



SPORTS AND RECREATION COMMISSION

BIDDING DOCUMENT FOR

**THE SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION
KIT, ANCILLARY TEAM KIT AND EQUIPMENT TO THE SPORTS
AND RECREATION COMMISSION (SRC)**



**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION
KIT, ANCILLARY TEAM KIT, AND EQUIPMENT**
TENDER No: SRC/DOM002/11/2023



**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT AND
ANCILLARY TEAM KIT AND EQUIPMENT**



TENDER NUMBER: SRC/DOM002/11/2023

PROCUREMENT REFERENCE NO: EVENTS/005

PROCURING ENTITY: SPORTS AND RECREATION COMMISSION

DATE OF ISSUE: 15 DECEMBER 2023

DEADLINE FOR SUBMISSION FRIDAY 05 JANUARY 2024 AT 1200 HOURS

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT, AND EQUIPMENT**
TENDER No: SRC/DOM002/11/2023

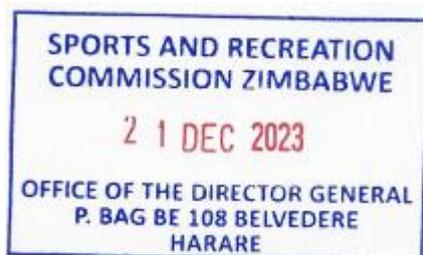


Table of Contents

Part 1: Bidding Procedures

Part 2: Statement of Requirements

Part 3: Contract



SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023



PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

1. References:

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

Tender Number: SRC/DOM002/11/2023

2. Preparation of Bids

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

- i) the Bid Submission Sheet in this Part 1, (MANDATORY);
- ii) the Statement of Requirements in Part 2 (MANDATORY);
- iii) A refundable Bid Security/Bond of **US\$200.00**, Plus Non-refundable **US\$150.00** Establishment Fee OR Its Equivalent in **RTGS/ZWL\$ at Interbank Rate, Certified Bank Cheque**, or a **Bank Guarantee** in the format specified in Part 1 (section 13) (MANDATORY)
- iv) Current Supplier Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ), The Winning Bidder(s) to Provide Proof of 2024 PRAZ Registration before Contract Signing.
- v) A copy of documentation necessary to demonstrate your eligibility in terms of section 28(1) of the Regulations;
 - a. CR14 and CR6,
 - b. Company Profile,
 - c. Current Valid Tax Clearance,
 - d. Current NSSA Clearance.
 - e. At least three Traceable Trade References (Excluding SRC) from reputable organisations where more or similar services have been provided (**from both the Public and Private Sectors**).
 - f. Proof of payment of **US\$10.00 OR Equivalent in RTGS/ZWL\$ at Interbank rate** for the Tender Document (Copy SRC receipt)
 - g. Proof of Payment of Bid Security/Bond in the correct format and amount as per section 13 of the bid document (MANDATORY)
 - h. Proof of payment of **Non-Refundable SPOC Fees of \$350.00 OR Its Equivalent in RTGS/ZWL\$ at Interbank rate**
 - i. Bidders **must** state their payment terms.

You are advised to carefully read the complete Standard Bidding Document, as well as the General Conditions of Contract which are available on the Authority's 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**. Bids must be clearly marked with the Procurement Tender Number above and the Bidder's Name and any reference number.

SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023

PART 1 BIDDING PROCEDURES



3) Lots and Packages

The requirement is as indicated in Part 2, Statement of Requirements. The tender has thus been divided into lots and Suppliers/Bidders may bid for ANY LOT OR LOTS OF THE TENDER DOCUMENT. The SRC reserves the right to limit the number of LOTS OR SUB-LOTS awarded to Any Bidder/Supplier.

Please note that if there are less responsive bidders, the SRC may proceed to allocate all lots to the responsive bidder/s.

4) 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 procurement is 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(s).

5) Clarification

Clarification of the bidding document may be requested in writing by any Bidder before Thursday 28 December 2023 by 1100 hours and should be sent to the Director General either Hand delivered Or by email to: nengomashae@src.co.zw AND procurement@src.co.zw AND COPY ncnowell@gmail.com

Clarifications/Queries raised after the cut-off date and time shall not be responded to.

6) Pre-bid meeting

There shall be no pre-bidding meeting for the tender.

7) Validity of Bids

The minimum period for which the Bidder's bid **MUST** remain valid is at **least 60 days** from the deadline for the submission of bids. Bid Validity period **MUST** be stated, or the bid **will be rejected by the SRC as non-responsive**.

