

**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF SHACKLE
INSULATORS**

Procurement Reference Number: ZETDC/INTER/04/2025

**Zimbabwe Electricity Transmission &
Distribution Company**



**STANDARD
BIDDING
DOCUMENT
FOR**

**SUPPLY AND DELIVERY OF SHACKLE
INSULATORS**

Closing Date : 29 April 2025

Closing Time : 10:00 hours

**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF SHACKLE
INSULATORS**

Procurement Reference Number: ZETDC/INTER/04/2025

Procurement Reference No: ZETDC/INTER/04/2025

Procuring Entity: ZETDC

Date of Issue: 28 February 2025

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PART 1: BIDDING PROCEDURES

References

The definitions used in the Public Procurement and Disposal of Public Assets Act [*Chapter22:23*] (“the Act”), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) (“the Regulations”) and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the Regulations govern the submission of Bids and should be read by all Bidders.

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Preparation of Bids

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

1. The Bid Submission Sheet in this Part in the format specified in Part 1;
2. The Statement of Requirements in Part 2 in the format specified in Part 2;
3. Bidder’s Detail Form must be completed and submitted together with the bid.
4. All Bidders must complete all schedules without fail for them to be eligible bidders to attach a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
5. A copy of Registration Certificate from Procurement Regulatory Authority of Zimbabwe (PRAZ) in the category for Electrical Products: Cables and Materials, Power Back-Up Equipment, Transformers, Standby Generators, Consumables & Accessories (GE001)
6. A bid security of **US\$ 2000.00** in the format specified in this part;
7. Proof of payment of US\$400.00 Procurement Regulatory Authority of Zimbabwe Special Oversight Committee fee.
8. A copy of Certificate of Incorporation.
9. A copy of CR14 now CR6 showing names of Directors
10. A Copy of CR6 now Cr 5 showing physical address
11. A copy of Valid Tax Clearance
12. Prices must be quoted in United States Dollars
13. Payment terms will be made as follows: ZETDC will pay Foreign Component in USD using Letter of Credit (LC) or Telegraphic Transfer to the Manufacturer. In the case of Telegraphic Transfer, ZETDC will require Advance Payment Guarantee. Duty, VAT and other Local costs will be paid in ZWG at interbank rate within thirty (30) days after delivery.
14. Delivery period is eight (8) weeks after receipt of order CIP ZETDC Central Stores and must be clearly stated;
15. Name of the Manufacturer must be clearly stated
16. Country of origin must be clearly stated
17. Valid Letter of authorisation from manufacturer to be provided with the bid
18. Minimum of three (3) Trade Reference letters from customers with active contact details showing bidders’ direct operating experience in the Supply and delivery of Shackle Insulators in the past five (5) years.
19. At least two manufacturer’s trade references letters on an official letter head for the Supply and delivery of Shackle Insulators shall be submitted with the bid.
20. Manufacturer’s supply history for the last past five (5) years for Shackle Insulators to be provided with the bid.

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21. A valid ISO 9001/2 certificate of the manufacturer must be submitted together with the bid
22. Technical Brochures with detailed literature covering the tendered items must be submitted together with the bid
23. **Drawings and Diagrams** of the tendered items to be submitted with the bid.
24. Results of **type tests or type test reports/certificates** carried out by an independent Technical Institute on previously manufactured shackle insulators must be submitted with the bid
25. At least one (1) year warranty period from date of delivery on manufacturer letter's letterhead.
26. There shall be no change of Equipment Manufacturer (OEM) after submission of tender. **Change of OEM will result in automatic cancellation of the contract.**
27. **Technical Guarantee schedule** to be completed in full, signed for and shall be compliant with ZETDC requirements
28. Compliance statement to the technical specification **on a clause by clause basis** to be provided.
29. **Samples** to be submitted at Zimbabwe Electricity Transmission & Distribution Company (ZETDC) Head Office, 25 Samora Machel Avenue, Electricity Centre, 2nd Floor, Office 222, on the **24th of April 2025 between 0900hours and 1300 Hours only**. Sample submission certificate will be issued and must be submitted together with the bid.
30. No partial bidding is accepted.

