

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

STANDARD BIDDING DOCUMENT

for the Provision of Insurance Broking Services

**STANDARD BIDDING DOCUMENT FOR THE PROVISION OF INSURANCE
BROKING SERVICES**

Procurement Reference Number: NUST-04-2025

**Standard Bidding Document for
the Provision of: INSURANCE
BROKING SERVICES**

**Procurement Reference No:
NUST-04-2025**

**Procuring Entity: NATIONAL
UNIVERSITY OF SCIENCE
AND TECHNOLOGY**

Date of Issue: 4 April 2025

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PART 1: BIDDING PROCEDURES

References

The definitions used in the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] (“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.

Procurement Reference Number: NUST-10-2024

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:

NO	Documents to be submitted	
1	Completed and signed Bid Submission Sheet (Bidder to fill in attached submission sheet)	
	Completed and signed Bid Securing Declaration in the format specified in Part 2	
2	Proof of registration with IPEC	
3	Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe	
4	A valid NSSA Contribution Clearance Certificate	
5	Current tax clearance certificate (ITF 263).	
6	Certificate of Incorporation	
7	CR6/14	
8	Company profile including shareholding structure	
9	Bidders must submit three (3) sets of bound tender documents	
10	Financial Statements for the past three years – 2021, 2022 and 2023	
11	Current letters from at least 3 references where similar project was done. The references should be written on company letter heads and signed	

This section will constitute 20% of the EVALUATION CRITERIA

Failure to provide the above MANDATORY REQUIREMENTS shall lead to AUTOMATIC DISQUALIFICATION and bidders will have some mark(s) deducted for failure to submit in the first instance even in cases where the said requirements fall under the historical documents' category.

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You are also required to pay the administration fee of \$ 350 payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations. The fee should be paid to:

DOMESTIC TRANSFERS (Local)

Account Number: 10721064850020

Purpose: Registrations; Bid Establishment Fees; Training Fees; and Admin Fees
(Contract, SPOC & Other Admin fees)

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above.

Lots and Packages

The requirement may be divided into lots and packages, if indicated in Part 2, Statement of Requirements. Bidders must bid for all the policies as the award will be overall. One Broker will be awarded all the whole contract.

Number of bids allowed

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

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before **22 April 2025** and should be sent to <https://egp.praz.org.zw>

Pre-bid meeting

There will be no pre bid meeting for this tender

Services to be performed, location(s) and other requirements

The services to be performed under the Contract, the location or locations where these services are to be performed, the times of performance and the manpower, equipment and other resources required and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services. The

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Bidder, at the Bidder's own responsibility and risk, is invited to a visit to examine the location(s) and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site will be at the Bidder's own expense.

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 open to Zimbabwean bidders

Validity of Bids

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

Submission of Bids

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Date of deadline: 7 May 2025 Deadline Time: 1000 hours

Submission address: <https://egp.praz.org.zw>

Means of acceptance: Electronically using the eGP portal; <https://egp.praz.org.zw>

Hard copies will not be accepted.

Bid opening

Bidders and their representatives may witness the opening of bids which will take place at the submission address immediately following the deadline.

Withdrawal, amendment or modification of Bids

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

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.

Bid Security

The Bidder must include a bid security of USD1000 for Domestic Bidders in the following form:

- | | |
|-----------------------|---|
| First Option. | A certified bank cheque; or |
| Second Option. | A bank guarantee; or |
| Third Option. | A refundable cash deposit of USD1000 for Domestic Bidders 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 USD150 in terms of section 26 part V of S.I. 219 of 2020. |

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.**

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

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

Third Option

If Option 3 is chosen bidders must pay USD1000 for Domestic Bidders for the Bid Security that shall be Refundable at the end of the bid validity period plus another USD150 that shall be non-refundable for cash bid bond establishment fee in line with Part 1V of the Procurement Regulations (S.I. 219 of 2020). 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:

NON-REFUNDABLE (ZWG)

