

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF PRINTED
NOTICE BOARDS (A2 FRAMES) TO ZINARA

PROCUREMENT REFERENCE NO: ZNR DT 08/2025



**ZIMBABWE NATIONAL ROADS
ADMINISTRATION**

STANDARD

BIDDING

DOCUMENT

**for the
SUPPLY AND DELIVERY OF
PRINTED NOTICE BOARDS (A2
FRAMES) TO ZINARA**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF PRINTED
NOTICE BOARDS (A2 FRAMES) TO ZINARA**

PROCUREMENT REFERENCE NO: ZNR DT 08/2025

Standard Bidding Document for the Procurement of:	NOTICE BOARDS
Procurement Reference No:	ZNR DT 08/2025
Procuring Entity:	ZINARA
Date of Issue:	09 May 2025

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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.

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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.
 3. Bidders **must** submit a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations.
 - i. A copy of a current **valid** tax clearance
 - ii. A current **valid** registration with NSSA
 - iii. A certificate of incorporation, CR14 showing company Directors, and CR6
 - iv. A Company Profile
 4. Bidders **must** submit proof of Supplier Registration in the relevant category with the Procurement Regulatory Authority of Zimbabwe.
 5. Bidder **must** state the bid validity period which must not be less than **60 days**.
 6. Bidders **must** state their delivery period which must not be more than **30 days**.
 7. Bidders **must** submit at least three (3) reference letters on letterhead and signed showing bidders' direct experience in the successful supply and delivery of branding and signage in the past 3 years.
 8. Bidders **must** submit a declaration on non-engagement in corrupt or fraudulent practices form.
 9. Bidders **must** complete the **technical specification and compliance sheet** as specified in this document.
 10. Bidders **must** submit a separate quotation to be attached on the E-gp system.
 11. Bidders are required to submit a bid securing declaration form as specified on E-gp system.
 12. Bidders **must** submit at least **1 sample** of items that they are bidding for.
 13. Letter from the Lawyers confirming that that the bidder is not insolvent, in receivership, bankrupt or being wound up, not have had business activities
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suspended and not be the subject of legal proceedings for any of these circumstances

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: The 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.

Number of bids allowed.

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder on or before the 28 May 2025 and should be sent to:

The Chief Executive Officer, 489 Runiville Crescent Glenroy Shopping Centre Highlands, Harare

Or via Email to procurement@zinara.co.zw

Queries raised after the cut-off date shall not be responded to.

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.

Submission of Bids

Bids must be submitted through the electronic Government Procurement (e-GP) system portal <https://egp.praz.org.zw>. No bids received outside the system will be accepted.

Date of deadline:	10 June 2025	Deadline Time:	1000 hours
Submission address:	https://egp.praz.org.zw		

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The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders through the E-GP portal, of the amended bid submission deadline.

Bid opening.

A report of the bid opening will be emailed to the bidders following the bid opening on the deadline date and time through the E-GP Portal.

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.

Delivery Requirements

The delivery period required (from the date of contract signing) and the destination for delivery are as 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:

- (a) For Goods
 - (i) the price of the Goods and the cost of delivery to the 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 destination), whenever such Related Services are specified in the Schedule of Requirements:
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the price of each item comprising the Related Services (inclusive of any applicable taxes).

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 Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine 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.

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, in light of the thresholds contained in section 10(5) of the Second Schedule to the Regulations.

Evaluation criteria

The Procuring Entity's evaluation of a Bid will consider, in addition to the Bid Price, the following criteria and methodologies.

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
 - (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.
 - (c) **Cost of major replacement components, mandatory spare parts, and service:**
-

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Not applicable

Preference

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, will apply.

(a) Any additional preference to be given to women-owned businesses is five per cent (5%).

(b) Eligibility for the margin of preference will be based on the following factor:

Ownership of the company.

(c) Documentation required from the Bidder as evidence of eligibility for the margin of preference is/are, identity card, Certificate of incorporation.

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:

1. have the legal capacity to enter a contract by producing a certified copy of identity document, letter of authority to ratify.
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 by way of issuing current tax clearance
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 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 by way of proof of registration

Participation in this bidding procedure is open to Zimbabweans. A certified copy of identity card or passport must be attached as proof of citizenship.

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.

Technical Criteria

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The Technical Specifications Sheet details of the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification. Alternative to specifications will not be considered.

Currency

Bids must be priced in Unites states dollars, payments will be made in ZWG only at the prevailing rate.

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 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;
 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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PART 1

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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:	ZNR DT 08/2025
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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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	Delivery required date by Procuring Entity and applicable Incoterm	Bidders offered delivery period
				<i>(to be provided by the bidder)</i>
1.	Supply and delivery of printed A2 ZINARA Vision x A2 Framed	45	30 days DDP	
2.	Supply and delivery of printed A2 ZINARA Mission & Framed	45	30 days DDP	
3.	Supply and delivery of printed A2 ZINARA Mandate & Framed	45	30 days DDP	
4.	Supply and delivery of printed A2 ZINARA Client Service charter & Framed	45	30 days DDP	

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

The destination of these goods is:

**ZINARA Head Office, 489 Runiville Crescent, Glenroy Shopping Centre,
Highlands, Harare**

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Name of Bidder:	
Bidder's Reference Number:	

List of Goods and Price Schedule

CURRENCY OF BID.... Bids must be priced in USD\$ Currency only.

Item No ¹	Description of Goods	Quantity ²	Unit Price ³	Total Price ⁴
			[to be provided by the Bidder]	[to be provided by the Bidder]
1.	Supply and delivery of printed A2 ZINARA Vision x A2 Framed	45		
2.	Supply and delivery of printed A2 ZINARA Mission & Framed	45		
3.	Supply and delivery of printed A2 ZINARA Mandate & A2 Framed	45		
4.	Supply and delivery of printed A2 ZINARA Client Service charter & A2 Framed	45		

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.

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

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PART 2

STATEMENT OF REQUIREMENTS

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:

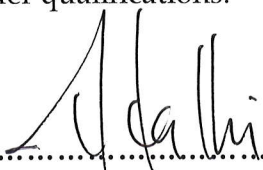
[Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

A	b
Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
Supply and delivery of printed A2 ZINARA Vision x A2 Framed	
Supply and delivery of printed A2 ZINARA Mission & Framed	
Supply and delivery of printed A2 ZINARA Mandate & Framed	
Supply and delivery of printed A2 ZINARA Client Service charter & Framed	

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 1 x Sample 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.

Signed.....
Mr Nkosinathi Ncube
Chief Executive Officer

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STATEMENT OF REQUIREMENTS

**DECLARATION ON NON-ENGAGEMENT IN CORRUPT OR FRAUDULENT
PRACTICES FORM**

The Accounting Officer
Zimbabwe National Road Administration (ZINARA)
ZINARA HOUSE
489 Runiville Crescent Glen Roy Shops
Highlands
HARARE

TENDER NUMBER:

TENDER DESCRIPTION:

I _____ the undersigned

(Director of Company) on behalf of

_____ (Name of Organisation),

do hereby declare that our organisation has not been engaged in any corrupt or
unethical practices during the subsistence of our organisation.

Full Name:

National Identity Number: _____

Signature:

Date:

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STATEMENT OF REQUIREMENTS

BID-Securing Declaration FORM

{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: {full name of Procuring Entity}

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 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.}