

**STANDARD REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE TRAINING (ACL) TO POSB EMPLOYEES**

PROCUREMENT REFERENCE – POSB 60-2023



REQUEST FOR PROPOSALS

For

**THE PROVISION OF AUDIT COMMAND LANGUAGE (ACL) TRAINING TO
POSB EMPLOYEES**

DATE OF ISSUE 24 NOVEMBER 2023

CLOSING DATE.....29 DECEMBER 2023

CLOSING TIME10.00 HOURS

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE TRAINING (ACL) TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB 60-2023**

**STANDARD REQUEST FOR PROPOSALS FOR THE PROVISION OF
AUDIT COMMAND LANGUAGE TRAINING (ACL) TO POSB
EMPLOYEES.**

Procurement Reference No: POSB/60/2023

Procuring Entity: PEOPLE'S OWN SAVINGS BANK OF ZIMBABWE

Date of Issue: 24 NOVEMBER 2023

Closing Date: 29 DECEMBER 2023

Closing Time: 10.00 hours

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE TRAINING (ACL) TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB 60-2023**

Table of Contents

Part 1: Proposal Procedures

Part 2: Statement of Requirements

Part 3: Contract

REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES

PROCUREMENT REFERENCE NUMBER: POSB-60-2023

PART 1: REQUEST FOR PROPOSALS 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, 2018 (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Proposals and should be read by all Consultants.

NB: The word Consultant, Firm and Bidder are used interchangeably.

Preparation of Proposals:

Only consultants registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Regulations are eligible to participate.

You are requested to submit a Proposal to provide the consulting services detailed in the Statement of Requirements by submitting separate technical and financial proposals, as detailed below. The standard forms contained within this Request for Proposals may be retyped for completion, but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals document, including the Special Conditions of Contract in Part 3, as well as the Contract Agreement and the General Conditions of Contract for Consultancy Services (available on the Authority's website or on request), before preparing your proposal. Part 3: Contract Agreement is provided not for completion at this stage but to enable Consultants to note the Contract terms they will enter if their bid is successful.

Number of bids allowed

No Consultant 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 Consultancy owned, directly or indirectly, by the same person.

Procurement Reference Number: POSB-60-2023

Preparation of Technical Proposals:

Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part.
2. Fully completed Technical Compliance and Specification Sheet attached.
3. A detailed project implementation timelines and methodology for performing the services.
4. A detailed work plan, showing the inputs of all key staff.
5. Certified copies of Curriculum Vitae of key staff directly involved in the implementation of the project.
6. A summary to demonstrate technical expertise of undertaking services of the similar nature detailing qualifications of the relevant team responsible for implementing the solution.
7. The bidder **MUST** attach the following **MANDATORY** documents.
 - a. Fully signed Technical Bid Submission sheet
 - b. Statement of Requirements
 - c. A bid securing declaration in the format specified in this part
 - d. Attach certified copy of your Certificate of Registration of the business (Certificate of Incorporation);

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB-60-2023**

- e. Attach certified copy of the CR14 or CR6 (List of Directors).
 - f. Attach company profile
 - g. Attach certified copy of Value Added Tax Certificate.
 - h. Attach certified copy of valid Tax Clearance Certificate for 2023.
 - i. Up to date NSSA Clearance Certificate for local companies
 - j. Signed declaration or letter to confirm that you are not debarred from participating 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.
 - k. 3 x Reference letters from previous customers indicating provision of similar services in the past four (4) years.
 - l. Attach proof of bidder Registration, in the appropriate category, with the Procurement Regulatory of Zimbabwe (PRAZ)
 8. Attach schedule timelines associated with the full implementation of the project.
 9. Attach a bid securing declaration per copy attached.
 10. The Consultant / Firm should have own premises where POSB may visit as part of due diligence.
- 11. FAILURE TO ABIDE BY ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO DISQUALIFICATION**

Preparation of Financial Proposals:

Financial proposals should contain the following documents and information:

1. the Financial Proposal Submission Sheet in this Part.
2. the Breakdown of Contract Price form in this Part, showing all costs for the assignment, broken down into fees and reimbursable costs.

Basis of Pricing and Payment:

Contract will be based on cost and quality.

Clarification

Clarification of the bidding document may be requested in writing by any bidder before 15 December 2023 and should be sent to the Procurement Management Unit, through this email: procurement@posb.co.zw to the attention of Kennedy Taonangoro or Gibson Sibanda.

