

**ZIMBABWE NATIONAL FAMILY PLANNING COUNCIL (ZNFPC)
1 SWISS WAY, OFF HIGHFIELD ROAD, HARARE HOSPITAL GROUNDS
SOUTHERTON
HARARE**

BIDDING DOCUMENT

PROCUREMENT REFERENCE NUMBER:

ZNFPC DOM 02/2024

**SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF AN
ENTERPRISE RESOURCE PLANNING SOFTWARE FOR ZNFPC HEAD OFFICE**

DATE OF ISSUE: 22nd March 2024

CLOSING DATE: 23rd April 2024 (1000hrs Zimbabwean Time)

**CLOSES AT: ZNFPC HEAD OFFICE
1 SWISS WAY, OFF HIGHFIELD ROAD
SOUTHERTON
HARARE, ZIMBABWE**

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1.0. 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 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: ZNFPC IT DOM 01/2024

The Zimbabwe National Family Planning Council (ZNFPC) (hereinafter described as “the Procuring Entity”), hereby invites sealed bids from the Procurement Regulatory Authority of Zimbabwe (PRAZ) registered bidders for the Provision of an Enterprise Resource Planning Software to ZNFPC Head Office, Harare.

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. Completed Bid Submission Sheet (*must be in the bidder’s letterhead*);
2. Completed Bid Securing Declaration (*must be in the bidder’s letterhead*);
3. Price Schedule and Schedule of Requirements completed in accordance with the Instructions to Bidder. No other formats for the Price Schedule and the Schedule of Requirements will be accepted. All sections to be completed. Bidders should provide quotations inclusive of transportation, without any hidden costs.
4. Valid proof of Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in terms of section 4 of the Public Procurement and Disposal of Public Assets Act Regulations, 2018 (Statutory Instrument 5 of 2018).
5. Valid Tax Clearance Certificate (ITF263 Form).
6. Certificate of Incorporation in the country of domicile.
7. Company profile including shareholding structure.

Bidders are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Procurement Regulatory Authority of Zimbabwe website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note some of 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.

1.2 Contract Administration Fees.

The fee should be paid by bidders **only after being awarded the contract**. The fees will be determined based on the value of the contract awarded as outlined in the Part VI of the PPDP Regulations S.I. 193 of 2022.

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. 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.

1.4. Clarification

Queries pertaining to this bidding document should be addressed to the Logistics Manager, ZNFPC, P O Box ST220, Southerton, Harare, Zimbabwe, email rjojo@znfpc.org.zw, one week before the closing date i.e. before **the 23rd of April 2024 at 1000 hours Zimbabwean time**. Bidders who send their queries after this deadline will not be entertained. Responses will be sent to all bidders who will have purchased or requested the document. A prospective bidder requiring any clarification of the bidding documents shall notify ZNFPC in writing only. ZNFPC will respond in writing to any request for clarification of the bidding documents not later than four (4) days prior to the deadline for the submission of bids. Written copies of the ZNFPC's response (including an explanation of the query) will be sent to all prospective bidders. Requests for clarification and the response(s) shall form part of any final contract.

1.5 Location for the provision of audit management software

The Enterprise Resource Planning software shall be delivered to the following location:

Location	Quantity	Address
ZNFPC Harare Head Office	1	1 Swiss Way, off Highfield Road, Southerton Harare

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. Provide a valid proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in terms of section 4 of the Public Procurement and Disposal of Public Assets Act Regulations, 2018 (Statutory Instrument 5 of 2018).
2. Have the legal capacity to enter into a contract;
3. 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;
4. Have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
5. Not have a conflict of interest in relation to this procurement requirement;
6. 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;
7. Have been registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) 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. 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. A bid valid for a shorter period will be rejected as non-responsive. No bid may be modified subsequent to the deadline of submission of bids. No bid may be withdrawn in the interval between the deadline of submission of bids and the date of expiration of the period of validity of the bid specified by the Bidder in the Bid Form.

1.8. Submission of Bids

Bids must be submitted in hard copy format 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 sign a **Bid Submission Register** confirming submission of their bid that has correct details of the Bidder and the number of the Bid.

If a courier service company is being used for delivery of the submission, the tender number and description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the tender box. Where a submission is not in the tender box at the time of the submission due date, such a submission will be regarded as a late submission. The Procuring Entity will not consider any late submissions.

