

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND INSTALLATION
OF ADOBE CREATIVE SUITE AND COREL DRAW GRAPHICS SUITE
Procurement Reference Number: TIMB/PL/28/2021**

DOMESTIC TENDER: TIMB/PL/28/2021



**SUPPLY AND INSTALLATION OF ADOBE CREATIVE SUITE AND COREL
DRAW GRAPHICS SUITE**

**TOBACCO INDUSTRY AND
MARKETING BOARD
PROCUREMENT MANAGEMENT
UNIT - 01**

16 SEP 2021

**PO BOX 10214, HARARE
ZIMBABWE**

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**SUPPLY AND INSTALLATION OF ADOBE CREATIVE SUITE AND COREL
DRAW GRAPHICS SUITE**

PROCUREMENT REFERENCE NO: DOMESTIC TENDER TIMB/PL/28/2021

PROCURING ENTITY: TIMB

DATE OF ISSUE: 17 SEPTEMBER, 2021

CLOSING DATE: 15 OCTOBER, 2021 AT 1000 HOURS (CAT)



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PART 1: BIDDING PROCEDURES

References

The definitions used in the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] ("the Act"), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) ("the Regulations") and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the 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 items described in the Statement of Requirements below, by completing and returning the following documentation. **Failure to submit non-historical information will lead to automatic disqualification.**

Preparation of Bids

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

1. The Bid Submission form in this Part;
2. The Statement of Requirements in this Part;
3. Proof of current registration with the Procurement Regulatory Authority of Zimbabwe in the relevant category;
4. A bid security
5. Copies of Company Profile, CR14, Certificate of Incorporation and CR6
6. NSSA compliance certificate
7. Current ZIMRA Tax Clearance Certificate
8. Bidders must submit at least three (3) trade references letters on company letterhead (signed) with contact names and details where similar services were implemented.
9. Bidders must submit at least three copies of the bid proposal and the "ORIGINAL" should be clearly marked and the other copies must be clearly marked "COPY". In the event of any discrepancy between the original and the copies, the original will prevail.
10. Years of Experience, Organisations or firms must be recognised practitioners in their field of operation of proven background and ability, having been in operation for a period of at least three years.
11. Bidders must state bid validity period of not less than 60 days.
12. Bidders must delivery period



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

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 up to 7th of October, 2021 and should be sent to

The Procurement Management Unit
Tobacco Industry and Marketing Board
429 Gleneagles Road
Southerton
Harare



Or via Email to procurement@timb.co.zw

Pre-bid meeting

There shall be no pre-bid meeting.

Services to be performed and other requirements

The services to be performed under the Contract, the location or locations where these services are to be performed, the times of performance and the manpower, equipment and other resources required and the supervising agent are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services.

Documents establishing conformity of services

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to

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establish that the services will be carried out in accordance with the required technical specifications and quality standards.

Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan and Schedule in this Part other standards of quality, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

Eligibility and qualification requirements

Bidders are required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. They must therefore;

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. not have a conflict of interest in relation to this procurement requirement;
5. 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;
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. 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.

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

Participation in this bidding procedure is open to Zimbabwean companies only. Participation in this bidding procedure is restricted to Zimbabwean bidders and companies must be registered in Zimbabwe.

Validity of Bids

The minimum period that the Bidder's bid must remain valid is at least 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.



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Submission of Bids

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

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number. Three copies of the bid document should be submitted *one original of the documents comprising the Bid should be clearly marked "ORIGINAL." and the other 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 shall prevail.*

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

Date of deadline:	15 October, 2021	Deadline Time: 1000hrs CAT
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Submission address:	429 Gleneagles Road, Southerton, Harare
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Means of acceptance:	Bids are to be sealed in envelopes and clearly marked with description of the tender. Bids are to be dropped in the tender box found at Reception area, 429 Gleneagles Road, Southerton, Harare
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Bid opening

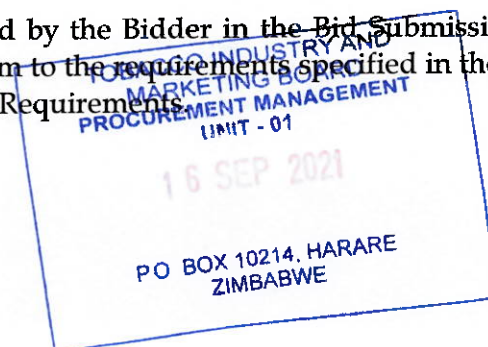
Bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

Withdrawal, amendment or modification of Bids

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

Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified in the Price Schedule included in Part 2: Statement of Requirements.



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Bid Security

The Bidder must include either:

A bid security of RTGS\$60,000.00 valid for 90 days, together with their bid in line with Section 26 of the Procurement Regulations (S.I 5 of 2018). The Bid Security shall be payable using any one of the following options:

Option 1:

A bank certified cheque equivalent to RTGS\$60,000.00 addressed to TIMB valid for 90 days, must be submitted together with the bid and will be released after all due processes have been completed.