Bank: CBZ
Currency: ZIMBABWE GOLD (ZWG)
Account Number: 10721064850020
Branch Sort Code: 6101
Swift Code: COBZZWHAXXX

REFUNDABLE (ZWG)

Bank: CBZ
Currency: ZIMBABWE GOLD (ZWG)
Account Number: 10721064850118
Branch Sort Code: -----
Swift Code: -----

NON-REFUNDABLE USD)

Bank: CBZ
Currency: United States Dollar (USD)
Account Number: 10721064850108
Branch Sort Code: 6101

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Swift Code: COBZZWHAXXX

REFUNDABLE (USD)

Bank: CBZ

Currency: United States Dollar (USD)

Account Number: 10721064850128

Branch Sort Code: 6101

Swift Code: COBZZWHAXXX

NB:

- 1. 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, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.**
- 2. Proof of Payments for Bid Fees and Bid Establishment Fees would not be accepted. Only Certificates for Bid Fees, SPOC Fees and Bid Establishment Fees issued by the Procurement Regulatory Authority of Zimbabwe (PRAZ) will be accepted. In cases where PRAZ portal is down, manual receipts with a PRAZ Stamp will be accepted.**

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

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

Contract Administration Fees

Bidders must confirm that they will pay contract administration fees to PRAZ upon winning the tender in line with Part Vi of the Procurement Regulations (S.I.219 of 2020).

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.

Technical evaluation criteria:

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Proposals will be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Mandatory Requirements	20 marks
Methodology and Work Plan (Appendix A on Page 22)	40 marks
Experience & Qualifications (Appendix B on Page 23)	20 marks
Total:	80 marks

The minimum technical qualifying score required to pass the technical evaluation is 60 marks of the maximum of 80 marks.

Financial criteria:

Financial scores will be determined by awarding 20 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this. Bidders must take note that prices will remain a significant contributor for value for money, therefore the lowest cost bidder shall be awarded a score of 20 marks under this category. All other bids shall be scored using the following formula: Bid score = $20 \times (\text{lowest total cost} / \text{bid cost})$

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

Review by the Special Procurement Oversight Committee

You are required to pay the administration fee of US\$ 350 payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations. The fee should be paid on the following to PRAZ accounts depending on the currency used:

NON-REFUNDABLE (ZWG)

Bank: CBZ
Currency: ZIMBABWE GOLD (ZWG)
Account Number: 10721064850020
Branch Sort Code: 6101
Swift Code: COBZZWHAXXX

NON-REFUNDABLE USD)

Bank: CBZ
Currency: United States Dollar (USD)
Account Number: 10721064850108
Branch Sort Code: 6101
Swift Code: COBZZWHAXXX

Currency

Tenders should be priced in United States Dollars.

Award of Contract

The proposals with the highest total score will be recommended for award of contract.

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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.

Duration of the Contract

The duration for the contract shall be for a period of three (3) years

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;
3. Any conflict of interest on the part of the Bidder must be declared; and
4. Any conflict of interest on the part of the Consultant 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.

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Bid Authorised By:

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

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List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.

Currency of Quotation/Contract: _____

Item No¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Total Price²
				Other additional costs	
				VAT	
				Total	

Note 1: Lots and packages should be shown as separate items.

Note 2: Include any additional costs, such as hire or purchase of equipment to perform the services.

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Proposed Methodology, Work Plan and Schedule

*{State the methodology and work plan you would propose to complete the required Services,
the associated resources and the schedule for commencement and completion.}*

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{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the Bid.}

Part 2: Statement of Requirements

A: Terms of Reference

(a) Background:

The University acknowledges that all activity has associated with it an element of risk. Due to the uncertainty in the operating environment and the diverse nature of the University's teaching, research, community service, innovation and industrialisation, it has put in place appropriate risk management processes and procedures in order to manage residual risk. The University, as part of its risk treatment them makes a deliberate effort to transfer some of its risks to third parties through insurance policies, contracts or waivers.