Bidders may be requested to extend the Bid Validity in terms of section 43(5) of the PPDPA Act

8) 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 sign a register 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 Tender Number.

[Bidder must prepare 3 bidding documents with one original of the documents comprising the Bid and clearly mark it "ORIGINAL." In addition, 2 copies of the Bid, which must be clearly marked "COPY 1 & COPY 2." In the event of any discrepancy between the ORIGINAL and the COPIES, the ORIGINAL will prevail].

Late bids will be rejected.

No extension of the closing date will be considered unless it is duly announced. The Procuring Entity, SRC 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.

SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023



PART 1 BIDDING PROCEDURES

Submission Deadline Friday 05 January 2024 Deadline Time: 1200Hours (CAT)

Submission address:

The Director General
Sports and Recreation Commission,
Gate No 5 National Sports Stadium, Belvedere West, HARARE

Means of Acceptance

Sealed Envelopes/Packages endorsed on the outside with the Tender Number and Bidder's Name placed in a marked bid box at the SRC Reception after filling in a register.

Bids can only be dropped during working days (Monday to Friday) excluding public holidays between **0900hrs** and **1500hrs** except on the closing day where bids are accepted up to **1200 hours (CAT)**

9. Bid opening

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

COVID-19 AND ANY OTHER HEALTH PROTOCOLS MAY BE OBSERVED

10. 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 period specified by the Bidder or any extension of that period.

11. Delivery Requirements

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

12. 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 where applicable:

- (a) For goods/services:
 - (i) the price of the goods/services and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
 - (ii) the custom duties to be paid on the goods/services 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/Services, if not already included;
 - (v) any rebate or mark-up of the local agent or representative.
 - (vi) clearly separate duties and taxes

SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023



PART 1 BIDDING PROCEDURES

- (b) for Related Services, (other than inland transportation and other services required to convey the Goods/Services to their 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).

13. Bid Security (MANDATORY)

The Tender/Bid must be accompanied by a **Refundable Bid Bond or Bid Security of US\$200.00** (Where Cash/Transfer is paid an **ADDITIONAL Non-refundable US\$150.00 Establishment Fee** is required, all can be paid in ZWL/RTGS at the prevailing Interbank Rate on the day of payment. It shall be valid for a **period of 60 days after tender** closing date (bidding period) plus an additional 28 days, in line with Section 26 of the Procurement (General) Regulations (S.I.5 of 2018) or as amended.

Bidders are **FREE TO CHOOSE** the form of Bid Bond/Security that they would want to submit from any one of the following options below:

The bid security in the form of Bank Guarantee must be on the Banks's Letterhead, endorsed and date stamped by a Zimbabwean registered bank for it to be considered valid and acceptable.

Option 1 ----- A certified Bank Cheque

Bank certified cheque of **US\$200.00** or Its equivalent in ZWL/RTGS at the prevailing Interbank Rate

Option 2 ----- A Bank Guarantee

Bank Guarantee of **US\$200.00** or its equivalent in ZWL/RTGS at the prevailing Interbank Rate,

Option 3 ----- Cash Deposit to Procurement Regulatory Authority of Zimbabwe (PRAZ)

A cash deposit to PRAZ of **US\$200.00** plus an **ADDITIONAL Non-refundable US\$150.00 Establishment Fee** or Its equivalent in ZWL/RTGS at the prevailing Interbank Rate.

If **Option 3** is chosen, Bidders **MUST** also submit proof of payment of **USD150.00 to PRAZ non-refundable Establishment Fee** in line with Part V of the Procurement Regulations (S.I.5 of 2018) or as amended (Statutory Instrument 193 of 2022).

A "Bid-Securing Declaration" using the form included in Part 2.

Any bid not accompanied by a Bid Bond/Security or Bid Securing Declaration, where this is a requirement of bidding, **WILL BE REJECTED** by the SRC as **non-responsive**.

The Bid Bond/Security or Bid- Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration must be in the names of all intended partners.

Please note: **SPOC Administration Fees** and **Bid Bond Establishment Fees** are paid into **Non-Refundable** accounts whereas Bid Security fees are paid into refundable account.

SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023

PART 1 BIDDING PROCEDURES



PRAZ BANKING DETAILS:

DOMESTIC REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE (CBZ)

ACCOUNT NUMBER: 10721064850030

BRANCH: KWAME NKRUMAH

DOMESTIC NON-REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE (CBZ)

ACCOUNT NUMBER: 10721064850020

BRANCH: KWAME NKRUMAH

14. Evaluation of Bids

Bids will be evaluated using the following methodology:

- i. 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.
- ii. Technical evaluation to determine substantial responsiveness to the **general specifications** in the Statement of Requirements;
- iii. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.
- iv. Past or Previous Performance in a more or less similar scope.

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

15. Review by the Special Procurement Oversight Committee (SPOC) (MANDATORY)

Bidders as may be required in terms of section 54 of the PP&DPA Act as set out in Part IV of the SI 299 of 2021

This procurement is subject to Special Procurement Oversight Committee (SPOC) Review therefore, Bidders MUST pay **US\$350.00 OR Equivalent in RTGS/ZWL\$ at Interbank rate.**



SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023



PART 1 BIDDING PROCEDURES

16. 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.

SER	EVALUATION CRITERIA	YES/NO
A	HISTORICAL DOCUMENTS	
1.	Bidders must be registered with PRAZ under the relevant category (attach proof of registration/valid 2023 PRAZ certificate). Winning Bidder(s) to Provide Proof of 2024 PRAZ Registration before Contract Signing.	
2.	Current valid Tax Clearance Certificate as Proof of Registration with ZIMRA. Subject to verification	
3.	Current valid NSSA Clearance. Subject to verification	
4.	Company Profile with physical address, contact details and directorship CR14 and CR6,	
5.	Delivery period must be not later than 14 days from date of contract signing (Monday to Friday) and must be clearly stated	
6.	Adherence to Product Specifications (Section 5) Bidders must state compliance to the given specification	
7.	a. CR14 and CR6, b. Current Valid Tax Clearance,	
8.	Attach 3 written trade references (Excluding SRC) on client's letterhead for similar supplies in the past 5 years	
9.	Past or Previous Performance Rating (Satisfactory/Average/Poor)	
10.	Representative Samples to check Quality and Workmanship. The SRC Reserves the Right to Retain Samples for Quality Control.	
B	MANDATORY REQUIREMENTS:	
1.	the Bid Submission Sheet in this Part 1 MUST be Signed and Date Stamped, (MANDATORY);	
2.	the Statement of Requirements in Part 2 (MANDATORY);	
3.	Refundable Bid Security/Bond of US\$200.00 (MANDATORY) Option 1 ----- A certified Bank Cheque Option 2 ----- A Bank Guarantee (Attach original copy to the ORIGINAL bid) (MANDATORY)	

SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023



PART 1 BIDDING PROCEDURES

	Option 3 ----- Cash Deposit to the Procurement Regulatory Authority of Zimbabwe (PRAZ) Bid Security/Bond of US\$200.00 PLUS a Non-refundable US\$150.00 Establishment Fees OR its Equivalent in RTGS/ZWL\$ at Interbank rate	
4.	Special Procurement Oversight Committee (SPOC) Fees Bidders MUST pay a Non-Refundable SPOC fee of US\$350.00 OR its Equivalent in RTGS/ZWL\$ at Interbank rate to PRAZ (MANDATORY)	
5.	Submission of Three (3) Copies Bid Document Submission marked ORIGINAL, COPY 1 & COPY 2 (MANDATORY)	
6.	Bidders MUST clearly state Payment Terms (MANDATORY).	
7.	Minimum Bid Validity Period of 60 days MUST be stated (MANDATORY)	
8.	Bid Authorized By: Bid MUST be Signed and Date Stamped. Failure to Sign and Stamp will lead to Disqualification of the Bid. (MANDATORY)	
9.	Technical Specification and Compliance Sheet (MUST Complete Column C) MANDATORY	
10.	Contract Administration Fee MANDATORY Where Applicable before Contract Signing	
The lowest evaluated tender to specification or most economically advantageous tender shall be accepted. The SRC Reserves the right to limit the number of LOTS or SUB-LOTS awarded to Any Bidder/Supplier.		

(a) **Delivery schedule:** The specified goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2.

Bids offering delivery after the date shall be treated as non-responsive.

(b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.

