

STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

# Zimbabwe Electricity Transmission & Distribution Company



## STANDARD BIDDING DOCUMENT

### For The Supply and Delivery of 500KVA Standby Generator

Closing Date : 05 December 2023

Closing Time : 1000 hours



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

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Procurement Reference No: ZETDC/DOM/52/2023  
Procuring Entity: ZETDC  
Date of Issue: 03 November 2023



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

Table of Contents

Part 1: BIDDING PROCEDURES.....	4
1.0 References .....	4
1.1 Preparation of Bids .....	4
1.2 Lots .....	5
1.3 Number of bids allowed.....	5
1.4 Clarifications .....	5
1.5 Responses to Clarifications .....	5
1.6 Eligibility and qualification requirements.....	6
1.7 Pre-bid meeting and Site Visit .....	6
1.8 Validity of Bids .....	6
1.9 Submission of Bids.....	6
1.10 Bid Opening .....	7
1.11 Withdrawal, amendment or modification of Bids.....	7
1.12 Bid Prices and Discounts .....	8
1.14 Evaluation of Bids .....	9
1.15 Currency.....	10
1.16 Review by the Special Procurement Oversight Committee (SPOC) .....	10
1.17 Award of Contract.....	10
1.18 Right to Reject .....	10
1.19 Corrupt Practices.....	10
1.20 Bid Submission Sheet .....	11
Part 2: STATEMENT OF REQUIREMENTS.....	12
2.1 List of Services and Price Schedule .....	12
2.2 Delivery Schedule .....	13
2.3 Technical Specifications and Standards for 500KVA Standby Generator .....	14
2.4 Declaration Of Conflict/Non Conflict Of Interest And Non-Disclosure Form.....	16
2.5 Declaration by the Accounting Officer .....	18
Part 3: CONTRACT.....	19



# STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA STANDBY GENERATOR

Procurement Reference Number: ZETDC/DCM/52/2023

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## Part 1: BIDDING PROCEDURES

### 1.0 References

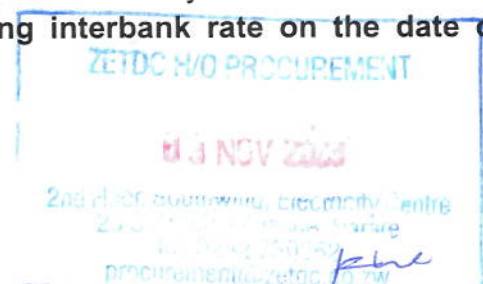
The definitions used in the Public Procurement and Disposal of Public Assets Act [Chapter22:23] ("the Act"), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) ("the Regulations") and the General Conditions of Contract for the Procurement of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

**Procurement Reference Number: ZETDC/DOM/52/2023**

### 1.1 Preparation of Bids

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

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. Proof of Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the relevant category (**GE001**);
6. A bid security of **USD500.00** payable in Zimbabwean Dollars at the RBZ prevailing Interbank rate of the day in the format specified in this part;
7. Proof of payment of **USD350.00** payable in Zimbabwean Dollars at the RBZ prevailing Interbank rate of the day to the Procurement Regulatory Authority of Zimbabwe Special Procurement Oversight Committee fee;
8. A copy of Certificate of Incorporation, CR 14; CR6 forms for local companies or equivalent company registration documents in the country of residence for foreign companies;
9. Proof of registration with ZIMRA;
10. Bid Validity of sixty (60) days must be clearly stated;
11. Payment terms within 30 days after delivery and must be clearly stated. **Invoices will be paid in Zimbabwean Dollars at the prevailing interbank rate on the date of payment;**





# STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA STANDBY GENERATOR

Procurement Reference Number: ZETDC/DCM/52/2023

12. Delivery period is within eight (8) weeks after receipt of order and must be clearly stated;
13. Minimum of three (3) trade reference letters from customers (**Excluding ZETDC**) with active contact details showing bidders' direct experience in the supply and delivery of 500KVA Standby Generator;

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.

## 1.2 Lots

There are no lots in this tender. The whole tender will be awarded to the lowest bidder to specification.

## 1.3 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.

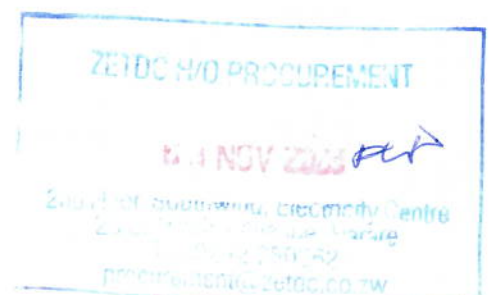
- **Bidders should note that only the main offers will be considered. No alternatives or options will be entertained unless on a separate bid.**

## 1.4 Clarifications

Clarification of the bidding document may be requested from ZETDC Supply Chain Manager in writing on duly signed company letterhead by email to [procurement@zetdc.co.zw](mailto:procurement@zetdc.co.zw) at any time on or before **21 November 2023**. If a prospective Tenderer sends an inquiry after the stated date or the inquiry is received by ZETDC after the stated date, ZETDC shall not respond to the inquiry but ignore it.