(b) Objectives:

The purpose of this bid is to secure competitive proposals for the provision of insurance services and value-added risk management services incidental to risk mitigation through insurance through a three (3) year contract. Prospective insurance companies/brokers must have complied with all the tender requirements contained herein and shall not be under a declaration of ineligibility for corrupt or fraudulent practices. The winning bidder will be awarded a three-year contract. The business objectives of Insurance services and related risk management service are:

1. To ensure that all significant risks to the University are identified, assessed and where necessary treated and reported to Council in a timely manner through its Risk Management Committee.
2. To ensure appropriate and effective risk transfer mechanisms that will be responsive to changes in the risk environment.
3. To improve incident management and reduction in loss and the cost of risk, including insurance premiums.
4. To provide a commitment to staff to ensure that risk management is a core management capability

(c) Scope of the Services:

Subject to the detailed contractual terms to be entered into with the winning bidder(s), the winning bidder(s) shall be required to provide the following services:

1. Conduct of risk surveys and evaluation of the adequacy or otherwise of the current Insurance/Reinsurance programme.
2. Assessment of the NUST Insurance programme with a view to identify any gaps or overlaps and extensions or liability limits in need of review.

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3. Provide timely advice on lodgement of claims and their effective administration.
4. Provide timely and quality advice on changes in the business operating environment e.g. asset values, legislative or regulatory.
5. Effectively manage the tripartite relationship of the insured, the broker and the underwriting insurance company (ies).
6. Select and continuously monitor the insurance company (ies)'s governance and risk management policies and practices, the underwriter's corporate risk and advice insured/reinsured accordingly.
7. The tender is in policies as follows: -

	<u>INSURANCE POLICIES</u>	<u>USD SUM INSURED</u>
1	ASSETS	
	BUILDINGS	USD 112,438,550.00
	<i>Theft / Burglary: Qualified</i>	USD 30,000.00
	<i>Unqualified Theft</i>	USD 3,000.00
	Money Any Other loss	USD 50,000.00
	Money Seasonal Increase	USD 50,000.00
	<i>Transit</i> - 'within Zimbabwe'	USD 30,000.00
	<i>Glass</i> - Internal & External	USD 30,000.00
	<i>Employees Personal Effects</i>	
	On the premises	USD 500.00
	Whist travelling on business	USD 1,500.00
	On personal money	USD 500.00
	Tools of trade	USD 500.00
	<i>Accidental damage on:-</i>	
	Office equipment & machinery (lai - TBA)	
	On PABX systems, Copiers & Fax Machines	USD 30,000.00

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	On tools: Including specialised Equipment: Teaching Equipment, lab equipment (Non electronic)	USD 80,000.00
	Household contents in offices e.g fridges, cutlery, kettles	USD 20,000.00
	<i>Any other loss</i>	USD 10,000.00
2	MACHINERY	USD 2,840,000.00
	Furniture & Fittings	USD 200,000.00
	Library Books	USD 1,800,000.00
	Teaching Equipment	USD 750,000.00
	DNA Testing Centre Equipment	USD 430,000.00
	Furniture	USD 500,000.00
	Tools	USD 55,009.34
3	HOUSEOWNERS	
	12 Kerr Road, Khumalo.	USD 299,000.00
	On Contents 12 Kerr Road Khumalo	USD 30,000.00
	6A Devon Road, Hillside.	USD 352,000.00
4	ELECTRONIC EQUIPMENT	
	Desk Computers, Servers	USD 2,626,728.29 (DEP)
	6 x Management Cellphones: Highest valued USD1,800	USD 9,235.01
	877 LAPTOPS	USD 859,319.77 (DEP)
5	FIDELITY GUARANTEE	
	Limit any one claim	USD 20,000.00
	Limit any one period	USD 40,000.00

