

BIDDING DOCUMENT FOR THE PROCUREMENT OF *SUPPLY AND DELIVERY OF OFFICE FURNITURE*

PROCUREMENT REFERENCE NO: NBS/06/2024



NATIONAL BUILDING SOCIETY

STANDARD

BIDDING

DOCUMENT

for the

**SUPPLY AND DELIVERY OF OFFICE
FURNITURE**



BIDDING DOCUMENT FOR THE PROCUREMENT OF *SUPPLY AND DELIVERY OF OFFICE FURNITURE*

PROCUREMENT REFERENCE NO: NBS/06/2024

SI.	DESCRIPTION	DETAILED INFORMATION
1.	Name of Project	SUPPLY AND DELIVERY OF OFFICE FURNITURE
2.	Reference Number	NBS/06/2024
3.	Deadline for RFP Questions	10 May 2024
4.	Closing Bidding Cut-off Date and Time	21 May 2024 @ 1000Hrs
5.	Place to Submit Bids/Opening of Bids	No. 19280 Borrowdale Road, Celestial Park, Block 1, Unit L, 2nd Floor, Harare
6.	Date and Time of Opening of Bids	21 May 2024 @ 1030Hrs
7.	Name, Address and Email for Communications	The Procurement Management Unit National Building Society No. 19280 Borrowdale Road, Celestial Park, Block 1, Unit L, 2nd Floor, Harare Email: procurement@nbs.co.zw Website: http://www.nbs.co.zw



**BIDDING DOCUMENT FOR THE PROCUREMENT OF *SUPPLY AND DELIVERY*
*OF OFFICE FURNITURE***

PROCUREMENT REFERENCE NO: NBS/06/2024

Table of Contents

Part 1: Bidding Procedures

Part 2: Statement of Requirements

Part 3: Contract



BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

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). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

Procurement Reference Number: NBS/06/2024

Preparation of Bids

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

1. the Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;

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. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter 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.

Lots and Packages

The requirement has only one lot which is to be placed bids for.

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 works 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

Clarification of the bidding document may be requested in writing by any Bidder up to 10 May 2024 and should be sent to procurement@nbs.co.zw.

Validity of Bids

The minimum period that the Bidder's bid must remain valid is 90 days from the deadline for the submission of bids.

Pre-bid meeting

There will be no pre-bid meeting.

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.



BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

PART 1 BIDDING PROCEDURES

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.

The Bidder must prepare 3 Copies with one original of the documents comprising the Bid and clearly mark it "ORIGINAL." In addition, the Bidder must state the number of copies of the Bid and must mark each of them clearly "COPY." In the event of any discrepancy between the original and the copies, the original will prevail].

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

It is an express condition that all queries in connection with the RFP should be made in writing to The Procurement Management Unit or sent via email through procurement@nbs.co.zw, not later than (10) days before the closing date of the bid as per details specified under the Bid Schedule & Addresses of the RFP document. Response to queries will be made in writing to all prospective bidders without disclosing the source.

Bid Proposals must be posted, or hand delivered to The Procurement Management Unit no later than the closing date and time, as per details specified under the Bid Schedule & Addresses. Bid Proposals, which are received after 1000 Hrs on the closing date, whether by hand or post, will be treated as late bids and therefore will not be accepted. No extension of the due date will be considered unless it is announced by NBS.

Date of deadline: 21 May 2024 **Deadline Time:** 1000Hrs

Submission address: The Procurement Management Unit
No. 19280 Borrowdale Road, Celestial Park ,
Block 1, Unit L, 2nd Floor, Harare

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.

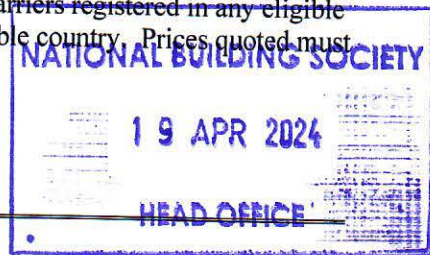
Time for Completion

The time for completion of the Works is _____ (indicate number of days) which is Intended Time for Completion of the delivery indicated in the Delivery Schedule in Part 2.