Validity of Proposals:

The minimum period for which the Consultant's proposal must remain valid is 90 (NINETY) days from the deadline for submission of proposals.

Separation of Proposals within the same document:

The technical and financial proposals should be shown separately, within the same document, with both documents, clearly marked with the Procurement Reference Number above, the Consultant's name, the name of the Procuring Entity and show either "Technical Proposal" or "Financial Proposal" as appropriate.

REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES

PROCUREMENT REFERENCE NUMBER: POSB-60-2023

Submission of Proposals:

Bids must be submitted electronically in PDF format to the email 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 that has correct details of the Bidder and the number of the bid.

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

The bids shall be submitted electronically.

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

Date of deadline: *29 December 2023* **Deadline Time: 10.00 hrs**

Submission address: tenders@posb.co.zw

Means of acceptance: **Electronically through email**

The bidding submission documents should be scanned as a single document bearing the tender number and description on the subject line

Bid opening

Due to Covid-19 NO bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

Late bids will be rejected.

Withdrawal, amendment, or modification of Proposals:

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

Bid Securing Declaration

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

The Bid- Securing Declaration 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-Securing Declaration must be in the names of all intended partners.

Performance Security

A 10% of the bid value shall be required from the winning consultant as performance security within 14 days calculated from the date of notice of the tender award. The full amount of the performance security will be refunded without any charges on the successful completion and acceptance of the project by POSB.

Advance Payment

Any request for advance payment at any stage should be supported by an advance payment guarantee provided by a bank approved by POSB.

REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES

PROCUREMENT REFERENCE NUMBER: POSB-60-2023

Evaluation of Proposals:

The evaluation of proposals will use the **Quality and Cost Based Selection** evaluation methodology as detailed below: Proposals will be evaluated as follows:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the consultant has accepted all terms and conditions without material deviation or reservation.
2. Technical evaluation to assess the technical quality of proposals against the criteria provided, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below; and
3. Financial evaluation to determine the balance of cost and quality.

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

Bidding Currency:

Bids should be priced in the United States Dollars. The currency of evaluation will be the United States Dollars.

Payment Currency:

Payment will be processed in US\$ nostro.

Recommendation for Award:

The proposal with the highest score after considering the quality and cost factors will be awarded the contract.

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 *contract may not be subject to this review by the Special Procurement Oversight Committee (SPOC) unless the cost reaches the SPOC threshold. In this case the bidder will be required to make a payment to PRAZ of Administration fees of USD200 in line with part IV of the Procurement Regulations (SI 5 of 2018) before a contract is concluded.*

Award of contract:

Award of contract will be by placement of a contract in accordance with Part 3 of this Request for Proposals. 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 Consultants 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.

The contract will only be valid subject to payment of annual contract administration fees in line with Part V of the Fifth Schedule to the Regulations.

Right to Reject:

The Procuring Entity reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract award.

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB-60-2023**

Corrupt Practices:

The Government of Zimbabwe requires that Procuring Entities, as well as Consultants, 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 Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act; a definition of these terms is found in clause 1.9 of the GCC.
2. the Authority may under Section 72 (6) of the Act impose the debarment sanctions under section 74(1) of the Regulations.
3. in accordance with section 42 of the Regulations, submission of a bid will be deemed to be an undertaking on behalf of the Consultant to accept the responsibilities described in clause 1.1 of the GCC; and
4. Any conflict of interest on the part of the Consultant must be declared.

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB-60-2023**

Technical Bid Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested in Part 1 attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.

In case the Consultant 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 Consultant:

Consultant's Reference Number:

Date of Technical Proposal:

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

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

We submit on the attached Appendices the evidence to demonstrate our suitability to perform the required services:

Appendix A: Methodology and Work Plan;

Appendix B: Experience and Qualifications.

We understand that the proposals in these Appendices, if approved or as amended, will be included in the Contract Appendices, and shall form a contractual commitment.

We enclose a separately sealed financial proposal.

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

Technical Proposal Authorised By:

Signed	Name:
	...
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB-60-2023**

Address:

.....

Corporate Seal (where appropriate)

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB-60-2023**

Financial Proposal Submission Sheet

{Note to Consultants: Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in a currency permitted in the SCC}.

In case the Consultant 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 Consultant:

Consultant's Reference Number:

Date of Financial Proposal:

The total price of our proposal is: _____ and _____. {insert currencies and amounts}

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation or adjustment.