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **ninety (90) days** from the deadline for the submission of bids.

Lots

There are no lots for this tender.

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. 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.

Clarifications

Clarification of the bidding document may be requested **from Supply Chain Manager** in writing on duly signed company letterhead by email to procurement@zetdc.co.zw at any time before 11 April 2025. If a prospective Tenderer sends an inquiry after the stated days or the inquiry is received by ZETDC after the stated days, ZETDC shall not respond to the inquiry but ignore it.

Responses to Clarifications

All responses to clarifications will be posted on **Electronic Government Procurement system(eGP)** <https://egp.praz.org.zw/>. Bidders should frequently check for updates on the website until the closing date of the tender.

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Documents establishing conformity of services

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

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

Eligibility and qualification requirements

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

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. not have a conflict of interest in relation to this procurement requirement;
5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act;
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.

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

Participation in this bidding procedure is restricted to Zimbabwean bidders and **must attach Certification of Incorporation** to confirm this.

You are advised to carefully read the complete Bidding Document, as well as the Special Conditions of Contract in Part 3: Contract, which are available on the Authority's website, before preparing your Bid. **Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into 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, the Bidder's name, and any reference number.

Submission of Bids

Bid submission must be online Electronic Government Procurement system (eGP) <https://egp.praz.org.zw/> not later than the prescribed closing date.

Date of deadline: **29 April 2025**

Deadline Time: 10:00 hours

Bid Prices and Discounts

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

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Bid Security

The Bidder must include a bid security of **US\$2000.00** in the following form:

- First Option.** A certified bank cheque; or
- Second Option.** A bank guarantee; or
- Third Option.** A refundable cash deposit of **US\$ 2000.00** to the Procurement Regulatory Authority of Zimbabwe (PRAZ) – If the third option is chosen, bidders must also submit proof of payment of non-refundable Bid Bond establishment fees of **US\$ 350.00**

IF A BIDDER CHOOSES SECOND AND THIRD OPTIONS THE FOLLOWING SHOULD BE NOTED:

Second Option

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.

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

Third Option

If **Option 3** is chosen bidders must pay **US\$ 2000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **US\$ 350.00** that shall be non-refundable for cash bid bond establishment fee in line with Part IV of the Procurement Regulations (S.I.5 of 2018). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited in 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

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2. REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
ACCOUNT NUMBER: 01121064850030
BRANCH: KWAME NKRUMAH

NB: The bid security shall be valid for ninety (90) days after the closing of this tender and the original proof of payment must be submitted together with the bid.

Any bid not accompanied by a Bid Security in accordance with section 26 (3) of the Regulations or Bid Securing Declaration in accordance with section 26 (4) of the Regulations, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

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

Evaluation of Bids

Bids will be evaluated using the following methodology:

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

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

Currency

Bids should be priced in **United States Dollars (USD)**.

Award of Contract

The lowest evaluated bid after the application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this Bidding Document will be recommended for award of the contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

The contract will only be valid subject to payment of annual contract administration fees of USD100.00 or ZWL/RTGS\$ equivalent at the prevailing RBZ auction rate as contained in Part V of the Fifth Schedule to the Regulations.

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Right to Reject

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

Corrupt Practices

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

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

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Bid Submission Sheet

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

Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder’s Reference Number:

Date of Bid:

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

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

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

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

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

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

Price Schedule

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Bidder's Name: _____

Currency of Quotation is United States Dollars (USD)

Item	Goods/Services	QTY	Unit Price Excl VAT	Total Price Excl VAT	Duty	Total Incl Duty	VAT	Total Incl VAT
1	Shackle Insulators	50000						

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Delivery Schedule

Name of Bidder:

Tender Number:

