOT C			
C	Electronic Equipment	Sum Insured (US\$)	Schedule –See Annexure C
a	Laptops & Computer Equipment	52,412.80	

Refer to Annexure C for detailed list of electronic equipment.

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF
INSURANCE SERVICES**

Procurement Reference Number: HL/COMP/01/2024

FIDELITY GUARANTEE			
	FIDELITY GUARANTEE LOT D	Sum Insured (USD)	Premium per year
(i)	Limit per claim	200,000.00	
(ii)	Limit per year	400,000.00	

Professional Indemnity			
E	Professional Indemnity	Sum Insured (US\$)	Schedule –See Annexure C
a	Professional Indemnity(clients claims) Limit	200,000.00	

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

Part 2: Statement of Requirements

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

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

Bidders are required to produce a proposal outlining the following issues for motor and non-motor assets insurance cover as listed below:

2.1 Motor Vehicle Cover

Full comprehensive cover is sought for both the commercial fleet and management vehicles

- i. Limits of liability for passenger vehicles, including geographical limits and passenger liability
- ii. Details of towing limits, windscreen repair limits, repair authority limits
- iii. Special conditions of cover
- iv. Excess calculations, and options of excess buyback should be shown in the bid
- v. Goods-in-transit limits for commercial vehicles
 - a) The supplier to provide their pricing structure
 - b) Motor Vehicle Comprehensive Insurance Policy Cover will be effective for a period of 12 months.
 - c) Non Motor Assets Insurance Policy Cover will be effective for a period of 12 months.

2.2 Motor Vehicle Insurance And Non Motor Assets Insurance Policy Covers Requirements

Only Motor Vehicle Insurance and Non Motor Assets Insurance Policy Cover that will meet the minimum requirements of Homelink will be accepted.

2.3 Information About The Company

The Supplier should provide information that will enable the Purchaser to evaluate the company's track record and support capabilities. It is required that the bidder includes the following:

- a) Ownership of the company.(provide certificate incorporation in country of origin)
- b) CR 14 Form (list of company Directors)
- c) Compliance to specifications
- d) Premium cover which will be the full cost to Homelink (Private) Limited
- e) Benefits to be derived from any claim under the covered categories.

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF
INSURANCE SERVICES**

Procurement Reference Number: HL/COMP/01/2024

Part 3: Contract

CONTRACT AGREEMENT

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

Procurement Reference:.....

THIS CONTRACT AGREEMENT is made the *[insert: date]* day of *[insert: month]*,
[insert: year].

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (hereinafter called “the Procuring Entity”), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain Services, viz., *[insert brief description of Services]* and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called “the Contract Price”).

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Schedule of Requirements;
 - (e) The Contractor’s Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and Schedule;
 - (f) The Procuring Entity’s Notification of Contract Award;
 - (g) *[Add here any other document(s)].*

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

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

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

For and on behalf of the Procuring Entity

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

For and on behalf of the Contractor

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

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

General Conditions of Contract

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

Special Conditions of Contract

Procurement Reference Number:

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 3.6 and 8.1	<p>Authorised representatives:</p> <ol style="list-style-type: none"> 1. The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i>. 2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.
GCC 7.4	<p>Ineligible countries: Nationals of the following countries are ineligible to be a Contractor or Sub-Contractor under this Contract. <i>[State none if no countries ineligible.]</i></p>
GCC 18.1	<p>Liquidated damages: The rate of liquidated damages shall be <i>[State amount as a rate per day or delete if liquidated damages do not apply]</i>.</p>
GCC 19.1	<p>Commencement of Services: The date or period of time for commencement of services is <i>[state date or period of time]</i>.</p>
GCC 20.1	<p>Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is <i>[state date or period of time]</i>.</p>
GCC 22.2	<p>Contract price: Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i>.</p>
GCC 22.3	<p>Payment schedule: The terms of payment shall be <i>[State:</i></p> <ol style="list-style-type: none"> <i>i. For regularly performed services: the specified period (usually one calendar month) for which payment will be made for the total amount of Services performed during that period;</i> <i>ii. For single or occasional services: the time after completion (usually 60 days) within which payment will be made.]</i>
GCC 23.1	<p>Price adjustment: <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i></p>
GCC 24.2	<p>Payment procedure: <i>[State any other documentation that must accompany</i></p>