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

*The bid must be submitted **Sealed, Bound and in triplicate** i.e. one clearly labelled original and the other two (2) copies. In the event of any discrepancy between them, the original shall govern. The original document shall clearly be labelled '**original**' and copies labelled '**copy**'. The original document shall take precedence in case of any variation with the copies.*

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify the bidder who has collected the bidding documents of the amended bid submission deadline.

Date of deadline: 23rd April 2024 Deadline Time: 1000hrs
(Zimbabwean Time)

Submission address: **Zimbabwe National Family Planning Council, 1 Swiss Way off Highfield Road, Southerton, Harare, Zimbabwe**

Means of acceptance: Bids must be enclosed in sealed envelope and bid must be **properly** bound and endorsed on the outside with the tender number, the description, and the closing date and placed in ZNFPC tender box.

1.9. Bid opening

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

1.10. Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify their 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.

1.11. Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Bidder must complete **Annexure A** (*Bid Submission Sheet*).
2. Bidder must complete **Annexure B** (*Bid Securing Declaration*).
3. 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. (*See Annexure C*)
4. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements; (*See Annexure D*)
5. Financial Evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid. (*Please complete Annexure E*)
6. Presentations will be done and also note that the procuring entity reserves the right to choose the best presentations regardless of price offered. Hence the award criteria is not solely based on pricing.

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

1.12. Currency

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

Payment of the deposit will be done as provided for and agreed to within the agreement. Payment will be done in the **United States Dollars Nostro** as would be agreed after successful supply, delivery, installation and commissioning of the software.

1.13. Award of Contract

The lowest evaluated bid which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be done 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.

1.14. 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.

1.15. 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.

ANNEXURE A: 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: ZNFPC DOM 02/2024

Subject of Procurement: Enterprise Resource Planning Software

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:	
.....	

ANNEXURE B: BID-SECURING DECLARATION

(To be on a letterhead of the bidder)

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

Procurement Reference number:

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

Bidder's Reference Number:

To: *{full name of Procuring Entity}*

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from being eligible for bidding for any contract with a Procuring Entity in Zimbabwe for a period to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, upon our receiving your notification to us of the name of the successful Bidder; or twenty-eight days after the expiration of our Bid, whichever is the earlier.

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

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

(All information submitted will be treated with utmost confidentiality)

Eligibility

Companies eligible for this tender must meet the following criteria:-

1. Bidders **must complete** Annexure A: Bid Submission Sheet, Annexure B: Bid Securing Declaration and Annexure E: Price Schedule.
2. Valid proof of Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in terms of section 4 of the Public Procurement and Disposal of Public Assets Act Regulations, 2018 (Statutory Instrument 5 of 2018).
3. Valid Tax Clearance Certificate (ITF263 Form).
4. CR14 or CR6 Forms
5. Company profile including shareholding structure
6. Certificate of Incorporation in the country of domicile.
7. The bidder must provide **USD Nostro Banking Details** on the organization's letterhead **stamped** and **signed** by all directors on the CR14 forms.
8. The bidder should provide the following financial information as an attachment to their bids;
9. At least three (3) reference letters that are traceable.

ANNEXURE D: TECHNICAL SPECIFICATION AND COMPLIANCE SHEET

Part 2: Statement of Requirements

Name of Bidder:

Bidder's Reference Number: ZNFPC DOM 02/2024

The Software must comply with following Technical Specifications and Standards:

Bidders are expected to demonstrate and vouch for their capacity by meeting the technical criteria.

2.0 TECHNICAL SPECIFICATION AND COMPLIANCE SHEET

Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

The Goods and Related Services must comply with following Technical Specifications and Standards:

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

Important Information and Instructions to bidders

Bidders must compulsorily complete the tables provided below per module.

NB: An 'X' on the table means the requirement is mandatory and not optional. ZNFPC reserves the right to reject bids that do not meet the mandatory requirement.