## 1.5 Responses to Clarifications

All responses to clarifications will be posted on ZETDC website [www.zetdc.co.zw](http://www.zetdc.co.zw). Bidders should frequently check for updates on the website until the closing date of the tender.



# STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA STANDBY GENERATOR

Procurement Reference Number: ZETDC/DCM/52/2023

## 1.6 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) I, (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.

## 1.7 Pre-bid meeting and Site Visit

No pre-bid meeting and Site Visit has been organized.

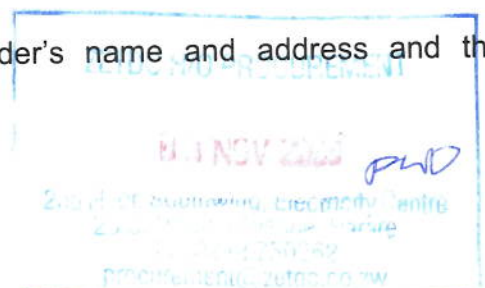
## 1.8 Validity of Bids

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

## 1.9 Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, not 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 envelope with the Bidder's name and address and the Procurement Reference Number.





STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

Third Option

If Option 3 is chosen bidders must pay **USD500.00** payable in Zimbabwean Dollars at the RBZ prevailing Interbank rate of the day for the Bid Security that shall be Refundable at the end of the bid validity period plus another **USD150.00** that shall be non-refundable for cash bid bond establishment fee in line with Part V of the Procurement Regulations (S.I.193 of 2022). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 9<sup>th</sup> Floor, Pearl House, 61 Samora Machel A venue, 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

**2      REFUNDABLE (LOCAL)**

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

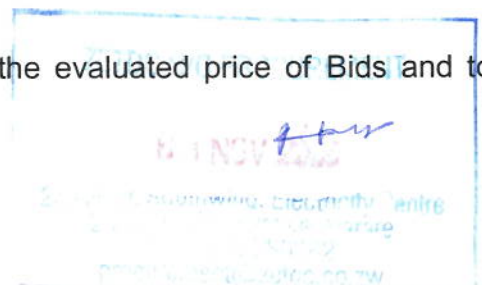
**NB: The bid security shall be valid for sixty (60) days after the closing of this tender and the original proof of payment must be submitted together with the bid.**

**Any bid not accompanied by a Bid Security in accordance with section 26 (3) of the Regulations, will be rejected by the Procuring Entity as non-responsive.**

**1.14 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.



# STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA STANDBY GENERATOR

Procurement Reference Number: ZETDC/DCM/52/2023

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

## 1.15 Currency

Bids should be priced in United States Dollars.

## 1.16 Review by the Special Procurement Oversight Committee (SPOC)

Section 54 of the Act provides for review by the SPOC. This requirement will be subject to SPOC review.

## 1.17 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.

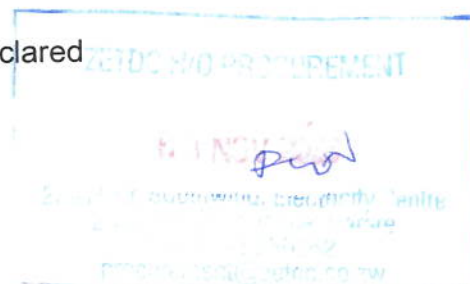
## 1.18 Right to Reject

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.

## 1.19 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





# STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

## 1.20 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:

<b>Signature</b> .....	<b>Name:</b> .....
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	

ZETDC H/O PROCUREMENT  
 11 NOV 2023  
 ZETDC H/O PROCUREMENT  
 ZETDC H/O PROCUREMENT  
 ZETDC H/O PROCUREMENT

STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

Part 2: STATEMENT OF REQUIREMENTS

2.1 List of Services and Price Schedule

Procurement Reference Number: ZETDC/DOM/52/2023

Bidder's Name: \_\_\_\_\_

Bidder's Reference Number: \_\_\_\_\_

CURRENCY IS IN USD

a	b	c	d	e	f	g	h	i	j
Item No <sup>1</sup>	Description of Goods	Qty <sup>2</sup>	UoM	Unit Price Excl Duty and VAT <sup>3</sup>	Sub Total Excl Duty and VAT (c * e)	Duty (% * f)	Sub Total Incl Duty Excl VAT (f + g)	VAT (15% *h)	Total Incl Duty and VAT (h + i)
				[to be provided by the Bidder]	[to be provided by the Bidder]	[to be provided by the Bidder]	[to be provided by the Bidder]	[to be provided by the Bidder]	[to be provided by the Bidder]
1	500KVA STANDBY GENERATOR	1	Each						
<b>Grand Total</b>									



