



**INVITATION TO DOMESTIC COMPETITIVE BIDDING
CMED08/DOM/2022: FOR SUPPLY, DELIVERY,
INSTALLATION AND MAINTENANCE OF BIOMETRIC TIME
AND ATTENDANCE SYSTEM**

**COMPULSORY SITE VISIT MEETING DATE AND TIME: 19
SEPTEMBER 2022 @ 1100HRS**

**CLOSING DATE AND TIME : 29 SEPTEMBER 2022 @ 1000
HOURS**

**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF
BIOMETRIC TIME AND ATTENDANCE SYSTEMS**

PROCUREMENT REFERENCE NO: CMED 08/DOM/2022

**BIDDING DOCUMENT: SUPPLY, DELIVERY,
INSTALLATION AND MAINTENANCE OF BIOMETRIC TIME
AND ATTENDANCE SYSTEM**

PROCUREMENT REFERENCE NO: CMED08/DOM/2022

PROCURING ENTITY:CMED (PVT) LTD

DATE OF ISSUE: 02 SEPTEMBER 2022

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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 the bidder.

Procurement Reference Number: CMED08/DOM/2022

Preparation of Bid

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 and requirements:

1. the Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. Proof of registration with the Procurement Regulatory Authority of Zimbabwe
4. A copy of
 - i. *Current Tax Clearance Certificate*
 - ii. *Copy of CR14 showing Company Directors*
 - iii. *Certificate of Incorporation*
5. Price Validity period which is 60 days (bidder should state)
6. At least three (3) traceable trade references in the form of official letters from client companies where successful delivery of similar products was done
7. NSSA Certificate

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 and the Bidder's name and any reference number.

Bid Security

The Bidder must include Bid Security of **ZWL\$30,000.00** in *either* of the following forms;

Option 1 ----- A certified Bank Cheque in the CMED (Pvt) Ltd name.

Option 2 -----A Bank Guarantee in the CMED (Pvt) Ltd name

Option 3 ----- A Cash Deposit to PRAZ

The bid security shall be valid for a period of 60 days after the end of the bidding period.

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.

If a bidder chooses options 2 or 3, the following should be noted;

Option 2

BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BIOMETRIC TIME AND ATTENDANCE SYSTEMS

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Submission of bank guarantee

A standard bank Guarantee of **ZWL\$30,000.00** which is valid for 60 days, obtainable from a reputable Registered Commercial Bank.

Please note: The required Bank Guarantee should include the following features and be redeemable in Zimbabwe in order for it to be considered valid:

1. Letterhead of registered commercial bank (i.e. the Supplier of the Bank Guarantee
2. The Header has to clearly state that it is a Bank Guarantee.
3. Purpose of the Bank Guarantee to be clearly stated.
4. The date when the Common Seal of the said Surety was effected should be clearly shown.
5. Conditions of the said Obligations must be stated.
6. The physical address of the Surety should be given.
7. The validity period of the Bank Guarantee must be clearly stated.
8. Signature of surety and the date when it was endorsed must be clearly shown.
9. It must be an original document that is date stamped.
10. Bid Bonds from Insurance Companies are not acceptable.
11. All foreign Bank Guarantee to be confirmed by a local corresponding Commercial bank in Zimbabwe.

The Bank Guarantee of the unsuccessful bidders will be released immediately after the award of the tender while that of the winning bidder will only be released after submission of the Performance Bond as specified in the tender document section 1.9

Option 3

If **Option 3** is chosen bidders must pay **ZWL\$30,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZWL\$12,000.00** that shall be non-refundable for cash bid bond establishment fee in line with Part 1V of the Procurement Regulations (S.I.5 of 2018) and Public Procurement and Disposal of Public Assets (General) (Amendment) Regulations, 2020 (No. 2). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited into the following account numbers:

1. NON-REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
ACCOUNT NUMBER: 01121064850020
BRANCH: KWAME NKRUMAH

2. REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE

BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BIOMETRIC TIME AND ATTENDANCE SYSTEMS

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ACCOUNT NUMBER: 01121064850030

BRANCH: KWAME NKRUMAH

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.