FINANCE AND ADMINISTRATION REQUIREMENTS

PLEASE TAKE NOTE: Number of Concurrent Users- FIFTY (50)

Process	Required specifications/functionality	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail
Reporting	The system should have a chart of accounts that is compatible with the Zimbabwe Financial Reporting Manual (ZFRM) as well as the International Public Sector Accounting Standards (IPSAS)	X	
Reporting	The system should produce the following mandatory reports at revenue center level as well as the consolidated ones; Consolidated Statement of Financial Position, Statement of Financial	X	

	Performance, and Statement of changes in Net Assets. Cash flow statement, as well as Statement of Comparison of budgets to actual amounts (variance analysis).		
Transacting and reporting	The following Accounting modules are required; Cash book, General Ledger, Accounts Payables, Accounts Receivables, Fixed Assets, Inventory management, Sales module for real time receipting. A receipting system should be Taylor made to suit our requirements for the clinics, the warehouse as well as the catering and accommodation unit	X	
Reporting	The system should be able to produce categorize transactions and reports for at least nine (9) revenue centers within the company.	X	
Accessibility	50 Concurrent users at a given time with more than one hundred and fifty (150) user accounts.	X	
Licensing	Non-excludability of entity's computers unspecified at the date of licensing by service provider.	X	
Implementation period	Implementation capable of not exceeding two (2) months across the entity.	X	
Reporting	The system should be able to consolidate transactions and reports for at least nine (9) revenue centers.	X	
Reporting	The system should be able to departmentalize costs for the operations within the company.	X	
Monitoring and supervision	The Finance Manager / Head Office Accountant should have access to view transactions / reports for all revenue centers.	X	
Foreign transactions	The system should provide options to use foreign currency for designated cash books and the flexibility to factor in applicable exchange rates.	X	
Report generation	The system should be able to generate reports that than be spooled and saved as well as spool and print.	X	
Reporting	The system should generate reports directly to PDF formats and excel.	X	
Reporting	The system should provide the ability to view/rerun previously generated reports.	X	
Reporting	The system should allow print preview of all reports before printing and have print screen functionality.	X	
Reporting	Should be able to design and run an ad-hoc report.	X	
Reporting	The system should have an asset register	X	
Receipts	Ability to provide pre-coded templates for ease of input.	X	
Receipts	Ability to enter comments (to be used internally) at time of receipt.	X	
Receipts	Ability to reprint duplicate receipts.	X	

Receipts	Ability to accommodate multiple payments for an invoice.	X	
General Ledger	The software must provide an easy method to inquire real-time account balances.	X	

Process	Required specifications/functionality	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail
General Ledger	The software must track the user of each transaction Audit Trail and such record should not be capable of deletion.	X	
General Ledger	The software must provide consolidation codes for cross departmental and organization consolidating reports.	X	
General Ledger	Ability to provide historical records for every financial transaction as a complete audit trail.	X	
General Ledger	Ability to generate and index traits based on user-defined criteria.	X	
General Ledger	The software must automatically interface all automated financial application functions, including:- <ul style="list-style-type: none"> • Accounts payable • Accounts Receivable • Budgeting • Cash Receipts Processing • Inventory • E-procurement • POS • Human resource module 	X	
General Ledger	The software must provide comparative financial information, including comparisons for current information with the same period last year. YTD last year, financial position at the end of last year, current operating budget, and with an annual finance plan (budget allocations)	X	
General Ledger	The software must calculate and present amount expended for each account as a percentage of annual budget, including open encumbrances and YTD expenditures.	X	
General Ledger	Ability to prevent deletion of an account with activity in any period.	X	
General Ledger	The software must allow authorized users to select certain information from the general ledger to prepare special one-time or recurring financial analysis.	X	
General Ledger	The software must allow for multiple months and fiscal years to remain open simultaneously.	X	

General Ledger	The system must allow authorized users to override the budget.	X	
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Process	Required specifications/functionality	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail
General Ledger	The software must have security to authorize a user to approve PO's and/or invoices.	X	
General Ledger	Ability to accommodate real-time on-line inquiry capability for the following items:- <ul style="list-style-type: none"> • Beginning Budget Balance • Year-to-Date Budget Activity • Current Budget Balance • Unspent/Remaining Budget Balance • Beginning Transaction Balance • Year-To-Date Transaction Activity • Current Transaction Balance 	X	
General Ledger	Ability to drill down from summary account totals to the underlying detailed transaction.	X	
General Ledger	Ability to prevent deletion of an account with activity in any period.	X	
General Ledger	Ability to sort, query, or view any element of the chart of accounts by its text description.	X	
General Ledger	Ability to automatically interface the general ledger, banks and fixed asset.	X	
General Ledger	Ability to pre-generate reference numbers.	X	
Journals	Ability to accept both standard and recurring journal entries, with both the amount and account recurring.	X	
Journals	Ability to drill-down from any field within the journal entry screen.	X	
Journals	Ability to accommodate reversing journal entries with authorization.	X	
Journals	Ability to provide for budget control by checking available funds before posting.	X	
Journals	Ability to provide default data within journal field (e.g year, date, period.)	X	
Closing & Adjustments	The system should allow user-initiated carry forward of user-selected encumbrances.	X	