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	No. of employees	1,138
6	PROFESSIONAL INDEMNITY	
	Limit of liability: On University Consultancy Services and Clinic/ Medical School Staff	USD 10,000
7	PUBLIC LIABILITY	
	limit of Liability	USD 20,000
8	<u>Umbrella Liability</u>	
	Limit of Liability	USD 100,000
9	MOTOR POLICY	
	FLEET VALUE RUNNERS	USD 2,346,443.78
	NON RUNNERS	USD 59,800.00
10	MOTOR EXCESS BUY BACK	
	FLEET VALUE	USD 2,346,448.78
	NON RUNNERS	USD 59,800.00
11	<u>Employers Residual Liability</u>	
	Estimated Annual Wage bill	USD 12,754,802.90
	Limit of indemnity	USD 19,809.85
12	COUNCILLORS PERSONAL ACCIDENT	
	NO. OF COUNCILLORS	14
	STATED DEATH BENEFIT	USD 5,003.50
	MEDICAL EXPENSES	USD 1,000.70
13	GROUP PERSONAL ACCIDENT	
	Estimated Annual Wage bill	USD 12,754,802.90
14	STUDENTS PERSONAL ACCIDENT	
	Death	USD 2000.00 (Limit)
	Medical Expenses	USD 1500.00(Limit)
	No. Of Students	14000 (Approx)

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15	BOARD/ COUNCILLORS & DIRECTORS LIABILITY	
	LIMIT OF INDEMITY	USD 1,000,000.00
16	EXTENSION ON GROUP PERSONAL ACCIDENT(ARMED UNIT)	
	Death	USD 5000.00 (Limit)
	Medical Expenses	USD 3500.00 (Limit)
	No of Guards in the Unit	12 (Approx)

	<u>MOTOR VEHICLE SCHEDULE</u>				
	MAKE	MODEL	REG NO	YEAR	CURRENT VALUE USD
1	MAZDA	B1600	AAC 6424	1992	USD 4,000.00
2	MAZDA	B1800	AAB 0178	1998	USD 5,000.00
3	MAZDA	B1800	AAB 0100	1999	USD 5,000.00
4	MITSUBISHI	CANTER	AAQ 6042	2006	USD 7,000.00
5	MITSUBISHI	L200	AAU 1299	2006	USD 5,000.00
6	ISUZU	KB250	ACO 5400	2008	USD 23,000.00
7	TRACTOR	NEW HOLLAND	TBA	2007	USD 15,000.00
8	TRACTOR	CASE 11	TBA	2007	USD 15,000.00
9	TOYOTA	REGIUS	ABU 4596	1999	USD 6,000.00
10	NISSAN	LIBERTY	ABU 4595	2000	USD 4,000.00
11	CHEVROLET	SPARK LITE	ACC 5905	2011	USD 11,000.00
12	ISUZU	JMC	ACI 9079	2012	USD 35,000.00
13	DIAMOND SOLAR	TRAILER	ACT 1433	TBA	USD 25,000.00
14	CHERRY	TIGGO	ADR 9673	2015	USD 25,500.00
15	FORD RANGER	T6	ACE 3719	2016	USD 43,160.00
16	NISSAN	NP300 D/CAB	AEX 0848	2016	USD 49,758.26
17	NISSAN	NP300 D/CAB	AEX	2016	USD 49,758.26

