

DOMESTIC TENDER No. TIMB/CA/29/2021



SUPPLY AND DELIVERY OF CALENDERS



STANDARD BIDDING DOCUMENT FOR PROCUREMENT OF CALENDERS

PROCUREMENT REFERENCE NUMBER: TIMB/CA/29/2021

PROCURING ENTITY: TIMB

PUBLICATION DATE: 17 SEPTEMBER, 2021

CLOSING DATE: 15 OCTOBER, 2021



Procurement Notice

Invitation To Tender (ITT)

Procuring Entity: TOBACCO INDUSTRY AND MARKETING BOARD

Reference No.: TIMB/CA/29/2021

1. The Procuring Entity invites sealed Bids from eligible Bidders for **supply and delivery of Calenders.**
2. The *contract* to be concluded will be "single - User" The single -User entitled to purchase under the *contract* is Tobacco Industry and Marketing Board.
3. Bidding will be conducted through Domestic Competitive Bidding as specified in the Public Procurement and Disposal of Public Assets Act and is open to all eligible Bidders as defined in the Regulations.
4. An addendum to the same effect must be downloaded from the TIMB website www.timb.co.zw and any further communication about these tender. Due to Covid 19 pandemic, we will not be entertaining walk in clients for acquiring bidding documents

TOBACCO INDUSTRY AND
MARKETING BOARD
PROCUREMENT MANAGEMENT
UNIT - 01

15 SEP 2021

PO BOX 10214, HARARE
ZIMBABWE

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

16 SEP 2021

PO BOX 10214, HARARE
ZIMBABWE

PART I 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: TIMB/CA/29/2021

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.**

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. At least three (3) trade references on company letterhead with contact names and details where similar services were provided.
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. Bidders must state the delivery period
11. Bidders must state the validity period
12. Bidders must submit samples of calendars that they are bidding for as per given specifications. Failure to submit will lead to automatic disqualification.

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.

TOBACCO INDUSTRIES AND
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PART 1 BIDDING PROCEDURES

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, the Bidder's name, and any reference number.

Number of bids allowed

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

Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to 7th 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 is no pre-bid meeting for this tender.

Validity of Bids

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

Submission of Bids

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



PART 1 BIDDING PROCEDURES

Bid Security

The Bidder must include either:

A bid security of ZWL\$50,000.00 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 ZWL\$50,000.00 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 ZWL\$50,000.00, 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 ZWL50,000.00 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.



PART 1 BIDDING PROCEDURES

If option 3 is chosen, bidders must also submit proof of payment to PRAZ of non-refundable cash bid bond establishment fee of ZWL\$8 000.00 in line with Part IV of the Procurement Regulations (S.I.5 of 2018).

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.

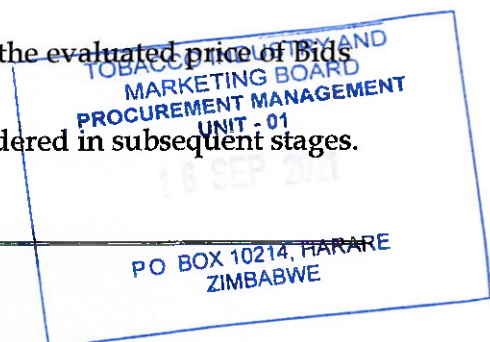
The Bid Security of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration must be in the names of all intended partners.

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.



PART 1 BIDDING PROCEDURES

Currency

Tenders should be priced in ZWL\$ 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 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.



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.

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/M M/YY)
Authorised for and on behalf of:			
Company		

TOBACCO INDUSTRY AND
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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	Quantity	Unit Price ³	Total Price ⁴
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
Lot 1	A1 Wall Calendars	15,000		
Lot 2	Desk Calendars	200		
Lot 3	Tent Calendars	30		

NB:

Note 1: Lots and line items 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: TIMB reserves the right to amend the quantities at contract stage.

Note 5: Bidders must submit only single tender price for each item and no price options will be allowed for each item tendered. Bids should be priced in ZWL\$ currency.



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	UOM	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
					<i>{to be provided by the Bidder}</i>
Lot 1	A1 Wall Calendars	15,000	Each	4 - 6 weeks CIF Harare	
Lot 2	Desk Calendars	200	Each	4 - 6 weeks CIF Harare	
Lot 3	Tent Calendars	30	Each	4 - 6 weeks CIF Harare	

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

The site for delivery of the goods is :	<i>Tobacco Industry and Marketing Board 429 Gleneagles Road Southerton Harare Zimbabwe</i>
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Technical Specification and Compliance Sheet

Name of Bidder:	
Bidder's Reference Number:	

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

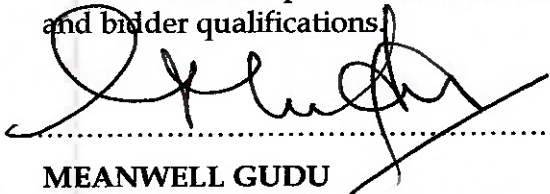
Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

a	B	c
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered and compliance of items to detail in column b}</i>
Lot 1	A1 Wall Calendars Gloss full colour	
Lot 2	Desk Calendars Full colour 12 flipping sheets	
Lot 3	Tent Calendars Full colour	

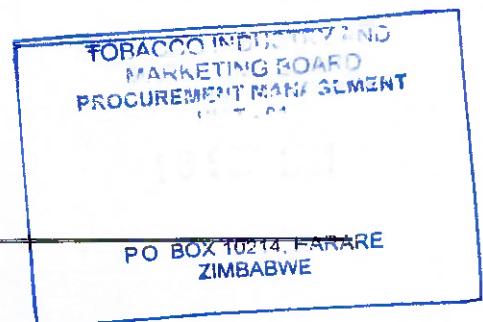
The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. Bidders may include technical literature to positively support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



**MEANWELL GUDU
CHIEF EXECUTIVE OFFICER**



**SUBMISSION OF SAMPLES & EVALUATION OF SAMPLES SUBMITTED
ALONG WITH THE TENDER:**

- The bidders are required to submit along with the technical Bid, a sample per each item they are bidding for. Bidders must submit only single tender price for each item and no price options will be allowed for each item tendered.
- Bids received without the samples will not be considered for further evaluation.
- The Board reserves the right to reject defective, loose and damaged samples.
- It is to be noted that all costs incurred in the preparation and any development costs related to production of the samples and the cost of shipment of samples to the Board for submission along with the Technical Bid are to be borne by the bidder.
- The Samples should be forwarded in a separate box marked as 'SAMPLES', and submitted along with the technical bid, quoting the Tender reference, title, Bidder's name and the closing date.
- Production should be undertaken only after the production sample has been approved by TIMB.
- Bidders must state their delivery period. Bidder with shortest delivery period has an advantage.

**QUALITY INSPECTION & REJECTION AFTER RELEASE OF PURCHASE
ORDER:**

- Supplies not meeting the specifications, or deficient in any other respect, shall be rejected at the time of inspection and returned to the bidder at his cost. Such supplies should be replaced free of charge within 30 days from the date of receipt of the rejected quantity by the bidder.
- The Board also reserves the right to cancel the Purchase Order in case of complaints, if any, received regarding quality, quantity, etc. subsequent to receipt of the items against the Purchase Order, which have been established as due to defaults on the part of the bidder.

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