Process	Required specifications/functionality	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail

Closing Adjustments	Ability to roll over encumbrances, reverse the rollover, and re-roll once the fiscal year has closed.	X	
Closing Adjustments	Ability to reopen a closed period multiple times with appropriate security levels and authorization.	X	
Closing Adjustments	Ability to prevent transactions from being processed in closed prior years and unopened future years.	X	
Reports	The system should be able to generate the following reports:- <ul style="list-style-type: none"> • Account History • Detailed transaction journal • Budget journal • Budget to Actual Expenditures (for any user-defined date or period range) • Budget to Actual Revenue estimates (for any user-defined or period range) • Department Budget (including both actual and budgeted amounts) for any user-defined date or period range • Trial Balance • Statement of Financial Position • Income Statement • Statement of Changes in Reserves • Statement of Cashflows • Chart of Accounts Listing 	X	
Reports	Ability to sort queries and reports based on any element (e.g date range, period range, individual account number range etc.)	X	
Reports	Ability to produce combined financial statements.	X	
Reports	Ability to produce cash flow statements	X	
Reports	Ability to produce departmental trading accounts.	X	

Process	Required specifications/functionality	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail
REPORTS	Ability to capture and report transactions in multi currencies	X	
REPORTS	Ability to produce fixed asset register by class, department and general listing	X	
ACCOUNTS PAYABLES	Ability to maintain an accumulated purchases history for each vendor in system	X	
ACCOUNTS PAYABLES	Ability to change vendor name without losing history	X	
ACCOUNTS PAYABLES	Ability to maintain a history of payments made to vendor	X	

ACCOUNTS PAYABLES	Ability to age accounts payables	X	
ACCOUNTS RECEIVABLES	The system must allow Aging of Accounts receivables	X	
INVENTORY	The system must accommodate various stock valuation methods	X	
INVENTORY	Define and enter new inventory items including all item attributes with an Item Template	X	
INVENTORY	Ability to update or change item attributes or description	X	
INVENTORY	Must have common units of measure	X	
INVENTORY	Enter serial numbers for some items	X	
INVENTORY	Stock ageing analysis		
Sales and Marketing			
Process	Required specifications/functionality	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail
Sales Cash Receipt	System must be able to create, store, retrieve, edit and delete cash receipts. Cash receipts should include the following information: <ol style="list-style-type: none"> 1) Date 2) Customer name 3) Goods description / service offered 4) Quantity 5) Value of goods/ services offered 6) Person who generated receipt 7) Currency used to pay 	X	
Sales Sales invoice	System must be able to create, store, retrieve, edit and delete sales invoices. Sales invoices should include the following: <ol style="list-style-type: none"> 1) Date 2) Customer name 3) Invoice number 4) Goods description/ services offered 5) Quantity 6) Value of goods/services offered 7) Person who generated the invoice 8) Currency used to pay 	X	
Sales Quotation	The system must be able to create, store, retrieve, edit and delete quotations. Quotations should include the following information <ol style="list-style-type: none"> 1) Date 2) Customer name 3) Goods description/ services description 4) Quantity 	X	

	5) Price currency 6) Person who generated quote Terms and conditions sections 7) Quotation validity period 8) Lead time 9) Banking details to appear on all quotations		
Process	Required specifications/functionality	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail
Sales Profoma Invoice	System must be able to create, store, retrieve, edit and delete profoma invoices. Profoma invoices should include the following information: <ol style="list-style-type: none"> 1) Date 2) Customer name 3) Order number 4) Goods description / service offered 5) Quantity 6) Price who generated profoma Terms and conditions section <ol style="list-style-type: none"> 7) Profoma invoice validity period 8) Lead time 9) Banking details 	X	
Sales Credit sales	<ol style="list-style-type: none"> 1) System must be able to synchronize sell to customer order. Each credit sale should be linked to customer order. 2) Ability to set credit limits for all credit sales 	X	
Sales Goods Returns	Ability the capture returns. Form to include the following fields <ul style="list-style-type: none"> • Date • Customer Name • Discount % • Reason • Order Number / Receipt Number • Order Value 	X	
Sales Prices	System should not allow low level users to alter prices. Form to include the following fields: <ul style="list-style-type: none"> • Date • Changed by • Authority • Reason • Percentage change System should have a multi-currency module		
Sales	<ol style="list-style-type: none"> 1) System should prevent operator from effecting changes without authorization from seniors / higher level. 2) System should provide requests for appropriate approvals. 	X	