(c) **Compliance to technical specifications**

(d) Other criteria specified in the Bid Document

18. 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

- i. have the legal capacity to enter into a contract;

SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023



PART 1 BIDDING PROCEDURES

- ii. 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;
- iii. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;- Tax certificate and NSSA certificate
- iv. not have a conflict of interest in relation to this procurement requirement;- CR14, Certificate of Incorporation and Supplying one set of bidding document.
- v. 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;- 2023 PRAZ registration and company declaration of eligibility
- vi. Proof of payment of Bid Bond/Security Fee, Cash/Transfer of **US\$200.00** and Non-refundable Establishment Fees **US\$150.00 (Where cash/transfer is paid)** or Equivalent in RTGS/ZWL\$ at Interbank rate, OR **Certified Bank Cheque**, OR a **Bank Guarantee**.
- vii. have the nationality of an eligible country as specified in the Special Conditions of Contract; - CR14, Certificate of Incorporation
- viii. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations. – PRAZ 2023 registration **under the Correct and Relevant Category**

The Winning Bidder(s) to Provide Proof of 2024 PRAZ Registration before Contract Signing.

- ix. At least three Traceable Trade Reference from reputable organisations excluding SRC where more or similar services have been provided (**from both the Public and Private Sector**).

Participation in this bidding procedure is ***Limited to PRAZ Registered Zimbabwean Domestic Bidders Only.***

Preference may be given to Bidders that are domestic suppliers or manufacturers, and additional preference within those prescribed limits may be given—

- (a) to women or entities controlled predominantly by women; or
- (b) to youth or entities controlled predominantly by youths.

19. 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.

20. Technical Criteria

The Technical Specifications Sheet details the minimum specification of the goods/services required. The goods/services offered must meet this specification, but no credit will be given for exceeding the specification.

21. Currency

Bids must be priced in United State Dollars (USD). The currency of evaluation shall be USD with payment being made in ZWL\$/RTGS after delivery at the prevailing RBZ interbank rate on day of payment OR as per the signed contract Terms and Conditions.

22. Price Variation

SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023



PART 1 BIDDING PROCEDURES

Bidders must take note that this is a Fixed Sum Contract and the goods must be supplied at the contract sum. The award contract sum is final and no price increase shall be accepted. Except where such variations are because of statutory changes such as rate of duty, VAT, official exchange rate or labour rate.

23. Payment Terms (MANDATORY)

Bidders **MUST** clearly state Payment Terms (MANDATORY).

No advance payment may be made to the Winning Bidder or any Bidder for the execution of this tender. Payment shall be made after delivery of the goods/products, however, signed contract payment Terms and Conditions may prevail.

Bidders should note that preference may be given to Bidders with the most favourable trade finance terms to the SRC.

Failure to state Payment Terms will lead automatic disqualification.

24. Award of Contract

24.1 The lowest evaluated bid, *after application of monetary and non-monetary and or any additional evaluation criteria*, including any margin of preference, which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract.

24.2 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 SRC 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 or as amended.

25. Contract Administration Fees

The Contract awarded through the Tender Process will only be valid subject to payment of the appropriate contract administration fees by the winning bidder(s) as set out in Part VI of the Statutory Instrument 219 of 2020. The fee is payable to PRAZ by winning Bidder, before contract signing and proof of payment should be submitted to the Sports and Recreation Commission.

26. Right to Reject

The Sports and Recreation Commission reserves the right to accept or reject any Bids, lowest or otherwise or to cancel the procurement process and reject all Bids at any time prior to contract award.

27. 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:

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023

PART 1 BIDDING PROCEDURES



- i. the Sports and Recreation Commission 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;**
- ii. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and**
- iii. any conflict of interest on the part of the Bidder must be declared.**



SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY TEAM KIT AND EQUIPMENT

TENDER No: SRC/DOM002/11/2023



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 WILL 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}.

Tender Number : SRC/DOM002/11/2023

Procurement Reference Number: EVENTS/005

Subject of Procurement: **SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT, ANCILLARY KIT AND EQUIPMENT**

Name of Bidder:.....

Bidder's Reference Number (PRAZ Verification Code):.....

Date of Bid:.....

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

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

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

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

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

Bid Authorised by:

Signature	Name:
Position:	Date:(DD/MM/YY)
Authorised for and on behalf of:	
Company	
Address:	
.....	
Bid must be Signed and Date Stamped. Failure to Sign and Stamp will lead to Disqualification of the Bid. (MANDATORY)	

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 2 STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:.....

Bidder's Reference Number:.....PRAZ Verification code

List of Goods and Price Schedule

NOTE THAT QUOTED PRICES MUST BE INCLUSIVE OF VALUE ADDED TAX (VAT) AND ANY OTHER TAXES AND DUTIES WHERE APPLICABLE

CURRENCY OF BID:.....