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:



BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

PART 1 BIDDING PROCEDURES

For Goods

The price of the Goods and the cost of delivery to the final destination, including the DDP, as stated in the Delivery Schedule; the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included; Any other applicable import taxes; any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included; any rebate or mark-up of the local agent or representative

Currency

Bids should be priced in United States Dollars payable in local currency. The currency of evaluation will be United States Dollars. Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Zimbabwe on the date of the submission deadline, see <http://www.rbz.co.zw/>

Evaluation of Bids

Bids will be evaluated using the following methodology:

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.

Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements.

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.

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. This requirement will not be subject to this review, referring to the thresholds contained in section 10(5) of and the Second Schedule to the Regulations. At least two identical copies of the Bid Documents are required and that, where the copies are not identical, the contents of the bid marked original will alone be considered.

Domestic Preference

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, will not apply.

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:

SI.	REQUIREMENT	INFORMATION PROVIDED?
1.	Official Registered Company	YES/NO
4.	Key Contact Person: Name, Position & Title, Business Address (if different from above), Direct Phone Number, email address	Provide Proof
5.	Company Background, Business Profile and Strategy: Provide brief history and background of the organization, including year established and number of years the company has been offering similar products	Provide Proof
7.	Local Suppliers must provide the following Company Documents:	

BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

PART 1 BIDDING PROCEDURES

	(i) Certified copies of Company or Firm's Registration Certificate; (ii) Form CR14 or equivalent list of Directors; (iii) Form CR 6 or equivalent registered office/ principal place of business of the company; (iv) must be registered with the Zimbabwe Revenue Authority (ZIMRA), as well as the National Social Security Authority (NSSA); and provide proof of registration with Procurement Regulatory Authority (PRAZ)	Provide Proof
8.	The bidder should not be currently blacklisted by any Public-Sector Bank, Central Bank or any other Government agencies. Bidder must certify to that effect (Self Certificate). Supplier should declare any litigation history.	YES/NO Provide proof - Self Certificate
9.	At least 3 traceable signed reference letters on letterheads showing bidder's direct experience in the successful provision of similar quality of the required product.	YES/NO Provide proof
10.	A minimum of 5 years warranty period for chairs	YES/NO
	A minimum of 1 year warranty period for furniture	YES/NO
12.	A minimum of 5 years' experience trading in the furniture sector	Attach proof
13.	A site visit will be done to ascertain the quality and standard of the furniture to be provided. The Society will be inspecting: <ul style="list-style-type: none"> • Warehouse stocks • Factory Capacity • Stock Capacity 	

NOTE: The requirements are mandatory. Complete the table and sign as a cover for Detailed responses and attach to bid.

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.

Award of Contract

The lowest evaluated bid, after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of 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.

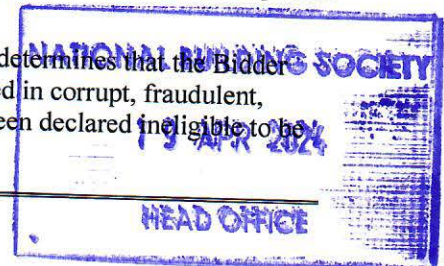
Right to Reject

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 or been declared ineligible to be awarded a procurement contract under section 99 of the Act;



**BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY
OF OFFICE FURNITURE**

PROCUREMENT REFERENCE NO: NBS/06/2024

PART 1 BIDDING PROCEDURES

2. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and
3. any conflict of interest on the part of the Bidder must be declared.



BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

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

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

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

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

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

Bid Authorised by:

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

BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

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:.....

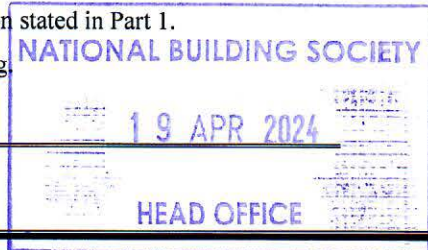
Item No ¹	Description of Goods	Qty ²	Unit Price ³	Total Price ⁴
1	Visitor Chairs Black Mash Back and Black Fabric Cushion	34		
2	Teller Chairs – Black Mash Back and Black Fabric Cushion. Foot Ring Chromed Steel Base with Nylon Casters.	26		
3	Ordinary Office Chairs Black Mash Back with Back Support and Black Fabric Cushion, Adjustable arms and back	55		
4	Airport Bech – 3-Seater – Silver Metal 3 seater chairs	5		
5	Managers Chair - Adjustable mesh headrest, adjustable lumbar support, height adjustable armrests, back support multi-level height adjustments, backrest supports 90 - 135 degrees tilt adjustment. Black Fabric	6		
6	L-Shapped Managers Desk - Melamine - Light Oak laminate finish (L1800xW900xH750mm) with 3 drawer mobile credenza	4		
7	Three Way Desk	1		
8	8-Seater Meeting Room Table	1		
9	4 Door Wooden Filling Cabinet - Melamine -Light Oak laminate finish (L920xW410xH2040mm)	1		
10	Office Desk	5		
11	Cafeteria tables - Prelaminated particle board 900mm diameter, 700mm height, seating capacity 4, lime green and white	2		
12	Cafeteria chairs - Prelaminated particle board (back and seat) stainless steel legs. Lime green and white	8		