ITEM	Goods/Services	QTY	UoM	Delivery Date Required by Procuring Entity. CIP Central Stores	State Bidder's offered Delivery period and INCOTERM
1	Shackle Insulators	50000	Each	<i>8 weeks</i>	

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Bidder Details Form

Tender Number: ZETDC/INTER/04/2025

Name of Bidder: _____

Physical Address: _____

Active Telephone Numbers: _____

Active email Address: _____

Tick the Option chosen to pay Bid Security

First Option. A certified bank cheque; or

Second Option. A bank guarantee; or
Name of the Bank: _____

Third Option. A refundable cash deposit of **US\$ 2000.00**

Banking Details

Account Name: _____

Bank: _____

Branch: _____

Account Number: _____

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Technical Specifications

1. SCOPE

This specification covers the manufacture, testing, supply and delivery of Galvanized D – Iron for 85mm² shackle insulator

2. PARTICULARS OF ELECTRICAL SYSTEM

The network conditions under which the D-Irons will operate are as follows:

- (a) Outdoor, earthed, 3-phase system with earth fault factor less than 1.5 at any location for 33 kV and 11 kV network.
- (b) All networks above 33 kV have the neutral effectively earthed.

3. PARTICULARS OF THE ENVIRONMENT

The D-Iron shall be capable of operation under the following environmental conditions.

- (a) At an average altitude of 1,500 m above sea level.
- (b) Ambient air temperatures not exceeding a maximum of +45°C or below -10 °C with a daily maximum average of 35°C.
- (c) Exposed to direct tropical sun.
- (d) Humidity 13 mg per cubic metre absolute and 65% relative before storms with vapour pressure 17 mm.hg.
- (e) Equipment will operate within the tropics and is subject to sudden ambient air temperature changes of the order of 10 degrees centigrade occurring at the onset of rain, but the barometric pressure at any given place does not vary by more than approximately 10 mm mercury.
- (f) Frequent and severe lightning storms occur during summer months, with isoceraunic levels varying between 50 and 100 thunderstorm days per annum.
- (g) Particular attention should be paid in the design of all equipment to ensure that there is no damage to working parts or insulation through the ingress of dust, insects, vermin which are prevalent for long periods in the year.

4. GENERAL DESIGN FOR SHACKLE INSULATORS

The shackle Insulators must have tapered holes and ends as additional safeguard against mechanical failure and must be symmetrical. The neck and hole diameters must at least 12mm. The shackle D-Iron shall be suitable for all aluminium conductors with overall diameters ranging from 5 to 15 mm.

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5. TECHNICAL GUARANTEE SCHEDULE FOR SHACKLE INSULATORS

Item	Description	Unit	ZETDC Requirement	Bidder's Offer	Reference document page (e.g. Found on page 3, section 3.1 of brochure/data sheet/manual/ drawing etc.)
1	Material		Porcelain		
2	Nominal Voltage	kV	0.4		
3	Min Neck and Hole Diameter	mm	12		
4	Suitable for Conductors of Diameter 5 - 15mm		Yes		

Tenderer's Signature: _____ Date: _____

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**DECLARATION OF CONFLICT/NON CONFLICT OF INTEREST
AND NON-DISCLOSURE FORM**

To: The Managing Director (A)
Zimbabwe Electricity Transmission & Distribution Company (Private) Limited
2nd Floor, Electricity Centre
25 Samora Machel Avenue
HARARE

RE: DECLARATION OF CONFLICT OF INTEREST

I,, being the Supplier participating in the tender
for the procurement
of..... do hereby
declare as follows:

I declare that to the best of my knowledge, **I DO HAVE/DO NOT HAVE** conflict(s) of interest that prevent my full and impartial participation of tender number.....The nature of this conflict is described below:-

.....
.....
.....
.....

.....
Signature

.....
Date

NOTES

Conflict of interest refers to situations in which personal interests (which may include but not limited to financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgment and integrity and, in doing so, the best interests of the company.