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

GCC reference	Special Conditions
	<i>the Contractor's invoice.]</i>
GCC 28.1	<p>Insurance to be taken out by the Contractor: <i>[The risks and the coverage shall be as follows:</i></p> <ul style="list-style-type: none"> <i>(a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Contractor or its Personnel or any Sub-Contractor or their Personnel, with a minimum coverage of [insert amount and currency];</i> <i>(b) Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>(c) professional liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>(d) employer's liability and workers' compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</i> <i>(e) insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</i> <p style="text-align: right;"><i>[Note: Delete what is not applicable].</i></p>
GCC 30.1	<p>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 and the applicable Fee is \$ <i>[State applicable Fee or delete].</i></p>
GCC 35.1	<p>Performance Security: <i>[State whether a Performance Security is required and, if so, the amount and form of such security, which must not exceed ten (10) percent of the Contract value.]</i></p>

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

ANNEXURE A: BID FORM

(To be inserted in the letterhead of the Supplier)

Date: _____

Gentlemen:

Having examined the Bidding Document, including Addenda Nos. _____ the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the service specified in the tender and in conformity with the said Bidding Documents for the sum of _____

_____ (Total Bid Amount Words and Figures) or such other sums as may be ascertained in accordance with the Schedule of Prices herewith made part of this bid, we undertake, if our bid is accepted, to commence delivery within _____ days and to complete delivery of all the items specified in the Contract within _____ days (inclusive of weekends and holidays) calculated from the date of receipt of your Notification of Award/Letter of Credit.

If our bid is accepted, we will obtain an unconditional guarantee of a first class bank in the sum of ten percent of the Contract Price for the due performance of the Contract.

We agree to abide by this bid for a period of _____ days from the date fixed for opening of bids and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive. We also understand that our bid will be non-responsive if we do not pay the requisite Procurement Regulatory Authority Fees. Contracts would also not be awarded until the fees due to the Procurement Regulatory Authority are paid.

We have understood the instructions for the preparation and submission of bids, including the deadline for their submission and the time and place of bid opening.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Bid, and the execution of the contract, if we are awarded the contract, are listed below:

Name and Address of Agent	Amount Currency	Purpose of Commission of Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none").

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF
INSURANCE SERVICES**

Procurement Reference Number: HL/COMP/01/2024

ANNEXURE B: DECLARATION BY BIDDERS

(To be inserted in the letterhead of the Bidder)

Address of Bidder

To Whom it May Concern:

We _____ (Name of bidder), a supplier duly organized under the laws of _____ (Name of Country) and having its principal place of business at _____
(Physical and Postal Address of Supplier),

Our bid would be rejected if;

(a) we lack legal capacity to enter into a contract with the Purchaser herein referred to as Homelink; or

(b) under the laws of any country, us as the bidder are insolvent, bankrupt or being wound up; or

(c) under the laws of any country, our business activities have been suspended; or

(d) legal proceedings have been instituted under the laws of any country to sequester or wind up our business or to place the bidder (us) receivership or to suspend our business activities; or

(e) we have failed to comply with any obligation to pay taxes or social security contributions in Zimbabwe; or

(f) the bidder has a conflict of interest in relation to the subject of the procurement; or

(g) the bidder is ineligible under the Act to be awarded a procurement contract.

We also hereby declare that;

1. To the best of our/my knowledge, information and belief, that all information that has been supplied in this bid is correct, complete and not misleading. I understand that false or misleading information could result in our bid's exclusion from the bidding process.