Financial Proposal Authorised By:

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Firm	
Address:	
.....	
Corporate Seal (where appropriate)	

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB-60-2023**

PART 2: STATEMENT OF REQUIREMENTS/SCOPE OF COVERAGE

1.0 Introduction

In a bid to upskill the Internal Auditors, Banking Operations & Finance personnel to effectively utilize the ACL (Audit Software) that does Data Extraction and Analytics, and in view of lack of competent skill among the incumbents, we intend to have an on-site Training. The training is targeting ten (10) members from Internal Audit Department, two (2) members from Finance and four (4) members from Banking Operations.

2.0 Key Requirements and Deliverables

2.1 The training should be done by a facilitator that meet the following criteria: -

- Proof of Certification in Training
- Demonstrable competences and references (at least 3)
- Experience in use/training of ACL and in Big Data Extraction and Analytics such as Financial (Banking) and Telecoms.

2.2 COURSE OUTLINE

The training should cover the following: -

2.2.1 Introductory and Foundation

This should cover basics in elementary ACL use and Auditing application and Introduction to Audit Exchange and Analytics.

2.2.2 Intermediate Level: Using ACL to perform the following: -

- Data Extraction
- Data Analysis Techniques
- Testing Internal Controls
- Detect Fraud
- Develop own ACL procedures.

2.2.3 Advance Level

- Concept and Techniques of functions
- Concepts and Techniques of Scripts
- Developing Analytics for Audit Exchange

2.2.4 Managing ACL Audit Projects

- Storage
- Future Use
- Linking to Audit Working Papers
- Linking to Audit Reports

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB-60-2023**

- Reviewing Audit Reports
- Continuous Auditing

3.0 TRAINING PERIOD

The training should be concluded within not more than 5 days including practical and application per level. Therefore, not more than 15 days for all the levels (i.e., introductory, intermediate, and advanced). The training period and activities should be clearly incorporated in a Gantt chart.

Technical Evaluation Guide:

Proposals will be awarded scores out of 100 points as indicated below for each of the following criteria.

Bidders are requested to provide all information and supporting documentation as outlined under **Preparation of Technical Proposals to ensure that evaluators base their adjudication on objective information.**

TECHNICAL EVALUATION CRITERIA / SELECTION GUIDELINE

EVALUATION CRITERIA	MINIMUM REQUIREMENTS	POSSIBLE SCORE	ACTUAL SCORE
Qualifications and Experience – Team Leader [20 Points]	Relevant degree in related field. (certified copies of proof of qualification required)	5	
	Relevant Post Graduate Degree (certified proof of qualification required)	5	
	Registration as member of relevant Professional body/Institute) .	5	
	Relevant consulting/training experience) (<i>specify projects involved and the level of involvement for the past 5 years</i> (1 x point per each year of relevant experience up to 5 years). (CV required)	5	
Qualifications and Experience of Team	Relevant business degree of two best members who will be involved in training	8	

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB-60-2023**

(Excluding Team Leader) [28 points]	(4 points per member). (Certified proof of certificates required)		
	Membership of recognized professional body for two best members involved in training (5 points each for any 2 members). (certified proof of current membership required)	10	
	Exeperience in training/consultancy. (0.5 x points per year for each of the two best members up to 10 years.) Attach CVs.	10	
Local Participation and Gender Balance [10 points]	Involvement of local Zimbabweans (2 points for any Zimbabwean team member up to 3 members).	6	
	Involvement of women 2 points each up to maximum of 2 people.	4	
Experience of the firm [7 points]	Training Consultancy experience and Number of years in business (1 point for each year spent in consulting business of experience)	7	
Methodology [20 points]	Content and Flow of the summarized methodology (Outline how scope of work would be accomplished)	20	
Post-training support [10 marks]	Provision of post-training support and manual/notes for post training use or reference.	10	
Training material [5 marks]	Use of graphics,slides,visuals,videos ,podcasts	5	
OVERALL SCORE		100	

**REQUEST FOR PROPOSALS FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE NUMBER: POSB-60-2023**

The minimum technical qualifying score required to pass the technical evaluation is 70 points.

Financial Criteria:

Financial scores will be determined by awarding 100 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

Total scores will be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

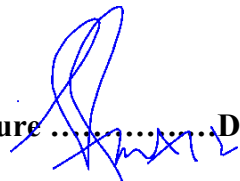
Declaration by the Accounting Officer

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

G CHANGUNDA.....