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 destination stated in Part 1.

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



BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

PART 2 STATEMENT OF REQUIREMENTS

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

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}.

Item No	Description of Goods	Qty	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
1	Visitor Chairs Black Mash Back and Black Fabric Cushion	34			
2	Teller Chairs – Black Mash Back and Black Fabric Cushion. Foot Ring Chromed Steel Base with Nylon Casters.	26			
3	Ordinary Office Chairs Black Mash Back with Back Support and Black Fabric Cushion, Adjustable arms and back	55			
4	Airport Bech – 3-Seater – Silver Metal 3 seater chairs	5			
5	Managers Chair - Adjustable mesh headrest, adjustable lumbar support, height adjustable armrests, back support multi-level height adjustments, backrest supports 90 - 135 degrees tilt adjustment. Black Fabric	6			
6	L-Shapped Managers Desk - Melamine - Light Oak laminate finish (L1800xW900xH750mm) with 3 drawer mobile credenza	4			
7	Three Way Desk	1			
8	8-Seater Meeting Room Table	1			
9	4 Door Wooden Filling Cabinet - Melamine -Light Oak laminate finish (L920xW410xH2040mm)	1			
10	Office Desk	5			
11	Cafeteria tables - Prelaminated particle board 900mm diameter, 700mm height, seating capacity 4, lime green and white	2			
12	Cafeteria chairs - Prelaminated particle board (back and seat) stainless steel legs. Lime green and white	8			

NATIONAL BUILDING SOCIETY
19 APR 2024
HEAD OFFICE

BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

PART 2 STATEMENT OF REQUIREMENTS

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

The Project Site for delivery of the goods is *14th Floor SSC Building, Cnr S. Njuma & J. Nyerere*
the final destination: *NBS Head Office*

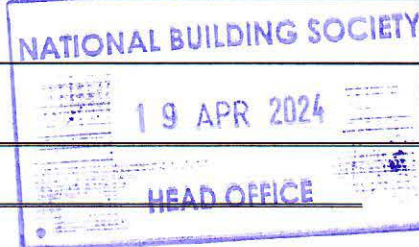
Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

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

a	b	c
Item No	Item description and full technical Specification	{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}
1	Visitor Chairs Black Mash Back and Black Fabric Cushion	
2	Teller Chairs – Black Mash Back and Black Fabric Cushion. Foot Ring Chromed Steel Base with Nylon Casters.	
3	Ordinary Office Chairs Black Mash Back with Back Support and Black Fabric Cushion, Adjustable arms and back	
4	Airport Bech – 3 Seater – Silver Metal 3 seater chairs	
5	Managers Chair - Adjustable mesh headrest, adjustable lumbar support, height adjustable armrests, back support multi-level height adjustments, backrest supports 90 - 135 degrees tilt adjustment. Black Fabric	
6	L-Shapped Managers Desk - Melamine - Light Oak laminate finish (L1800xW900xH750mm) with 3 drawer mobile credenza	
7	Three Way Desk	
8	8-Seater Meeting Room Table	
9	4 Door Wooden Filling Cabinet - Melamine - Light Oak laminate finish	



BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

PART 2 STATEMENT OF REQUIREMENTS

	(L920xW410xH2040mm)	
10	Office Desk	
11	Cafeteria tables - Prelaminated particle board 900mm diameter, 700mm height, seating capacity 4, lime green and white	
12	Cafeteria chairs - Prelaminated particle board (back and seat) stainless steel legs. Lime green and white	

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

Declaration by the Accounting Officer

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

NATIONAL BUILDING SOCIETY
19 APR 2024
HEAD OFFICE

BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

PART 2 STATEMENT OF REQUIREMENTS

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}.