Site Visit

Bidders are required to attend a site visit meeting on **19 September 2022 at CMED (Pvt) Ltd Head Office, corner Herbert Chitepo and Rekai Tangwena, Harare at 1100Hours. The site visit is compulsory and it will form basis for evaluation in this regard a site visit certificate will be issued on the day.** All bidders attending must observe the COVID-19 requirements in order to be allowed into CMED premises. Please note that minutes of the site visit meeting will be circulated to all participating bidders in order to assist them to compile responsive bids.

Clarification

Clarification of the bidding document may be requested in writing by the bidder before the 29th of September 2022 and should be sent to: The Procurement Manager, CMED (Pvt) Limited, Cnr T/Tangwena & H/Chitepo, P. Bag CY 7719, Causeway, Harare

Email: tender@cmec.co.zw; cheurem@cmec.co.zw; mkwandam@cmec.co.zw

Validity of Bid

The minimum period for which the Bidder's bid must remain valid is 60 days from the deadline for the submission of the bid.

Submission of Bid

The bid must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below.

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

The bidder must submit one (1) original and two (2) copies of the tender document clearly marked as "original" and "copy". In the event of any discrepancy between them, the original shall govern. The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the bidder or a person/persons duly authorized to bind the bidder to the contract.

A late bid will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify the bidder of the amended bid submission deadline.

Date of deadline: 29 September 2022 Deadline Time: 1000hrs
(CAT)

Submission address: CMED (Pvt) Limited, Cnr R/Tangwena & H/Chitepo, Harare

Means of acceptance: The tender shall be enclosed in an envelope which shall be sealed and marked on the outside with the advertised tender number, description, closing date and time and must be hand delivered in a marked bid box at the CMED (Pvt) Ltd reception area.

Withdrawal, amendment or modification of bid

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The Bidder may withdraw, substitute, or modify their Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, the bid may not be withdrawn, substituted, or modified in the interval between the deadline for submission of the Bid and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Delivery Requirements

The delivery period required is as indicated in the Delivery Schedule in Part 2 however any other delivery period is acceptable but bidder must give their proposal.

Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods
 - (i) the price of the Goods 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 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, if not already included;
 - (v) Any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the Schedule of Requirements:
 - The price of each item comprising the Related Services (inclusive of any applicable taxes).

Evaluation of Bid

The bid will be evaluated using the following methodology:

- 1) **Preliminary evaluation** the preliminary evaluation shall consider bidder's compliance with the tender requirements by submitting the following mandatory requirements:

	Attributes	Compliance Status Compliant – C Not Compliant – NC
1.	Signed bid submission sheet	
2.	Statement of requirements	
3.	Certificate of Incorporation	
4.	Valid bid security	
5.	CR14/CR6 showing company directors	
6.	Current Tax Clearance Certificate	

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	Attributes	Compliance Status Compliant – C Not Compliant – NC
7.	Validity period of tender of 60 days (Bidder must state)	
8.	Proof of registration as a supplier with Procurement Regulatory Authority of Zimbabwe under the relevant category	
9.	Letter from company's external lawyers confirming that bidder is solvent and has legal capacity to enter into contract	
10.	Delivery Period (lead time) (bidders must state)	
11.	Payment terms (bidders must state)	
12.	Bidder must provide at least three (3) trade references in the form of official letters where successful delivery of similar products was done	
13.	NSSA Certificate	
14.	Site visit attendance	

2) Technical evaluation

The Technical Specifications Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification. The technical evaluation shall consider bidder's compliance with the technical specifications of the tender given below. The technical specifications of the project are broken down into technical components ALL of which must be complied with.