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			0847		
18	NISSAN	NP300 D/CAB	AEX 0871	2016	USD 49,758.26
19	NISSAN	NP300 D/CAB	AFN 1035	2020	USD 50,000.00
20	FOTON	CONQUEROR	ADR 9674	2015	USD 5,000.00
21	NISSAN	SUNNY SEDAN	ABU 7990	1998	USD 1,500.00
22	NISSAN	SUNNY SEDAN	ABU 7991	1998	USD 1,500.00
23	MAZDA	BT50	ABK3279	2009	USD 5,000.00
24	AVM	CD1780 (BUS)	AAF 3922	2000	USD 65,000.00
25	ZHONGTONG	70 SEATER BUS	ADZ 4546	2016	USD 196,000.00
26	TATA	LP909 (BUS)	AEG 3505	2015	USD 68,000.00
27	NISSAN	URVAN	ADS 2368	2017	USD 75,000.00
28	FAW GOLDEN DRAGON	70 SEATER BUS	AEG 8572	2017	USD 277,000.00
29	ISUZU	FVR TURBO	AAS 1993	2006	USD 2,000.00
30	FAW	15,180FL DROPSIDE	TBA	TBA	USD 72,000.00
31	TOYOTA LANDCRUISER 300 SERIES	LANDCRUISER VX	AGC 6587	2023	USD 160, 000.00
32	TOYOTA	HILUX D/CAB	AGE 4576	2022	USD 60,794.00
33	TOYOTA	HILUX D/CAB	AGE 4590	2022	USD 60 794.00
34	TOYOTA	HILUX D/CAB	AGE 8820	2022	USD 60 794.00
35	TOYOTA	HILUX D/CAB	AGE 7272	2022	USD 60 794.00
36	NISSAN	URVAN	AGJ 6748	2022	USD 61, 853.00
37	GOLDEN DRAGON	AMBULANCE	AGQ 1527	2024	USD 65,000.00
38	NISSAN	NAVARA S/CAB	AGH 9074	2024	USD 31, 250.00
39	NISSAN	NAVARA S/CAB	AGH 9075	2024	USD 31, 250.00
40	ISUZU DMAX	D/CAB	AGQ 7405	2024	USD 48, 500.00
41	ZHONGTONG	BUS (75	AGZ	2024	USD 219, 940.00

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	LCK1632D	SEATER)	0927		
42	ZHONGTONG LCK1632D	BUS (75 SEATER)	AGZ 3674	2024	USD 219, 940.00
43	BOXED TRAILER	TRAILER	AGU 0543	2024	USD 5, 600.00
44	OPEN TRAILER	TRAILER	AGU 0544	2024	USD 4, 200.00
		TOTAL			USD 2,286,64378
	<u>NON-RUNNERS</u>				
	MAKE	MODEL	REG NO	YEAR	CURRENT VALUE USD
1	MAZDA	B2200	AAB 0097	1999	USD 4,000.00
2	PEUGEOT	406	AAG 0212	2005	USD 800.00
3	MITSUBISHI	L200	AAU 1298	1999	USD 2,000.00
4	TOYOTA	IPSUM	ABU 4594	1991	USD 1,000.00
5	MAZDA	T3500	AAF 3921	1998	USD 6,000.00
6	MITSUBISHI	MINI BUS	AAF 4898	2005	USD 2,000.00
7	TOYOTA	HILUX	AAC 6286	1993	USD 2,000.00
8	MITSUBISHI	COLT	ACO 6491	2006	USD 3,000.00
9	CHERRY	J1	ADU 4207	2015	USD 4,000.00
10	YUTONG	MINIBUS	ABZ 6481	2011	USD 35,000.00
	TOTAL				USD 59,800.00

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Appendix A: Methodology and Work Plan (20 Marks)

{Describe the methodology and work plan you would propose to use in meeting the requirements in the statement of requirements in Part 2.}

The proposals will be evaluated on the basis of **scope coverage, management of contracts and systems, quality of risk management systems, processes and policies**. The description of the criteria and documents to be submitted are detailed in table below. The methodology and work plan will constitute 40% of the evaluation score.

Evaluation Criteria	Description	Required documentation	Max Score
Scope of the work	Refers to Extent / Depth of understanding of the service to be offered as stated in the statement of requirements. Ability to access the insurance/reinsurance programmes to mitigate the risks within NSSA. Guide in the selection of policies and the placement Insurance. Consideration will be given to superior package with greater concessions.	<ol style="list-style-type: none"> 1 Capability statement for the scope 2 Scope mapping and respective service offering 3 Coverage of all services as per the schedule of requirement and demonstrable experience of having provided the same for at least three years. Ability to demonstrate value added service beyond stated requirements will be valued. 4 Proposed approach to asset valuation, risk surveys and evaluation of the adequacy. 5 Proposed approach to environmental scanning and risk advisory 6 Proposed approach, methodology and criteria for selection of underwriter 7 Proposed service delivery channels (physical, geographical, electronic, online etc). Diverse delivery channels will be greatly valued 8 Audited financial statement for past three years (2018, 2019 and 2020) for the proposed underwriter. 	30
Management of contracts, systems	A detailed description on how the contract will be managed to deliver value for money. Timely and quality advisory on wide range of insurance issues, e.g selection of the underwriter, lodgement of claims, regulatory changes e.tc. Service level agreements, escalation matrix and other management tools used to support the contract. Innovation and flexible methodology will be highly valued.	<ol style="list-style-type: none"> 1 Distribution Network 2 Proposed value added services. 3 Draft Service Level Agreement (SLA) with key service deliverables including claims management, meeting management, renewals etc. 	10