DUE TO DOCUMENT VOLUME, COLOUR VISUAL DESIGNS AND BRANDING ARE TO BE SENT OR SHARED ON EMAIL

ITEM	DESCRIPTION AND MATERIAL	QUANTITY		Unit Price ³	Total Price ⁴
LOT 1: CASUAL WEAR:				[to be provided by the Bidder]	[to be provided by the Bidder]
1. Tracksuits	Modern Tracksuit material, Polyester Cotton, Gore-Tex (Teflon)	2 designs to be done: Design 1: 228 Design 2: 228			
2. Sport Caps	Baseball/Golfers Caps	3 designs to be done: Design 1: 228 Design 2: 228 Design 3: 228			
3. Round Neck T-Shirt	✓ Cotton, Sweat management fabric, ✓ Sublimated prints	3 designs to be done: Design 1: 204 Design 2: 204 Design 3: 204			
4. Golf Shirt	Sublimated prints	3 designs to be done: Design 1: 228 Design 2: 228 Design 3: 228			

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 2 STATEMENT OF REQUIREMENTS

5. Hoodie Sweater		1 Design to be done: Qty 228			
6. Water Bottles	✓ Non-Glass	1 design to be done: Qty 204			
7. Casual ¾ Shorts	✓ Cotton	2 designs to be done: Design 1: 228 Design 2: 228			

Fabrics to be considered

- Spandex • Lycra • Elastane • Cotton • Polyester • Gore-Tex (Teflon) • Nylon • Polypropylene • Bamboo • Wool

THE SPORTS AND RECREATION COMMISSION RESERVES THE RIGHT TO:

- a) APPLY DIRECT PROCUREMENT IN TERMS OF SECTION (33)(2)(h)] TO ANY FUTURE PROCUREMENT NEEDS OF A SIMILAR NATURE WHERE QUALITY AND PRICE WILL BE CONSIDERED.
- b) INCREASE OR REDUCE THE ABOVE QUANTITIES IN LINE WITH AVAILABLE FUNDING AND THE FINAL TEAM SIZE/CONTINGENT.
- c) RETAIN SELECTED SAMPLES FOR QUALITY CONTROL PURPOSES
- d) ACCEPT OR REJECT SUB-STANDARD GOODS NOT MEETING THE SPECIFICATIONS SET.
- e) REJECT OR ACCEPT WHOLLY OR IN PARTS ANY BID, LOWEST OR OTHERWISE.

LOT 2: FOOTWEAR AND ACCESSORIES:				
1. Sneakers/ Trainers	✓ Genuine brands ✓ Strong renowned quality brands (Female & Male designs/ Unisex)	Design=228		
2. Ankle Socks	Genuine unisex brands ✓ Strong Quality Brand – Nike or Adidas or Umbro or Equivalent	4 Designs for Ladies and Gents: Qty: 912		

THE SPORTS AND RECREATION COMMISSION RESERVES THE RIGHT TO:

- a) APPLY DIRECT PROCUREMENT IN TERMS OF SECTION (33)(2)(h)] TO ANY FUTURE PROCUREMENT NEEDS OF A SIMILAR NATURE WHERE QUALITY AND PRICE WILL BE CONSIDERED.
- b) INCREASE OR REDUCE THE ABOVE QUANTITIES IN LINE WITH AVAILABLE FUNDING AND THE FINAL TEAM SIZE/CONTINGENT.
- c) RETAIN SELECTED SAMPLES FOR QUALITY CONTROL PURPOSES

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 2 STATEMENT OF REQUIREMENTS

- d) ACCEPT OR REJECT SUB-STANDARD GOODS NOT MEETING THE SPECIFICATIONS SET.**
e) REJECT OR ACCEPT WHOLLY OR IN PARTS ANY BID, LOWEST OR OTHERWISE.

