

**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND MAINTENANCE OF 2 X
BRAND NEW SINGLE CAB TRUCK**

PROCUREMENT REFERENCE No: HL/COMP/02/2024



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www.homelink.co.zw

DOMESTIC INVITATION FOR BIDS

TENDER NUMBER

HL/COMP/02/2024

SUPPLY, DELIVERY AND MAINTENANCE OF BRAND NEW SINGLE CAB TRUCKS

CLOSING DATE: 12 JULY 2024

AT 1000 HRS (ZIMBABWEAN TIME)

CLOSES AT: HOMELINK HEAD OFFICE

4TH FLOOR HARDWICK HOUSE

72-74 SAMORA MACHEL AVENUE

HARARE, ZIMBABWE

TENDER DOCUMENT –NON-REFUNDABLE FEE OF

Serial Number.....

HL COMP 02/2024

**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND MAINTENANCE OF 2 X
BRAND NEW SINGLE CAB TRUCK**

PROCUREMENT REFERENCE NO: HL/COMP/02/2024

Bidding Document for the Procurement of: Motor Vehicle

Procurement Reference No: HL/COMP/02/2024

Procuring Entity: Homelink (Private) Limited

Date of Issue: 12 July 2024

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PART 1 BIDDING PROCEDURES

Part 1: Bidding Procedures

References:

Reference is made to the Public Procurement and Disposal of Public Assets Act [*Chapter22:23*] (The Act) and the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) (Regulation) as read with S.I.299 of 2021 as amended. The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

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Preparation of Bids

You are requested to bid for the supply of a Motor Vehicle specified in the Statement of Requirements below, by completing and returning the following documentation;

- i. Completed bid submission sheet.
- ii. Proof of current registration with the Procurement Regulatory Authority of Zimbabwe (Authority/PRAZ) in the relevant category.
- iii. A bid security in the format specified.
- iv. Valid 2024 Tax Clearance Certificate.
- v. Copy of Certificate of Incorporation.
- vi. At least three (3) trade reference letters of having supplied motor vehicles (On Company letterhead).
- vii. Declaration of any pending litigation.
- viii. Company Profile.
- ix. Please state the validity period of your bid.
- x. Provide the vehicle service schedule i.e A service, B Service..... e.t.c
- xi. Provide estimated cost for each service
- xii. State delivery lead time. Delivery is of essence and preference may be given to ex-stock vehicles

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.

NB: 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.

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. 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

Clarification of the bidding document may be requested in writing by any Bidder before, 10 July 2024 and should be forwarded to Homelink Procurement Management Unit using the following emails rfq@homelink.co.zw/amuzvuru@homelink.co.zw

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PART 1 BIDDING PROCEDURES

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is at least **60 (sixty)** days from the deadline for the submission of bids. Bid Validity of 60 days or more must be stated. Bidders may be requested to extend the Bid Validity in terms of Section 43 (5) of the PPDPA Act.

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.

Bidders must submit at least 3 copies of their Bid. The Bidder must prepare **one original** of the documents comprising the Bid and clearly mark it "**ORIGINAL.**" And in addition, one copy of the Bid, which must be clearly marked "COPY." In the event of any discrepancy between the original and the copy, 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: **12 July 2024** Deadline Time: **1000Hrs (Zimbabwean Time)**

Submission address: The Procurement Management Unit (PMU)
Homelink (Private) Limited
72-74 Samora Machel Avenue
Harare

Means of acceptance: [Sealed bids are to be placed in a marked bid box at the Homelink (Private) Limited PMU reception]

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.

Delivery Requirements

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2.

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PART 1 BIDDING PROCEDURES

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 Motor Vehicles
 - (i) The price of the vehicle and the cost of delivery to the final destination, including the relevant International Commercial Terms (INCOTERM), as stated in the Delivery Schedule;
 - (ii) The custom duties to be paid on the vehicle 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 vehicle, if not already included;
 - (v) CVR registration of the vehicle;
 - (vi) Any applicable 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 vehicle to the final destination), whenever such Related Services are specified in the Schedule of Requirements:
- (c) The price of each item comprising the Related Services (inclusive of any applicable taxes).

Evaluation of Bids

Bids will be evaluated using the following methodology:

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

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

Evaluation criteria

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

- (a) Delivery schedule: The specified vehicle is required within the shortest possible time and preference may be given to a vehicle which is ex-stock Zimbabwe.
- (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.
- (d) Other criteria specified in this Standard Bidding Document
- (e) Compliance to technical Specifications

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PART 1 BIDDING PROCEDURES

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 submit the following:

1. Completed bid submission sheet
2. Proof of current registration with the Procurement Regulatory Authority of Zimbabwe (Authority/PRAZ) in supply of light motor vehicle sales.
3. Authorised dealership certificate from the manufacturer
4. Valid 2024 Tax Clearance Certificate
5. Copies of Certificate of Incorporation
6. Three (3) reference letters of having supplied new light Motor Vehicles to a corporate in the past one year (On Company letterhead, signed and stamped).
7. Proof of ownership of a repairs and maintenance garage in Harare and Bulawayo.
8. Company Profile.
9. At least 60 days bid validity.

Technical Criteria

The Technical Specifications Sheet details the minimum specification of the vehicle required. The vehicle offered must meet the minimum specifications, credit may be given for exceeding the specification.