2. That I have not been debarred in bidding in Zimbabwe and any other country in the world.

(If you have been debarred, please give a brief explanation)

3. Homelink may carry out independent validation checks to verify the information contained in this bid.

4. The bidder has the legal capacity to participate in this tender procedure

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF
INSURANCE SERVICES**

Procurement Reference Number: HL/COMP/01/2024

Name Of Supplier			
Full Name Of Authorised Signatory		Title /Position	
Signature		Date	

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

ANNEXURE C: LIST OF COMPUTER EQUIPMENT

Computer Equipment

NEW ASSET No.	ASSET DESCRIPTION	SERIAL NUMBER	US\$ VALUE
HF-CE-2024-054	HP PRO BROOK 450 G8	5CD115V135M	240.00
HL-CE-2024-119	HP PROBOOK 450 G8	5CD207HMNQ	382.00
HF-CE-2024-023	HP PRO BOOK 450 G8	5CD1241RLG	382.00
HL-CE-2024-154	HP PROBOOK 450 G8	5CD1241RLF	382.00
HL-CE-2024-159	HP PRO BOOK 840 GP	5CG3092TJS	382.00
HF-CE-2024-127	HP PRO BOOK 450 G8	5CD1241RAB	383.00
HL-CE-2024-116	HP PRO BOOK 450 GS	5CD8071C0G	480.00
HL-CE-2024-121	HP PRO BOOK 450 G6	5CD91074XF	480.00
HL-CE-2024-122	HP ELITEBOOK 840 G9	5CG3092TJS	480.00
HL-CE-2024-152	HP Pro book 450 G6	5CD9107201	480.00
HL-CE-2024-125	HP PRO BOOK 450 G8	5CD206F5NQ	510.00
HL-CE-2024-148	HP PRO BOOK 450 G8	5CD1166TS9	510.00
HL-CE-2024-153	HP Probook 450 G8	5CD1241RHD	510.00
HL-CE-2024-158	HP PROBOOK 450 G8	5CD203M4Y7	510.00
HL-CE-2024-146	HP ELITE BOOK G8	5CG218YLM	585.00
HL-CE-2024-157	HP ELITE BOOK 840G8	5CG2184Z66	585.00
HL-CE-2024-151	HP ELITE BOOK 840 G9	5CG3092TG8	675.00
HL-CE-2024-120	HP ELITE BOOK 840 G8	5CG21844F7	780.00
HL-CE-2024-126	HP ELITE BOOK 850 G8	5GG1370MPO	780.00
HL-CE-2024-149	HP Elitebook 850 G8	5CG1363G7T	810.00
HL-CE-2024-144	HP ELITE BOOK 840 G9	5CG3092TKZ	900.00
HL-CE-2024-150	HP Elitebook 850 G7	5CG12040KR	990.00
HL-CE -2024-118	HP ELITEBOOK 840 G9	5CG3092TFG	1,125.00
HF-CE-2024-004	HP LAPTOP CORE I7	5CD1241RFP	165.00
HF-CE-2024-044	HP Server	C2C615BTY	1,350.00
HF-CE-2024-045	HP Server	4CE72632M4	1,350.00
HL-CE-2024-095	HP Server	CZJ93700KT	1,350.00
HL-CE-2024-085	HP Server	C225150650	1,800.00
HL-CE-2024-094	HP Server	CZ25150653	1,800.00
HL-CE-2024-096	HP Server		1,800.00
HL-CE-2024-089	HP Proliant DL380		2,400.00
HL-CE-2024-090	HP Proliant DL380		2,400.00
HF-CE-2024-048	HP Probook 450 G6	5CD91969HH	90.00
HL-CE-2024-108	HP Probook 450 G5	5CD8512RCZ	240.00
HF-CE-2024-049	HP Probook 450 G4	5CD71374QR	248.00
HF-CE-2024-051	HP Probook 450 G8	6CD1162B3R	382.00
HL-CE-2024-111	HP Probook 450 G6	5CD9270VW8	382.00
HF-CE-2024-047	HP Probook 450 G8	5CD112FY4P	383.00
HL-CE-2024-082	HP Probook 450 G9	5CD2301M7N	427.00