LOT 3: LUGGAGEWARE:			
1. Travel Bags With casters (wheels)	✓ Numbering and Inscription ZIMBABWE 001 -	228	
2. Satchel (Back Pack)	ZIMBABWE 228	228	

- THE SPORTS AND RECREATION COMMISSION RESERVES THE RIGHT TO:**
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 - b) INCREASE OR REDUCE THE ABOVE QUANTITIES IN LINE WITH AVAILABLE FUNDING AND THE FINAL TEAM SIZE/CONTINGENT.**
 - c) RETAIN SELECTED SAMPLES FOR QUALITY CONTROL PURPOSES**
 - d) ACCEPT OR REJECT SUB-STANDARD GOODS NOT MEETING THE SPECIFICATIONS SET.**
 - e) REJECT OR ACCEPT WHOLLY OR IN PARTS ANY BID, LOWEST OR OTHERWISE.**

LOT 4: FORMAL WEAR			
LADIES WEAR:			
1. Executive Ladies Chinos/Slack	✓ Quality Ladies Chinos Khaki or Stone beige slack	95	
2. Executive Blouse National Fabric Slim fit	✓ Quality National Fabric material	95	
3. Executive Blouse	Quality Slim Fit White Short sleeved blouses	95	
4. Green Executive Blazers	Ladies Cut Blazers	95	
MEN'S WEAR			
5. Executive	Quality Chinos	133	

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 2 STATEMENT OF REQUIREMENTS

Men Trousers (Slim Fit Chinos)	Trousers, Khaki or Stone beige			
6. Executive Shirts National fabric Slim Fit	Quality National Fabric material	133		
7. Executive White Formal Shirts	Quality Slim Fit Short sleeved shirts	133		
8. Green Executive Blazers	Male Cut	133		

Fabrics to be considered

- Spandex • Lycra • Elastane • Cotton • Polyester • Gore-Tex (Teflon) • Nylon • Polypropylene • Bamboo • Wool

THE SPORTS AND RECREATION COMMISSION RESERVES THE RIGHT TO:

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- c) RETAIN SELECTED SAMPLES FOR QUALITY CONTROL PURPOSES
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LOT 5 COMPETITION KIT WEAR

LOT 5: COMPETITION KIT:			
Sport Codes:			
Athletics:	20	(10M 10F)	
Cricket (Sponsored)	15	(15M -F)	
Hockey (Sponsored)	20	(-M 20F)	
Rugby (Sponsored)	15	(12M -F)	
Tennis	8	(4M 4F)	
Triathlon	4	(2M 2F)	
Swimming	20	(10M 10F)	
Volleyball	12	(12M -F)	
Cycling	10	(6F 4F)	
Karate DO	12	(8M 4F)	
a) ATHLETICS (20)			

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 2 STATEMENT OF REQUIREMENTS

Skin Tights (40) –	<ul style="list-style-type: none"> ✓ Lycra, multi-dimensional stretch material, ✓ As per proposed branding and colours in line with Ghana Brand Manual and the Team Zimbabwe creative brief. ✓ Printed Games Logo and Team Zimbabwe 2024 proposed logo 	Female cut: 20 Male cut 20		
Vests (40)	<ul style="list-style-type: none"> ✓ As per proposed 	20 x Female Cut 20 x Male Cut		
b) HOCKEY (18)				
	Home and Away Kits	18 Female x 2 Sets		
c) SWIMMING (20)				
Men	<ul style="list-style-type: none"> ✓ Arena Carbon Glide FBSLO or Equivalent ✓ Arena Carbon Glide Jammer or Equivalent <p>OR OR OR</p> <ul style="list-style-type: none"> ✓ Arena Carbon Core Fx FBSLO or Equivalent 	Competition Men: Design 1=10 Training/ Warm-up: Design 2=10		
Women	<ul style="list-style-type: none"> ✓ Arena Carbon Core fx Jammers or Equivalent 	Competition Female: Design 1=10 Training/ Warm up: Design 2=10		
Men & Women	ZIM BRANDED SWIMMING CAPS	20		
Men & Women	CARBON ULTRA SWIPE GOGGLES	20		
d) TRIATHLON (4)		4 x 2 Sets each		
e) CYCLING (10) (6M 4F)		10 x 2 Sets Each		

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 2 STATEMENT OF REQUIREMENTS

f) VOLLEYBAL (12)	Home Kit	12/12 Male x		
	Away Kit	2 Sets		
g) TENNIS (8)		8 x 2 Sets		
Men (4)	✓ Sublimated Black short above the knee, ✓ Branded Games Logo and team Zimbabwe 2024 logo. ✓ Inscribed Zimbabwe at the back	Single Design=4 2 pairs Green and Black		
Female (4)	✓ Sublimated National Flag (any selected) colour Tunic with white ribbing & dress shorts. ✓ Branded Games Logo and team Zimbabwe 2024 logo on the right breast. ✓ National Flag (any selected) colour Tunic with white Ribbing & dress shorts Games Logo on the left breast and Team Zimbabwe 2024 logo on the right breast.	Single Design=4 2 Pairs Green and Black		
Karate (12) (8M 4F)	✓ International Federation Approved wear	Competition gear Training gear		