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

2.2 Delivery Schedule

Procurement Reference Number: ZETDC/DOM/52/2023

Bidder's Name:

\_\_\_\_\_

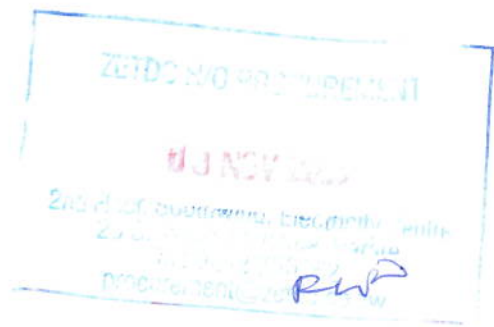
Bidder's Reference Number:

\_\_\_\_\_

Item No.	Description of Goods	Qty	UOM	Delivery Required Procuring and INCOTERM	Date by Entity applicable	Bidder's offered Delivery period & Incoterm
						<i>To be provided by the bidder</i>
1	500KVA Standby Generator	1	Each	8 weeks or better, CIP, ZETDC Central Stores		

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 goods is the final destination: *ZETDC Central Stores, No 1 Harare Drive, Ardbennie, Harare, Zimbabwe*



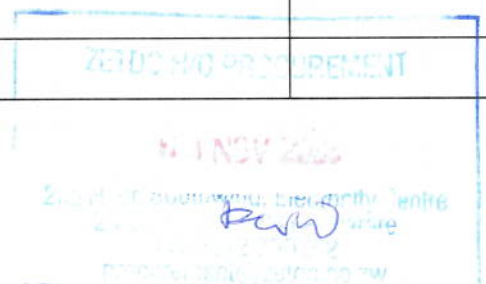


STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

2.3 Technical Specifications and Standards for 500KVA Standby Generator

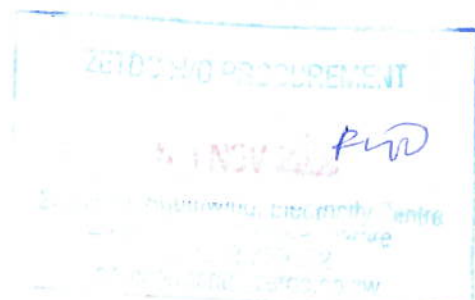
Rating	Prime		Standby						Bidder to State Actual Specifications and Standards
	500KVA		455KVA						
Fuel Consumption									
Load	1/4	1/2	3/4	Full	1/4	1/2	3/4	Full	
L/hr	29.2	49	69.9	93.2	34.79	55.6	78.5	107.1	
Engine									
Configuration	4 cycle; in line 6 cylinder diesel								
Aspiration	Turbocharged and charge air cooled								
Gross Power output,Kwm	470	411							
BMEP at set rated load,KPa	2892	2529							
Bore,mm	130								
Stroke,mm	163								
Rated Speed,rpm	1500								
Piston Speed,m/s	8.1								
Compression Ratio	17.1								
Lube Oil Capacity	75.33								
Overspeed Limit,rpm	1500+/-10%								
Regenerate Power,Kw	36								
Govenor Type	Electronic								
Starting Voltage	24 Volts DC								
Fuel flow									
Maximum fuel flow, L/hr	247								
Maximum fuel inlet restriction, mm Hg	101								
Maximum fuel inlet temperature, °C	71								
Air									



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DCM/52/2023

Combustion air, m3/min	35.5	33.9	
Maximum air cleaner restriction, kPa	3.3-6.2		
<b>Exhaust</b>			
Exhaust gas flow at set rated load, kg/min	29.5	27.8	
Exhaust gas temperature, °C	523	485	
Maximum exhaust back pressure, kPa	13		
Standard set-mounted radiator cooling			
Ambient design, °C	50		
Fan load, kWm	14.2		
Coolant capacity (with radiator), L	77.1		
Cooling system air flow, m3/sec @ 12.7 mm H2O	8.1		
Total heat rejection**, Btu/min	16700	13700	
Maximum cooling air flow static restriction mm H2O	25.4		
<b>Dimensions</b>			
	Length	Width	Height
Standard open set dimensions mm	3376	1500	2191
Enclosed set standard dimensions mm	5095	1564	2441



STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

2.4 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

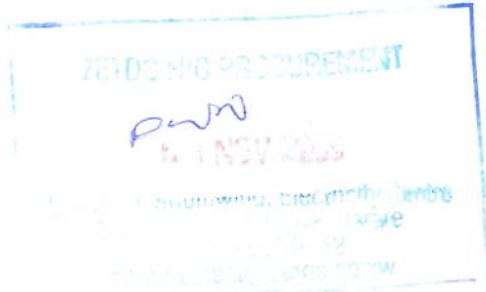
NOTES

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.





STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

**Bidder's Details**

Tender Number: ZETDC/DOM/52/2023

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 **USD500.00**   
equivalent to the Procurement Regulatory Authority of  
Zimbabwe (PRAZ)

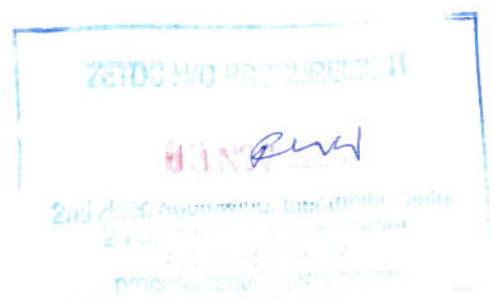
**Banking Details**

Account Name: \_\_\_\_\_

Bank: \_\_\_\_\_

Branch: \_\_\_\_\_

Account Number: \_\_\_\_\_




STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

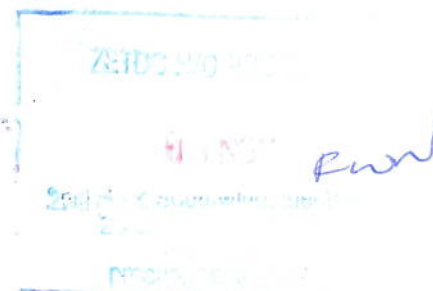
2.5 Declaration by the Accounting Officer

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

Eng. A. N. Gurupira

  
.....  
Signed

03/11/2023  
Date



**STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR**

**Procurement Reference Number: ZETDC/DCM/52/2023**

- (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.
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.

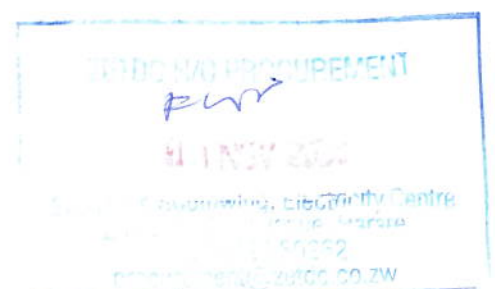
**IN WITNESS WHEREOF** the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

**For and on behalf of the Procuring Entity**

Signed:	.....
Name:	
In the capacity of:	[Title or other appropriate designation]

**For and on behalf of the Contractor**

Signed:	.....
Name:	
In the capacity of:	[Title or other appropriate designation]





STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOM/52/2023

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

Procurement Reference Number: ZETDC/DOM/52/2023

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"> <li>1. The authorised representative of the Procuring Entity is [names and contact details, including address for delivery of notices].</li> <li>2. The authorised representative of the Contractor is {names and contact details, including address for delivery of notices}.</li> </ol>
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: Liquidated Damages in terms of section 88 of the Act shall/ apply at a rate of one percent (1%) of the total cost of the order/job card per hour up to a maximum of 120 hours after which the contract may be cancelled.
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 22.2	Contract price: Costs specifically excluded from the Contract price are [list excluded cost items].
GCC 22.3	Payment schedule: The terms of payment shall be [State: <ol style="list-style-type: none"> <li>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;</li> </ol>

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STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 500KVA  
STANDBY GENERATOR

Procurement Reference Number: ZETDC/DOI/52/2023

GCC reference	Special Conditions
<b>GCC 23.1</b>	Price adjustment: [State whether prices will be fixed for the Contract Period or any adjustment factor that shall apply.]
<b>GCC 24.2</b>	Payment procedure: [State any other documentation that must accompany the Contractor's invoice.]
<b>GCC 28.1</b>	<p>Insurance to be taken out by the Contractor: [The risks and the coverage shall be as follows:</p> <ul style="list-style-type: none"> <li>(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];</li> <li>(b) Third Party liability insurance, with a minimum coverage of [insert amount and currency];</li> <li>(c) professional liability insurance, with a minimum coverage of [insert amount and currency];</li> <li>(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</li> <li>(e) Insurance against loss of or damage to equipment purchased in whole or in part with funds provided under this Contract.</li> </ul> <p>[Note: Delete what is not applicable].</p>
<b>GCC 30.1</b>	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 \$ [State applicable Fee or delete].