ATTRIBUTE		COMPLIANCE STATUS C- COMPLIANT NC- NOT COMPLIANT
Time Reporting	Should allow both local and remote working employees to clock in and out. Remote working employees to clock in and out using web browsers, text message or mobile apps	
Biometric	The system should recognise employees through finger, face or palm access control terminals	
Access Control	The system should control and work in synergy with boom gates turnstiles or steel screen entrance and exit gates installed at different branches workshops.	
Remote Clocking	Mobile employees working remotely should be able to clock in and out through a web browser, mobile app or mobile terminal	
GPS Tracking	The system should include geo-technology which lets you set specific coordinates and geo-locations where employees can	

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ATTRIBUTE		COMPLIANCE STATUS C- COMPLIANT NC- NOT COMPLIANT
	clock in and out. This will ensure that employees are at job site when they clock in and out	
Employee Scheduling	The system should have built in scheduling tools where you can schedule work days, hours, appointments and shifts	
PTO Management	Should allow for employees to request time off directly within the software and managers can approve or deny those requests. It should cater for accruals of sick time, vacation time and other types of paid and unpaid time off	
Calendars	Should come with a built in calendar function for visualization of dates and months	
Messaging	Employees and managers should be able to communicate directly within the platform	
Alerts	Should send alerts to both the employee and manager such as reminders to clock in and when an employee is about to do overtime.	
Labour reports	Should provide reports detailing workers hours, wages and schedules including labour costs	
Workshop Labour Costing	The system should be able to calculate labour hours for workshop jobs. After which it integrates with SAP Sales Distribution or Plant Maintenance modules for invoice costing	
Integration	The system should integrate to SAP HANA4 Human Capital Management (HCM), Payroll, Sales Distribution and Plant Maintenance modules through CSV Files and software interfaces	
Configurations	The system should allow for configuration of scheduling rules, shifts and overtime times	
Dashboard	Should have a digital dashboard that gives summary overview of employee's clock in and out. Both managers and employees should be able to access the dashboard through specific controlled access user accounts	

BIOMETRIC TIME AND ATTENDANCE SYSTEM SPECIFICATION

1. Background

CMED is looking for a Biometric Time and Attendance system to manage its employees. The system should integrate and work with access control gadgets such as boom gates, turnstiles, and steel screen doors.

The time and attendance system should also integrate to the SAP Hana4 Human Capital Management and Payroll modules. CMED has a workforce of 1527 employees countrywide.

2. Workforce Architecture

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CMED has branches in all regions of the country. The employees are grouped into pay areas, where each pay area represents a region or an SBU. The pay areas are classified as follows Management, Head office, VIP, Fuels, Construction, Workington, Marondera, Mutare, Masvingo, Gweru, Gwanda, Bulawayo, Chinhoyi, and Bindura. The 1500 employees are distributed among the stated pay areas in different regions and SBUs. CMED intends to acquire and install a time and attendance system that will make easy for all employees to clock in and out regardless of where they are and working.

The employee establishment for each pay area is as follows:

Pay Area	Employees Total	
Management	27	
Head office	100	
Fuels	100	
VIP	100	
Construction	200	
Workington	200	
Marondera	100	
Mutare	100	
Masvingo	100	
Gwanda	100	
Bulawayo	100	
Gweru	100	
Chinhoyi	100	
Bindura	100	
Total	1527	

B. Hardware Requirements

Biometric Terminals

Pay Area	In	Out
Management	-	-
Head office	2	2
Fuels	-	-
VIP	2	2
Construction	-	-
Workington	2	2
Marondera	2	2
Mutare	2	2
Masvingo	2	2
Gwanda	4	4
Bulawayo	2	2
Gweru	2	2
Chinhoyi	2	2
Bindura	3	3
Easygo Head Office	2	2

Boom Interface

Pay Area	In	Out
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Management	-	-
Head office	1	1
Fuels	-	-
VIP	1	1
Construction	-	-
Workington	1	1
Marondera	1	1
Mutare	1	1
Masvingo	1	1
Gwanda	1	1
Bulawayo	1	1
Gweru	1	1
Chinhoyi	1	1
Bindura	1	1
Easygo Head office	1	1

Mobile (POS) Devices

Pay Area	Number of devices
Management	-
Head office	-
Fuels	-
VIP	2
Construction	4
Workington	2
Marondera	4
Mutare	4
Masvingo	4
Gwanda	4
Bulawayo	4
Gweru	4
Chinhoyi	4
Bindura	4
Easygo Head Office	4