Option 2:

A bank guarantee, equivalent to RTGS\$60,000.00, issued by a registered Commercial Bank valid for 90 days, must be submitted with the bid proposal and will be released after all processes have been completed.

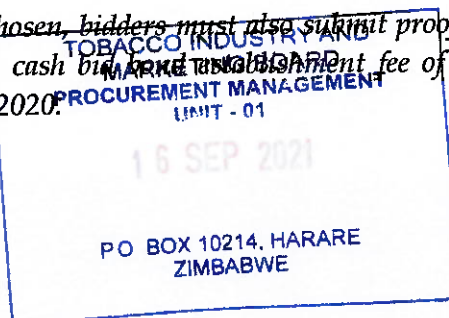
NB: the required Bank Guarantee should include the following features for it to be considered valid:

- a) Letter head of the registered Commercial Bank (Supplier of Bid guarantee/Surety).
- b) The header should clearly state that it is a Bid Security guarantee.
- c) Purpose of the Bid guarantee should be clearly stated.
- d) The date when the Common seal of the said surety was effected should be stated.
- e) Condition of the said obligation should be stated.
- f) The physical address of the Surety must be stated.
- g) Validity period of the Bid guarantee must be clearly stated.
- h) Signature of Surety and the date when it was endorsed must be clearly stated.
- i) It must be an original document and be date stamped.

Option 3:

A refundable cash deposit of RTGS\$60,000.00 must be paid to Procurement Regulatory Authority of Zimbabwe (PRAZ) and the receipt of deposit must be attached to the proposal and will be refunded after the bidding process.

If option 3 is chosen, bidders must also submit proof of payment to PRAZ of non-refundable cash bid and installation fee of ZWL\$12,000.00 in line with SI 219 of 2020.



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Refundable (Local)

Payment Instructions: This account is to be used for refundable bid security only

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
Account Number: 01121064850030
Branch: Kwame Nkrumah

Non-Refundable (Local)

**Payment Instructions: This Account is to be used for Bid establishment Fees /
Non-Refundable fees**

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
Account Number: 01121064850020
Branch: Kwame Nkrumah

Any Bid not accompanied by a Bid Security, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

The Bid Security 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 must be in the names of all intended partners.

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid.

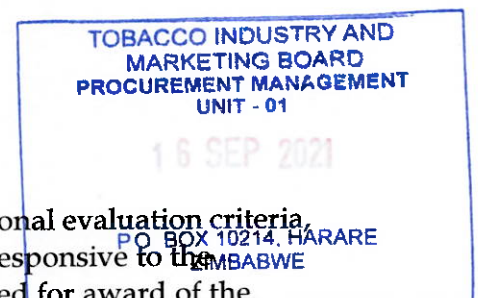
Bids failing any stage will be eliminated and not considered in subsequent stages.

Currency

Tenders should be priced in ZWL\$ Dollars only.

Award of Contract

The lowest evaluated bid, after the application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this Bidding Document will be recommended for award of the



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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 Bid or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

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

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



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Bid Submission Sheet

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

Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over 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 to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

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

Procurement Reference
Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

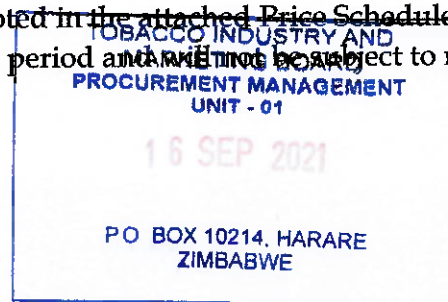
We offer to perform the services listed in the Statement of Requirements to the indicated specifications and standards, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

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

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

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

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



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Bid Authorised by:

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

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List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

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

Currency of Quotation/Contract: _____

Item No ¹	Description of Services	Qty	Unit of measurement	Price in ZWL
1	Adobe Creative Suite Business edition Annual Subscription	5	Users	
2	Coreldraw Graphics Suite 2021 Perpetual license	5	Users	
			Sub Total	
			VAT	
			Total	

Bidders should indicate their VAT position.

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Proposed Methodology, Work Plan and Schedule

{State the methodology and work plan you would propose to complete the required Services, the associated resources and the schedule for commencement and completion.}

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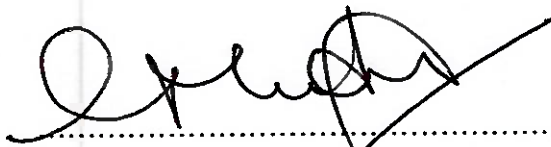
PART 2: STATEMENT OF REQUIREMENTS

SPECIFICATIONS

Item No¹	Description of Services	Qty	Unit of measurement
1	Adobe Creative Suite Business edition Annual Subscription	5	Users
2	Coreldraw Graphics Suite 2021 Perpetual license	5	Users

Declaration by the Accounting Officer

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



.....
MR MEANWELL GUDU
CHIEF EXECUTIVE OFFICER