Currency

Bids should be priced in US\$ currency.

The Procuring Entity will pay for the vehicle after inspection or on delivery. Any advance payment requested should be accompanied by an advance payment guarantee from a Registered Commercial Bank in Zimbabwe however, it remains the Procuring Entity's discretion whether to pay in advance or not.

Award of Contract

The lowest evaluated bid, after application of any additional evaluation criteria will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award.

Right to Reject

The Procuring Entity 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.

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.

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PART 1 BIDDING PROCEDURES

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 vehicle 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 confirm that we do not have a conflict of interest in relation to this procurement.

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

We declare that we do not have any pending litigation.

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:	
.....	

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PART 2 STATEMENT OF REQUIREMENTS

Part 2: Statement of Requirements

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

Currency of Bid:.....

Lot	Description of Goods	Quantity²	Unit Price³	Total Price⁴
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1.	BRAND NEW SINGLE CAB TRUCK <i>(including CVR registration and production of number plates for the vehicle)</i>	2		

Note 1: 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.

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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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	Description of Goods	Quantity	Physical Unit	Delivery Date Preferred by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
1.	BRAND NEW SINGLE CAB TRUCK <i>(including CVR registration and production of number plates for the vehicle)</i>	2	Each	Ex-Stock Zimbabwe (DDP)	

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

NB: Delivery is of essence and will be a key factor in evaluating your bid. It is vital therefore that the bidder provides the best and most accurate delivery time.

The Project Site for delivery of the vehicle is the final destination: **Homelink Head Office**

72-74 Samora Machel Avenue, Harare, Zimbabwe

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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: [Columns a and b are completed by the Procuring Entity. 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)]

(Column a) Specification detail #	(Column b) Detailed specifications	(Column c) Statement of compliance with spec detail
		Compliant/Not Compliant
1 x SINGLE CAB TRUCK		
1	Single Cab Pick-up	
2	Diesel Engine	
3	2500-3000cc	
4	6 Speed	
5	Model 2023 or better	
6	Minimum Fuel tank capacity (L) 80	
7	Air Conditioner	
8	Manual transmission	
9	Audio system AM/FM/AUX/USB/Bluetooth	
10	4WD	
11	Minimum Warranty 3 year/90,000km	
12	Anti-Theft System	
13	Wireless door lock	
14	Speed Sensitive Door Lock	
15	Electric windows	
16	Color	

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

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Part 3 Contract

Contract Agreement

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 Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services 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.
4. In consideration of 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 Goods and 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 of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other

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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: *[Title or other appropriate designation]*

For and on behalf of the Contractor

Signed:

Name:

In the capacity of: *[Title or other appropriate designation]*

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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.

Special Conditions of Contract

Procurement Reference Number: HL/COMP/02/2022

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, except for <i>Zimbabwe</i> .
GCC 8.1	Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be <i>[state name of contact and the location where he/she can be found]</i> . 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/shall not <i>[delete as appropriate]</i> apply. <i>[Where applicable, state the percentage of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction after which the Contract may be terminated. State the terms of liquidated damages by specifying the details as required in section 88 of the Act.]</i>

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GCC 21.2

Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 *[State any special packing requirements]*

The documents to be furnished by the Contractor are:

[insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer's or Contractor's warranty certificate, inspection certificate issued by nominated inspection agency, Contractor's factory shipping details etc]

Sample provision - For Goods supplied from abroad:

Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of Goods sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;
- (iii) two copies of the packing list identifying contents of each package;
- (iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies *[state whether inspection is required]*;
- (vii) *[any other procurement-specific documents required for delivery/payment purposes]*.

Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;

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- (ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;
- (iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (iv) four copies of the packing list identifying contents of each package;
- (v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);
- (vii) *[other procurement-specific documents required for delivery/payment purposes].*

The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.

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GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured DDP Incoterm Harare
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: <i>[provide details including the place where the tests will be carried out or delete].</i>
GCC 24.1	Performance security: The Contractor shall provide a performance security of <i>[state a fixed amount or percentage, which shall be no more than ten (10) per cent]</i> of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe or a foreign Bank through correspondence with a Bank located in Zimbabwe or from another financial institution acceptable to the Procuring Entity. The format shall be based on the template following the Special Conditions of Contract in this Part <i>[Delete if performance security is not required.]</i>
GCC 24.4	Reduction of performance security <i>[State whether the Performance Security will be progressively reduced in line with the Contractor's progress in delivering or completing the procurement requirement to which the security relates]</i>
GCC 25.1	Warranty: The period of the warranty shall be <i>[state number of]</i> 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 <i>[state number of months or days].</i>
GCC 29.1	Price adjustments: The following price adjustments are applicable <i>[State any arrangements for adjustment of the contract price.]</i>
GCC 30.1	<p>Terms of Payment: The structure of payments shall be:</p> <p><i>Sample provision</i></p> <p>Advance payment: <i>[State whether any advance payment, as defined in section 63 (1) of the Regulations is to be made and any security required or delete this provision.]</i></p> <p>On Delivery: Ninety (90) per cent of the Contract Price shall be paid within a maximum of sixty (60) days of receipt of the Goods and upon submission of the documents specified in GCC Clause 13.</p> <p>On Acceptance: The remaining ten (10) per cent of the Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.</p>
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 and the applicable Fee is \$ <i>[State applicable Fee or delete].</i>