Workshop Job costing terminals

Pay Area	Workshop Terminals
Management	-
Head office	-
Fuels	-
VIP	4
Construction	-
Workington	8
Marondera	4
Mutare	4
Masvingo	4

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Gwanda	4
Bulawayo	4
Gweru	4
Chinhoyi	4
Bindura	4
Easygo Head Office	-

C. Software Requirements

I.T Landscape

CMED currently runs a SAP HANA 4 ERP system for its business functions. All regional offices are connected to head office through a private VPN. The time and attendance system should run on a Linux/Windows virtual server on the IBM server. We require a cloud based system that is centrally based and hosted at head office and can be remotely accessed through the local VPN or cloud. The system should be client/server architecture, where the server is at head office and clients are the different biometric terminals, computers, Smartphones and tablets in the branches.

4. QUOTING INSTRUCTIONS

1. Software

- i. Actual server software to be loaded at head office which meets functional requirements stated above
- ii. Licenses
- iii. Installation costs
- iv. Configuration and Implementation costs

2. Hardware - the hardware is to be quoted per region separately as CMED will implement this project per branch per branch starting with those in Harare.

- i. Biometric terminals
- ii. Boom interface gadgets
- iii. Job costing terminals
- iv. Accessories and additional
- v. Configuration and implementation costs

****NB** – failure to quote correctly will result in suppliers being disqualified

3) Financial Criteria

Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

Eligibility and Qualification Criteria

Bidder is 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, Bidder must

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.

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.

Payment Terms

The contract price will be paid within thirty (30) days after the date of delivery and acceptance of goods.

Right to Reject

The Procuring Entity reserves the right to accept or reject any Bid or to cancel the procurement process and reject the bid 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;
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.

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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 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:

.....

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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: US\$

Lot	Description of Goods	Quantity	Unit Price	Total Price
			<i>[to be provided by the Bidder]</i> including duty, including VAT	<i>[to be provided by the Bidder]</i> including duty, including VAT
1	Software i. Actual server software to be loaded at head office which meets functional requirements stated above ii. Licenses iii. Installation costs iv. Configuration and Implementation costs	1		
2	Hardware - the hardware is to be quoted per region separately as CMED will implement this project per branch per branch starting with those in Harare. i. Biometric terminals ii. Boom interface gadgets iii. Job costing terminals iv. Accessories and additional v. Configuration and implementation costs	1		

Please note that bids should be priced in US\$ only payable in ZW\$ at the prevailing interbank rate at the date of payment

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Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

{NOTE TO BIDDERS: IF THE DELIVERY PERIOD OFFERED, OR ANY OTHER DETAILS, DIFFER FROM THE REQUIREMENTS BELOW, THIS SHOULD BE STATED IN YOUR TENDER }.

Lot	Description of Goods	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
					{to be provided by the Bidder}
1	Biometric Time and Attendance Systems	01	Each	1-2 Weeks DDP	

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

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 Columns a and b)]

A	B	C
Attribute	Item description and full technical specification required (including applicable standards)	Confirm full specification of items offered by the bidder and compliance of items to detail in Column B
Time Reporting	Should allow both local and remote working employees to clock in and out. Remote working employees to clock in and out using web browsers, text message or mobile apps	
Biometric	The system should recognise employees through finger, face or palm access control terminals	
Access Control	The system should control and work in synergy with boom gates turnstiles or steel screen entrance and exit gates installed at different branches workshops.	
Remote Clocking	Mobile employees working remotely should be able to clock in and out through a web browser, mobile app or mobile terminal	
GPS Tracking	The system should include geo-technology which lets you set specific coordinates and geo-locations where employees can clock in and out. This will ensure that employees are at job site when they clock in and out	
Employee Scheduling	The system should have built in scheduling tools where you can schedule work days, hours, appointments and shifts	
PTO Management	Should allow for employees to request time off directly within the software and managers can approve or deny those requests. It should cater for accruals of sick time, vacation time and other types of paid and unpaid time off	
Calendars	Should come with a built in calendar function for visualization of dates and months	