	3) System should show sales transactions on the manager's computer (real time)		
Reports	<p>1) System should generate, daily, weekly, monthly and annual sales reports. Reports should highlight specific details such as:</p> <ul style="list-style-type: none"> • Date which transaction occurred • Name of customer and value sold to customer/ value of services offered to client • Quantity sold <p>2) System should group sales in relation to product lines eg Secure, Control</p> <p>3) System should generate monthly, quarterly and annual total sales per customer</p> <p>4) System should present report in graphical, tabular and textual form</p>		

HUMAN RESOURCES

Process	Required specifications/functionality	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail
Transacting and reporting	A payroll system to process remuneration to at least one thousand (1 000) employees but provisioned to be extendable to a capacity of two thousand (2 000) employees in the future.	X	
Database	A Human Resources Management Information System should be incorporated in the ERP for purposes of capturing and maintaining employee information.	X	

ICT REQUIREMENTS

Process	Requirement	An X means the requirement is mandatory	Bidders statement of compliance
Application/System	System must run on windows server Operating system	X	
Application/System	System must be modular and scalable	X	
Application/System	System must be cloud based	X	
Application/System	System must have data entry and must allow multiple concurrent users	X	
Electronic business	The system and database must allow for integration and interfacing with other database solutions	X	
Other requirements	The vendor must demonstrate or prove the system ability to operate properly with large user, data and transaction volumes	X	

Other requirements	Access control can be customized by user of group	X	
Other requirements	Allow controlled/limited access based on <ul style="list-style-type: none"> - Authorization level - Customer access level - Specific menu functions - Specific fields (create, view, update, delete) - Specific function keys - Elements/records (eg restrict access to all accounts relating to specific cost centre) - 	X	
Other requirements	Vendor must maintain and offer adequate and current user, technical and training documentation for all system modules and functions	X	
Reporting	Allow for using generally available tools such as MS Excel, word and adobe to define report layout	X	
Reporting	Publish a report directly from the application environment in multiple formats (Excel, PDF word document)	X	
Security/Authorization	User access authorization control: group security profiles, access level (module, program, field, options, functions), user authentication capabilities	X	
Support	The vendor must be able to provide support whenever needed (24/7 basis).	X	
Archive	Provide ability to archive record to alternate media storage	X	
Audit Trail	Produce visual displays of audit trail electronic record data	X	
Audit Trail	Ability to produce visual displays of audit trail electronic record metadata	X	
Audit Trail	Record any event that create, modify or delete electronic records	X	
Audit Trail	All audit tray entries must be computer generated with a date, local time operator name/id, terminal #, action and reason for action	X	
Audit Trail	Keep all entries for original, modified and deleted	X	
Audit Trail	All audit trail entries must be linked to the associated electronic record	X	
Audit Trail	Restricting users from altering the audit trail	X	
Backup	Ability to schedule automatic backup and transfer data to alternative media	X	
Backup	Ability to load backup application software and records back into the system	X	
Backup	Ability to test backup in a simulated environment	X	

Reports	Produce printouts and electronic record data	X	
Reports	Produce printouts and electronic record metadata	X	
Security	Provide multiple user access levels and assign user rights and privileges based upon the assigned job and function	X	
Security	No two individuals have the same user access account	X	
Security	Ability to enforce password age and complexity	X	
security	Enforce a password length criteria	X	
security	Use encrypted passwords if they are written to a file	X	
security	Automated authority checks to ensure authorized access to a system input or output device	X	
security	Provide system login history	X	

NB Please note that failure to meet any of the technical specifications will result in automatic disqualification

.....

Name in Capitals ***Authorised Signature*** ***Position***

ANNEXURE E: PRICE SCHEDULE

2.1 LIST OF GOODS AND PRICE SCHEDULE

Item No ¹	Description of Goods	Quantity ²	Unit Price USD	Total Price (USD)
			[to be provided by the Bidder]	[to be provided by the Bidder]
1	Enterprise Resource Planning Software (As per technical specification sheet)	1		

The price to be quoted in the Price Schedule must be the total price of the bid. The bidder should clearly state components and charges and the bidder should include all costs, annually, up to license fees for 3 years

2.2: DELIVERY SCHEDULE

Name of Bidder:

Bidder’s Reference Number.....