Chief Executive Officer

Signature Date



Signed on 28 Nov 2023, 4:19 PM CAT

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

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 Services	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				90 Days after signing contract	<i>{to be provided by the Bidder}</i>

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

The Project Site for delivery of the services is the destination:

**People's Own Savings Bank, Causeway Building,
Harare**

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

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)]*

<i>A</i>	<i>B</i>	<i>C</i>
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i>

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

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

Bid-Securing Declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference number:

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

Bidder's Reference Number:

To: *{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.}

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

PART 3 CONTRACT

PART 3 CONTRACT

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

PART 3 CONTRACT

Contract Agreement

Procurement Reference:

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

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (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., *[insert brief description of Goods and Services]* 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.

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

PART 3 CONTRACT

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.

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: <i>[Title or other appropriate designation]</i>

For and on behalf of the Contractor

Signed:
Name:
In the capacity of: <i>[Title or other appropriate designation]</i>

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

PART 3 CONTRACT

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, except for <i>[list countries]</i> .
GCC 8.1	Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be <i>[state name of contact and the location where he/she can be found]</i> . For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i>
GCC 19.1	Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall/shall not <i>[delete as appropriate]</i> apply. <i>[Where applicable, state the percentage of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction after which the Contract may be terminated. State the terms of liquidated damages by specifying the details as required in section 88 of the Act.]</i>

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

PART 3 CONTRACT

GCC 21.2	<p>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 <i>[State any special packing requirements]</i></p> <p>The documents to be furnished by the Contractor are:</p> <p><i>[insert the required documents, such as a negotiable bill of lading, a non-negotiable sea way bill, an airway bill, a railway consignment note, a road consignment note, insurance certificate, Manufacturer’s or Contractor’s warranty certificate, inspection certificate issued by nominated inspection agency, Contractor’s factory shipping details etc]</i></p> <p>Sample provision - For Goods supplied from abroad:</p> <p>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:</p> <ul style="list-style-type: none">(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 <i>[state whether inspection is required]</i>;(vii) <i>[any other procurement-specific documents required for delivery/payment purposes]</i>. <p>Sample provision - 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:</p>
-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

PART 3 CONTRACT

- (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);
- (vii) *[other procurement-specific documents required for delivery/payment purposes].*

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.

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

PART 3 CONTRACT

GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured <i>[state whether as specified in the Incoterms or any alternative arrangement.]</i> .
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: <i>[provide details including the place where the tests will be carried out or delete]</i> .
GCC 24.1	Performance security: The Contractor shall provide a performance security of <i>[state a fixed amount or percentage, which shall be no more than ten (10) per cent]</i> of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe or a foreign Bank through correspondence with a Bank located in Zimbabwe or from another financial institution acceptable to the Procuring Entity. The format shall be based on the template following the Special Conditions of Contract in this Part <i>[Delete if performance security is not required.]</i>
GCC 24.4	Reduction of performance security <i>[State whether the Performance Security will be progressively reduced in line with the Contractor's progress in delivering or completing the procurement requirement to which the security relates]</i>
GCC 25.1	Warranty: The period of the warranty shall be <i>[state number of]</i> months.
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 <i>[state number of months or days]</i> .
GCC 29.1	Price adjustments: The following price adjustments are applicable <i>[State any arrangements for adjustment of the contract price.]</i>
GCC 30.1	<p>Terms of Payment: The structure of payments shall be:</p> <p><i>Sample provision</i></p> <p>Advance payment: <i>[State whether any advance payment, as defined in section 63 (1) of the Regulations is to be made and any security required or delete this provision.]</i></p> <p>On Delivery: Ninety (90) per cent of the Contract Price shall be paid within a maximum of sixty (60) days of receipt of the Goods and upon submission of the documents specified in GCC Clause 13.</p> <p>On Acceptance: The remaining ten (10) per cent of the Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity.</p>
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 \$ <i>[State applicable Fee or delete]</i> .

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF AUDIT
COMMAND LANGUAGE (ACL) TRAINING TO POSB EMPLOYEES
PROCUREMENT REFERENCE – POSB 03-2023**

PART 3 CONTRACT

Bank Guarantee for Performance Security

[Delete page if no Performance Security is required in the SCC]

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

We have been informed that *[name of supplier]* (hereinafter called “the Supplier”) has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called “the Contract”) for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature

--