Fabrics to be considered:

- Spandex • Lycra • Elastane • Cotton • Polyester • Gore-Tex (Teflon) • Nylon • Polypropylene • Bamboo • Wool

THE SPORTS AND RECREATION COMMISSION RESERVES THE RIGHT TO:

- a) APPLY DIRECT PROCUREMENT IN TERMS OF SECTION (33)(2)(h)] TO ANY FUTURE PROCUREMENT NEEDS OF A SIMILAR NATURE WHERE QUALITY AND PRICE WILL BE CONSIDERED.
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**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023

PART 2 STATEMENT OF REQUIREMENTS



- | |
|---|
| <p>d) ACCEPT OR REJECT SUB-STANDARD GOODS NOT MEETING THE SPECIFICATIONS SET.</p> <p>e) REJECT OR ACCEPT WHOLLY OR IN PARTS ANY BID, LOWEST OR OTHERWISE.</p> |
|---|

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

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

Note 3: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 4: Include any additional costs that might affect the original price.

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

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023

PART 3 CONTRACT



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}.

LOTS	Description of Goods	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				<i>[Completed by Procuring Entity]</i>	<i>{to be provided by the Bidder}</i>
1	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT			NOT LATER THAN 20 FEBRUARY 2024	
2	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT			NOT LATER THAN 20 FEBRUARY 2024	
3	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT			NOT LATER THAN 20 FEBRUARY 2024	
4	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT			NOT LATER THAN 20 FEBRUARY 2024	
5	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT			NOT LATER THAN 20 FEBRUARY 2024	

The delivery period required is measured from the date of the signing of the Contract between the Sports and Recreation Commission and the winning Bidder.

The Delivery Site for delivery of the goods/services is:

Sports and Recreation Commission, Gate 5, Samora Machel Avenue West, **Harare**

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023

PART 3 CONTRACT



Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number: N/A

The Goods/services 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)]

A	B	C
LOTS	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in Column B} Be specific/provide detail Failure to fill will lead to disqualification
1	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT	
2	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT	
3	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT	
4	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT	
5	SEE PAGES 15 TO 21 OF THE TENDER DOCUMENT	
	As part of a due diligence exercise the Evaluation Committee and PMU may visit the Bidders'/Suppliers factory/Sales Office where need be before award to ascertain delivery capacity.	

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 Bid will be rejected.**

Bidders are required to include any technical literature to positively support the details provided in Column C.

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023

PART 3 CONTRACT

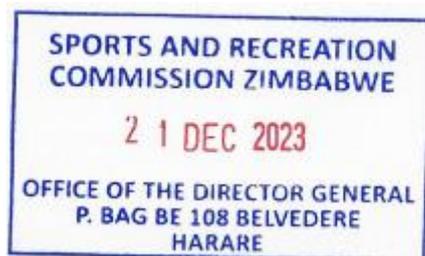


Declaration by the Accounting Officer

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

A handwritten signature in blue ink, appearing to be 'Eltah Nengomasha', written on a light-colored background.

Eltah Nengomasha
DIRECTOR GENERAL



**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 3 CONTRACT

Bid-Securing Declaration

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

Tender Number: SRC/DOM002/11/2023
Procurement Reference number: EVENTS/005
Date:[date (in day, month and year format)]
Bidder's Reference Number: (PRAZ Verification Code:.....)

To: Sports and Recreation Commission

We, the undersigned, declare that:

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

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

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

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

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

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

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023

PART 3 CONTRACT



PART 3 CONTRACT

Contract Agreement

Procurement Reference:

THIS CONTRACT AGREEMENT is made theday of, year.

BETWEEN

- (1) Sports and Recreation Commission, a parastatal under Ministry of Sport, Recreation, Arts and Culture and having its principal place of business at the Zimbabwe National Sports Stadium, Gate 5 (hereinafter called “the Procuring Entity”), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of Zimbabwe 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;
 - (g) *[Add here any other document(s)]*.
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.