{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

ItemNo	Description of Goods	Qty	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder’s offered Delivery period
					{to be provided by the Bidder}
1	Enterprise Resource Planning Software (As per technical specification sheet)	1	EACH	4 WEEKS	

The delivery period required is measured from the date of issuance of Purchase Order to the Bidder.

2.4 DECLARATION BY THE ACCOUNTING OFFICER

I, **Farai Machinga**, declare that the procurement is based on neutral and fair technical requirements and bidder qualifications in terms of Section 27(2), 28, 38 (1) and 40 of the PPDPA Act and Section 18 and 20 of the Public Procurement and Disposal of Public Assets (PPDPA (General) Regulations)

Signature..... Date/...../ 2024

PART 3: CONTRACT (Condition: Below is the deemed contract in design, form and terms. The Council may vary the foregoing depending on circumstances obtaining and arising).

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

Procurement Reference: DOMESTIC ZNFPC DOM 02/2024

THIS CONTRACT AGREEMENT is made the day of,

BETWEEN

- (1) **Zimbabwe National Family Planning Council**, a corporation incorporated under the laws of Zimbabwe and having its principal place of business at **1 Swiss Way, off Highfield Road, Southerton, Harare** (hereinafter called “the Procuring Entity”), and
- (2) a corporation incorporated under the laws ofand having its principal place of business at (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain Services, viz., and has accepted a Bid by the Contractor for the supply and delivery in the sum of (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;
- 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.

SIGNED & SEALED BY

For and on behalf of the Contractor

Name.....	Signature.....
Designation.....	Date.....
FOR	
In the presence of	
Witness.....	Signature.....
Designation.....	Date.....
FOR	

SIGNED & SEALED BY

For and on behalf of the Procuring Entity

SIGNED & SEALED BY	
.....
The Executive Director	Date
FOR Zimbabwe National Family Planning Council	
In the presence of	
Witness.....	
Designation.....	DATE.....
FOR Zimbabwe National Family Planning Council	

3.1 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.

3.2 Special Conditions of Contract

Procurement Reference Number: **ZNFPC DOM 02/2024**

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC reference	Special Conditions
GCC 7.4	Ineligible countries: Only Zimbabwean companies domiciled therein are eligible
GCC 18.1	<p>Liquidated damages</p> <p>Except as provided under GCC Clause 14, if the Contractor fails to deliver the services by the Date(s) of delivery within the period specified in the Contract, the Procuring Entity may, in accordance with section 88 of the Act, without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the delivered price of the delayed services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those SCC. Once the maximum is reached, the Procuring Entity may terminate the Contract pursuant to Clause 16</p>
GCC 19.1	Commencement of Services: The date or period of time for commencement of services is upon signing of contract
GCC 22.3	Payment schedule: The terms of payment shall be effected within 30 days of delivery of service.
GCC 23.1	<p>Price adjustment:</p> <p>The Contract price shall be fixed for the duration of the contract period. Price Adjustments may be considered when;</p> <ol style="list-style-type: none"> 1. There is change in government policy; 2. There is a significant shift within RBZ Interbank Rates; <p>In any case above, a maximum of 20% will be the variation. In the event of variation, both parties shall agree to the variation in writing.</p>
GCC 24.2	Payment procedure: Provide tax compliant invoice and detailed job card to effect payment. No payment will be effected without the compliant tax invoice and detailed job card.
GCC 30.1	Terms of Payment: Payments will be processed through bank payable in USD\$ Nostro

ANNEXURE F: NOTIFICATION OF CONTRACT AWARD

Date.....

Bidder Address.....
.....

Dear Sir

RE: TENDER REF: ZNFPC DOM 02/2024: PROVISION OF ENETRPRISE RESOURCE PLANNING SOFTWARE

The above tender refers.

We are pleased to inform you that your company has been awarded a Contract under the above referenced tender.

The following documents should be submitted to the Procuring Entity within 5 days:

1. Signed Contract Forms x 3
2. Contract administration fee receipt or proof of payment. (If applicable)

Please be advised that you are required to sign the Contract Forms and endorse with your company stamp and return the copies within 5 working days from receipt of this letter.

We kindly request you to acknowledge and confirm receipt of the above-mentioned documents.

We thank you for the usual and continual support.

Yours faithfully

F. Machinga (Mr)

EXECUTIVE DIRECTOR