Appendix B: Experience and qualifications (20 Marks)

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{Provide background information about the consultancy firm that is bidding for the Contract and of any other firm that is associated with this bid. State whether any of the required services will be sub-contracted. Describe the experience of the firm in performing similar consultancy Contracts, if so required by the instructions in Part 1.}

Name the key personnel who will perform the requirements under the Contract, their proposed period of engagement, including working hours and holidays, and describe their qualifications and experience in working on similar Contracts, distinguishing between foreign consultants and national (Zimbabwean) consultants. Describe any intended transfer of knowledge to consultants and other personnel in Zimbabwe and how this transfer will be achieved.}

The proposals will be evaluated on the basis of **depth of qualifications and experience of staff, organization structure and governance of the firm**. The description of the criteria and documents to be submitted are detailed in the two tables below. This part of the proposal will constitute 20% of the evaluation score.

Evaluation Criteria	Description	Required documentation
Organization & Staff capacity and management plan	Refers to the capacity of the organization to handle the contract and staff capabilities based on experience of individuals who are assigned to the delivery of goods/service. Management structure, relevant certification of key staff, training programmes for staff and proof of ongoing refresher programmes will be accessed.	<ol style="list-style-type: none"> 1 Detailed description of staff complement with organizational structure and escalation matrix for the contract 2 Detailed description of governance structure. 3 CVs for the key staff supporting the contract. 4 Relevant industry awards and recognitions of firm 5 Relevant certification of key individuals 6 Detailed history of the firm showing its experience in providing relevant services 7 Proposed approach to transfer of knowledge and training

The detailed scores are allocated as below

Criteria	Max Mark
Detailed description of staff complement with organizational structure and escalation matrix for the contract	2
Detailed description of governance structure.	2
Number of professionally qualified staff:	4
<ul style="list-style-type: none"> • Between 2-4 staff members - 2 marks 	

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<ul style="list-style-type: none"> • Above 4 staff members - 3 marks • Above 6 members - 4 marks. 	
<p>Trade References where similar contracts of same scope were undertaken (attach supporting documents). At least three contactable references will be required.</p> <ul style="list-style-type: none"> • 3– 4 Organizations – 2 marks • 5 – 6 Organizations – 3 marks • 6 -7Organizations – 4 marks. • Above 7 Organizations – 5 marks 	5
<p>Firm's experience in years after registration:</p> <ul style="list-style-type: none"> • Up to 10 years – 2 marks • Above 10 years – I mark will be awarded for every additional 5 years subject to maximum of 3marks. 	5
Proof of quality control measures regulated by a recognised authority	2
TOTAL MARKS	20

Declaration by the Accounting Officer

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

Name: MQHELE DLODLO.....

Designation: VICE-CHANCELLOR.....

Signature: .....

Date: 01/04/2025.....

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;

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(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]*

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General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of 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:

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, 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. <i>[State none if no countries ineligible.]</i>
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 <i>[state date or period of time]</i> .
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 <i>[state date or period of time]</i> .
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> <ol 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>ii. <i>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>

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GCC reference	Special Conditions
GCC 28.1	<p>Insurance to be taken out by the Contractor: <i>[The risks and the coverage shall be as follows:</i></p> <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 part with funds provided under this Contract.</i> <p style="text-align: right;"><i>[Note: Delete what is not applicable].</i></p>
GCC 30.1	<p>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></p>
GCC 35.1	<p>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></p>