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 3 CONTRACT

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 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]*



**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 3 CONTRACT

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

Tender Number: **SRC/DOM002/11/2023**

Procurement Reference Number: **EVENTS/005**

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 10	Latest time for commencement of services <i>and the exercise to be completed within 30 days from date of Commencement</i>
GCC 11	The Supplier/Bidder must remain accessible sixty (60) days after presenting the final report to the Sports and Recreation Commission.
GCC 15 (a)	The Authorized Contact Person is:
GCC 16	The Authorized Representatives are: 1. The authorised representative of the Commission is: The Director General, Ms Eltah Nengomasha And 2. The authorised representative of the Supplier/Bidder is:
Addresses for notices GCC 18.1	For the Commission: The Director General Sports and Recreation Commission Gate Number 5 National Sports Stadium Samora Machel Avenue West Belvedere Harare, Tel: +263 777 067 304 OR +263774 246 921
	For the Supplier/Bidder:

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 3 CONTRACT

Eligibility GCC 17.1	Nationals of the following countries are ineligible for performance of this Contract: Not Applicable (Local Bidders)
Eligibility GCC 17.4	Eligible Countries: Not Applicable (Local Bidders)
Addresses for notices GCC 18.1	For <u>Notices</u> , the Purchaser's address shall be: Sports and Recreation Commission Gate Number 5 National Sports Stadium Samora Machel Avenue West Belvedere Harare, P Bag BE108 Belvedere Harare Tel: +263 777 067 304 OR +263774 246 921 The authorised representative of the Commission is: The Director General, Eltah Nengomasha <u>Address for notices to the Bidder/Supplier:</u>
GCC 19(b)	The location for the delivery of goods/services is: a) Sports and Recreation Commission Head Office, Harare,
GCC 21.3	PACKING, DELIVERY AND DOCUMENTATION: Bidder/Supplier shall be responsible for the packaging and delivery of all goods/services required in right Quantities and Quality including Workmanship Acceptable to the Sports and Recreation Commission. SRC WON'T ACCEPT SUB-STANDARD GOODS
GCC 25	Insurance: The risks and the coverage shall be as follows: It shall be the responsibility of the Supplier to ensure that its Personnel is insured to the point and date of delivery and acceptance of the final report by the Commission.
GCC 29	Taxes and duties: The Supplier shall pay all taxes, duties, fees and other impositions as are levied under the laws of Zimbabwe.
GCC 27.1(c)	Service Provider's actions requiring prior approval: The supplier shall request prior approval from the Commission if it enlists the services of a third party.
GCC 28	Contract Administration Fee:

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 3 CONTRACT

	The Contract awarded through the Tender Process will only be valid subject to payment of the appropriate contract administration fees by the winning Bidder(s) as set out in Part VI of the Statutory Instrument 219 of 2020.
GCC 32	Contract Price: The total contract price to undertake this assignment is US\$..... Inclusive of VAT payable in RTGS/ZWL\$ equivalent at the ruling RBZ auction rate at the time of contract signing.
GCC 33	Type of Contract: Quality and Time-Based contract
GCC 36	The following payment schedule shall apply: No advance payment may be made to the Winning Bidder or any Bidder for the execution of this tender. Payment shall be made after delivery of the goods/products, however, signed contract payment Terms and Conditions may prevail.
GCC 36(a)	The Consultant Account(s) Details: Bank:..... Account Number:..... Account Type:..... Branch:..... Currency (RTGS/ZWL\$:.....
GCC 37(a)	Payment period: Payments shall be made within seven (7) days from submission of a correct payment request and attachments.
GCC 37(b)	Payment Documentation: The following documentation shall be required to support request for payment: a) Bidder's Invoice at every stage of payment b) Copy Signed Contract Terms and Conditions c) Engagement/Offer Letter d) Purchase Order Number.
GCC 37(d)	Interest for late payment: Interest will be paid at the rate set by the Reserve Bank of Zimbabwe for payments that are delayed by more than fifteen days beyond the due

**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023



PART 3 CONTRACT

	date
GCC 38	Price Adjustment: The contract does not allow any price adjustment. However, changes to any Statutory Requirements, Taxes (e.g. VAT) or as may be pronounced by the Monetary Authority.



**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023

PART 3 CONTRACT



Bank Guarantee for Performance Security

[Delete page if no Performance Security is required in the SCC]

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

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

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

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

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

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

Signature

Signature

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**SUPPLY AND DELIVERY OF TEAM ZIMBABWE COMPETITION KIT,
ANCILLARY TEAM KIT AND EQUIPMENT**

TENDER No: SRC/DOM002/11/2023

PART 3 CONTRACT