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A	B	C
Attribute	Item description and full technical specification required (including applicable standards)	Confirm full specification of items offered by the bidder and compliance of items to detail in Column B
Messaging	Employees and managers should be able to communicate directly within the platform	
Alerts	Should send alerts to both the employee and manager such as reminders to clock in and when an employee is about to do overtime.	
Labour reports	Should provide reports detailing workers hours, wages and schedules including labour costs	
Workshop Labour Costing	The system should be able to calculate labour hours for workshop jobs. After which it integrates with SAP Sales Distribution or Plant Maintenance modules for invoice costing	
Integration	The system should integrate to SAP HANA4 Human Capital Management (HCM), Payroll, Sales Distribution and Plant Maintenance modules through CSV Files and software interfaces	
Configurations	The system should allow for configuration of scheduling rules, shifts and overtime times	
Dashboard	Should have a digital dashboard that gives summary overview of employee's clock in and out. Both managers and employees should be able to access the dashboard through specific controlled access user accounts	

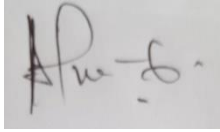
The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. Bidders are required to include technical literature (**Technical specifications sheet/Brochures**) 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.

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A handwritten signature in dark ink, appearing to be 'A. M. S.', is located in the top left corner of the page.

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PART 3 CONTRACT

Contract Agreement

Procurement Reference:

THIS CONTRACT AGREEMENT is made the *[insert: date]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) **CMED(PRIVATE)LIMITED**, a company registered in term of the laws of Zimbabwe, of and having its principal place of business at *Corner Herbert Chitepo Avenue & Rekai Tangwena Street, Harare*, (hereinafter called “the Procuring Entity”), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., **SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BIOMETRIC TIME AND ATTENDANCE SYSTEMS AT CMED Office** 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.
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.

**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF
BIOMETRIC TIME AND ATTENDANCE SYSTEMS**

PROCUREMENT REFERENCE NO: CMED 08/DOM/2022

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]*

BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BIOMETRIC TIME AND ATTENDANCE SYSTEMS

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General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number:

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	<p>Notices: Any notice shall be sent to the following addresses:</p> <p>For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be:</p> <p>Eng. D. Mhaka, Managing Director CMED (Pvt) Ltd Cnr R. Tangwena/H. Chitepo, Harare, Zimbabwe Switchboard:+263 242 759 549</p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be</p> <p><i>{state name of contact}</i></p>
GCC 19.1	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled</p> <p>NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.</p>

GCC 21.2

Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1. Suitable Export packaging.

The documents to be furnished by the Contractor are:

1. A negotiable bill of lading when the goods are coming by sea
2. An airway bill, when the goods are coming by Air
3. A road consignment note, when the goods are coming by road
4. Insurance certificate,

For Goods from outside Zimbabwe

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

- (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original;
- (ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;
- (iii) two copies of the packing list identifying contents of each package;
- (iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies [*pre-shipment inspection is not required*];

For Goods from within Zimbabwe

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

BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BIOMETRIC TIME AND ATTENDANCE SYSTEMS

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	<ul style="list-style-type: none">(i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;(ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;(iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;(iv) four copies of the packing list identifying contents of each package;(v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required); <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p>
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BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF BIOMETRIC TIME AND ATTENDANCE SYSTEMS

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GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured in accordance with the specified Incoterms.
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are:100% inspection on technical compliance.
GCC 24.1	Performance security: The Supplier shall provide a performance security (bond) amounting to 10% of the contract price by submitting to the Purchaser, a bank guarantee endorsed by a registered Commercial Bank in Zimbabwe within 14 (fourteen) days of contract signature.
GCC 24.4	Reduction of performance security.
GCC 25.1	Warranty: The period of the warranty shall be 3 years/100 000km
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 30 days.
GCC 29.1	Price adjustments: The following price adjustments are applicable. When the application of price adjustment would modify the initial price by more than twenty per centum or would modify the balance owing under the contract by more than twenty per centum, the procuring entity may terminate the contract
GCC 30.1	Terms of Payment: The structure of payments shall be: Acceptance: In the event that advance payment is required, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is