Procurement Reference number:

Date:[date (in day, month and year format)]

Bidder's Reference Number:

To: *National Building Society*

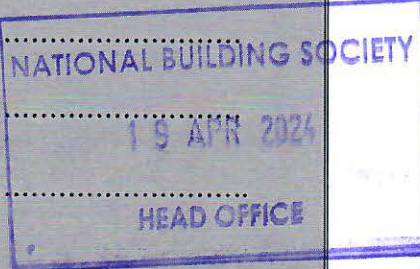
We, the undersigned, declare that:

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 (where appropriate)	

{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.}

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE No: NBS/06/2024

PART 3 CONTRACT

Contract Agreement

Procurement Reference: NBS/06/2024

THIS CONTRACT AGREEMENT is made the day of,

BETWEEN

NATIONAL BUILDING SOCIETY LIMITED

(herein referred to as "**The Client**")

Of 14th Floor SSC Building Corner Sam Nujoma & Julius Nyerere Avenue, Harare. Represented by ACTING OFFICER he is being Authorised thereto, in his capacity as the Managing Director

(1), a corporation incorporated under the laws of and having its principal place of business at (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain ancillary services, viz., **SUPPLY AND DELIVERY OF OFFICE FURNITURE** and has accepted a Bid by the Contractor for the services required in the sum of..... (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 National Building Society to the Contractor as mentioned below, the Contractor hereby agrees with the

NATIONAL BUILDING SOCIETY
19 APR 2024
HEAD OFFICE

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE No: NBS/06/2024

National Building Society to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.

5. The National Building Society 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 NATIONAL BUILDING SOCIETY

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

For and on behalf of the SUPPLIER

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

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 were modified by the Special Conditions below.

NATIONAL BUILDING SOCIETY
19 APR 2024
HEAD OFFICE

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE No: NBS/06/2024

Special Conditions of Contract

Procurement Reference Number: **NBS/06/2024**

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

GCC reference	Special Conditions
GCC 7.5	Eligible Countries: All countries are eligible.
GCC 8.1	Notices: Any notice shall be sent to the following addresses: For the National Building Society of Zimbabwe, the address shall be as given in the Contract document and the contact shall be Accounting Officer, 14th Floor SSC Building Corner Sam Nujoma & Julius Nyerere Avenue, Harare For the Contractor, the address shall be as given in the Bid and the contact shall be SUPPLY AND DELIVERY OF FURNITURE
GCC 19.1	Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. If the CONTRACTOR delays in delivering or performing due to a fault or negligence caused or attributable to the Contractor, the AUTHORITY shall claim liquidated damages for the delay which shall be calculated at 2% of contract value per week for a period of two (2) weeks which the CONTRACTOR will be liable to pay. Should the CONTRACTOR fail to perform or deliver after the two (2) weeks period covered by the liquidated damages the AUTHORITY shall terminate the contract due to that delay and the Contractor will be liable for the payment of the accrued liquidated damages. The CONTRACTOR will not be charged liquidated damages when the delay in delivery or performance is a result of circumstances beyond the Contractor's control and is not caused by fault or negligence on the part of the Contractor.
CC 23.1 & 23.2	Inspections and tests: the Contractor are required to carry out inspections to verify the correct sizes, colours and designs for the correct functionality of the protective clothing. The Bidder remedy at his / her own expense any defects that are due to faulty material, design or workmanship and pay for any damage for the other work resulting therefrom.
GCC 25.1	Warranty: The period of warranty shall be three (3) months .

NATIONAL BUILDING SOCIETY
19 APR 2024
HEAD OFFICE

STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

GCC reference	Special Conditions
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be 14 days.
GCC 29.1	Price adjustments: Any price variation shall be subject to approval by relevant CAAZ Authorities.
GCC 30.1	Terms of Payment: Payment shall be done 14 days after delivery upon submission of a Delivery Note and a Tax Invoice and Issuance of a Goods Received Voucher Advance payment: Should advance payment be required, it would be subject to negotiation and approval by relevant CAAZ Authorities.
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.



STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF OFFICE FURNITURE

PROCUREMENT REFERENCE NO: NBS/06/2024

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