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF INSURANCE SERVICES

Procurement Reference Number: HL/COMP/01/2024

HF-CE-2024-046	HP Probook 450 G9	5CD2503MDC	428.00
TBA	hp all in one desktop	8cc4031KJF	1,060.00
TBA	hp all in one desktop	8cc4031KKN	1,060.00
TBA	hp all in one desktop	8cc4031kL9	1,060.00
TBA	Hp all in one desktop	8CC4031KHM	1,060.00
TBA	Hp all in one desktop	8CC4031KC1	1,060.00
TBA	Hp all in one desktop	8CC4031KF0	1,060.00
TBA	Hp all in one desktop	8CC4031KCV	1,060.00
TBA	Hp all in one desktop	8CC4031KDQ	1,060.00
TBA	Hp all in one desktop	8CC4031KDX	1,060.00
TBA	Hp all in one desktop	8CC4031KCD	1,060.00
TBA	Hp all in one desktop	8CC4031KH8	1,060.00
TBA	Hp all in one desktop	8CC4031KHN	1,060.00
TBA	Hp all in one desktop	8CC4031KJY	1,060.00
TBA	Hp all in one desktop	8CC4031KHN	1,060.00
TBA	Hp all in one desktop	8CC4031KK6	1,060.00
TBA	Hp all in one desktop	8CC4031K9H	1,060.00
TBA	Hp all in one desktop	8CC4031KB6	1,060.00
TBA	Microsoft Surface Pro 9	0F393V724093BF	2,028.40
TBA	Microsoft Surface Pro 9	0F3DG6X24093BF	2,028.40
Total			52,412.80

Tablets-Phones

ASSET DESCRIPTION	SERIAL NUMBER	PURCHASE DATE	US\$ VALUE
Iphone 15 Pro Max 256gb	SHGKG5320LC	31/5/24	2100.00
Ipad PRO 11 512GB Wifi+Sim	355427903340392	3/1/2024	1764.91
Ipad PRO 11 512GB Wifi+Sim	355427905707317	3/1/2024	1764.91
Ipad PRO 11 512GB Wifi+Sim	355427904926736	3/1/2024	1764.91
Ipad PRO 11 512GB Wifi+Sim	355427902534292	3/1/2024	1764.91
Ipad PRO 11 512GB Wifi+Sim	355427905570624	3/1/2024	1764.91
Ipad PRO 11 512GB Wifi+Sim	355427902616438	3/1/2024	1764.91
Ipad PRO 11 512GB Wifi+Sim	J5G6VDH74M	5/6/2024	1653.13
Samsung S23 ULTRA 256GB	351247576901856	21/05/24	944.00
Samsung S23 ULTRA 256GB	351247577001953	21/05/24	944.00
Samsung S23 ULTRA 256GB	351247579124498	21/05/24	944.00
Samusng S24	353497471405432	4/10/2024	950.00
Samsung Galaxy Tab S9	358277321001549	4/10/2024	1020.00
Samsung Galaxy Tab S9 12G/256GB	350635071278666	21/05/24	1026.96
Samsung Galaxy Tab S9 12G/256GB	350635071278427	21/05/24	1026.96
Total			21198.51

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF
INSURANCE SERVICES**

Procurement Reference Number: HL/COMP/01/2024

Motor Vehicles

REG NUMBER	ASSET DESCRIPTION	VIN NUMBER	YEAR OF MANUFACTURE	US\$ VALUE
AEX9699	TOYOTA HILUX S/CAB	AHTHA3CC303353728	2018	20,000.00
AEX9709	TOYOTA HILUX S/CAB	AHTHA3CC003353847	2018	20,000.00
AFC3717	TOYOTA HILUX D/CAB	AHTJB8DDX04756473	2018	34,000.00
AFU9738	TOYOTA FORTUNER SUV	AHTKA3FS000628529	2021	47,000.00
AFE3063	NISSAN NP 300 D/CAB	ADNCPGD22Z0069769	2018	25,000.00
AFE3085	NISSAN NP 300 D/CAB	ADNCPGD22Z0069736	2018	25,000.00
AFY3425	TOYOTA PRADO SUV	JTEBR3FJ10K255949	2022	72,000.00
AFX1773	TOYOTA HILUX	AHTDB8CB605623278	2021	27,000.00
TOTAL				270,000.00