Examples of conflict of interest

- Having a financial interest in a potential tenderer, supplier, business partner, vendor or any other company or organization which does business or intends to do business with Zimbabwe Electricity Transmission & Distribution Company.
- Being employed by (as staff member or volunteer) or providing service to any potential tenderer or existing supplier, vendor or business partner
- Being a member of a potential tenderer or existing supplier's or vendor's management executive or Board member.
- Receiving any kind of monetary payment or non-monetary gift or incentive (including hospitality) from any tenderer, existing supplier or its representative.
- Canvassing or negotiating with any person with a view to enter into any of the arrangements stated above.
- Having a close member of your family (which term includes unmarried partners) or personal friends who fall into any of the categories outlined above

NB: *The above is a non-exhaustive list of examples, and it is the responsibility of each Director to ensure that any and all potential conflicts, whether or not of the type listed above, are disclosed.*

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Declaration by the Accounting Officer

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

A. N. Gurupira


.....
Signed

28/02/2025

Date

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Part 3: Contract

CONTRACT AGREEMENT

{For completion with the authorised representative of the Procuring Entity following Notification of Contract Award.}

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 Services, viz., *[insert brief description of Services]* and has accepted a Bid by the Contractor for the performance of those Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called “the Contract Price”).

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively 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) Schedule of Requirements;
 - (e) The Contractor’s Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and 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.

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4. In consideration for 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 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 for the performance of the 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>

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority's website) except where modified by the Special Conditions below.

Special Conditions of Contract

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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 3.6 and 8.1	Authorised representatives: <ol style="list-style-type: none">1. The authorised representative of the Procuring Entity is <i>[names and contact details, including address for delivery of notices]</i>.2. The authorised representative of the Contractor is <i>{names and contact details,</i>

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GCC reference	Special Conditions
	<i>including address for delivery of notices}.</i>
GCC 7.4	Ineligible countries: Nationals of the following countries are ineligible to be a Contractor or Sub-Contractor under this Contract. None
GCC 18.1	Liquidated damages: The rate of liquidated damages shall be <i>[State amount as a rate per day or delete if liquidated damages do not apply].</i>
GCC 19.1	Commencement of Services: The date or period of time for commencement of services is after signing of the contract and receipt of the order.
GCC 20.1	Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is after receipt of order.
GCC 22.2	Contract price: Costs specifically excluded from the Contract price are <i>[list excluded cost items].</i>
GCC 22.3	Payment schedule: The terms of payment shall be <i>[State:</i> <ul style="list-style-type: none"> <i>i. For regularly performed services: the specified period (usually one calendar month) for which payment will be made for the total amount of Services performed during that period;</i> <i>ii. For single or occasional services: the time after completion (usually 60 days) within which payment will be made.]</i>
GCC 23.1	Price adjustment: <i>[State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]</i>
GCC 24.2	Payment procedure: <i>[State any other documentation that must accompany the Contractor's invoice.]</i>
GCC 28.1	Insurance to be taken out by the Contractor: <i>[The risks and the coverage shall be as follows:</i> <ul style="list-style-type: none"> <i>(a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Contractor or its Personnel or any Sub-Contractor or their Personnel, with a minimum coverage of [insert amount and currency];</i> <i>(b) Third Party liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>(c) professional liability insurance, with a minimum coverage of [insert amount and currency];</i> <i>(d) employer's liability and workers' compensation insurance in respect of the Personnel of the Contractor and of any Sub-Contractor, in accordance with the relevant provisions of laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and</i> <i>(e) insurance against loss of or damage to equipment purchased in whole or in</i>

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GCC reference	Special Conditions
	<p style="text-align: center;"><i>part with funds provided under this Contract.</i></p> <p style="text-align: center;"><i>[Note: Delete what is not applicable].</i></p>
GCC 30.1	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> .
GCC 35.1	Performance Security: <i>[State whether a Performance Security is required and, if so, the amount and form of such security, which must not exceed ten (10) percent of the Contract value.]</i>