

RURAL ELECTRIFICATION FUND



BIDDING DOCUMENT FOR THE PROVISION OF CONSULTANCY SERVICES FOR ENVIRONMENTAL IMPACT ASSESSMENTS FOR SIX COMMUNITY SOLAR PV MINI-GRIDS FOR THE RURAL ELECTRIFICATION FUND(REF).

COMPETITIVE DOMESTIC TENDER

TENDER NUMBER: REF/COMP/17/08/2021

CLOSING DATE: 16 SEPTEMBER 2021

CLOSING TIME: 1000HOURS

COST OF TENDER DOCUMENT: FREE

DATE OF ADVERT: 20 AUGUST 2021

SUBMISSION OF BIDS/TENDERS

All bids/tenders must be deposited in the Tender Box located at:

Rural Electrification Fund(REF)
Room 713 7thFloor, Megawatt House
44 Samora Machel Avenue
HARARE
ZIMBABWE

RURAL ELECTRIFICATION FUND



DECLARATION BY THE ACCOUNTING OFFICER IN TERMS OF SECTION 19(2)(C) OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS REGULATIONS, 2018.

TENDER NUMBER: REF/DOM/17/08/2021

TENDER DESCRIPTION- Provision of consultancy services for Environmental Impact Assessments for six community solar pv mini-grids for the Rural Electrification Fund (REF).

DECLARATION

The procurement for the tendered services is based on neutral and fair technical requirements and bidder qualifications.

Signed

.....
J.V MASHAMBA
CHIEF EXECUTIVE

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Annexure 2: Letter of Tender Form Sample

1.0 SCOPE OF SUPPLIES

This document is a Bidding Document(BD) for the provision of consultancy services for Environmental Impact Assessments(EIA) for six community solar PV mini-grids for the Rural Electrification Fund(REF). The sites are as shown in the table below.

The full scope of tender are provided on the relevant clause of the Bidding Document.

Lot No	DESCRIPTION
1	Provision of EIA for Hwakwata site in Chipinge District,Manicaland Province,Zimbabwe.
2	Provision of EIA for Chiwenga site in Muzarabani District of Masonaland Central Province,Zimbabwe.
3	Provision of EIA for Chiwore site in UMP District,Mashonaland East Province,Zimbabwe.
4	Provision of EIA for Dete site in Hurungwe District,Mashonaland West Province,Zimbabwe.
5	Provision of EIA for Chitulipasi site in Beitbridge District,Matabeleland South Province,Zimbabwe.
6	Provision of EIA for Gandavaroyi site in Gokwe North District,Midlands Province,Zimbabwe.

2.0 TERMS AND CONDITIONS TO BE OBSERVED IN TENDERING

2.1 Terms and conditions

The tender and any contract shall be governed by the Public Procurement and Disposal of Public Assets Act (Cap 22:23) and Public Procurement and Disposal of Public Assets regulations,2018 as amended. Orders will be placed by and/or contracts entered into by and between the Rural Electrification Fund (REF) and the successful bidder after approval of the tender in whole or in part by Rural Electrification Fund (REF). REF shall not accept any liability for any order/contract(s) which does not bear the authentic signature of anyone of the authorized signatories at the time of placement of the order/contract. The authorized signatories are the Executive Director Finance, and the Chief Executive.

The Tenderer must acquaint himself/herself with the "Terms and conditions to be observed in tendering". The Purchaser shall not be responsible for any misunderstanding of incorrect information however obtained except information given in writing by the Purchaser.

2.2 Cost of Tender

Bidders shall bear all costs associated with the preparation and submission of their bids.

REF will be not responsible or liable for any such costs incurred by the bidders, regardless of the outcome of the Tender Process.

2.3 Tender Documents

Suppliers are expected to examine carefully the whole tender document. Failure to furnish all the information required in the bid document or submission of Tender not substantially responsive to the said document in every respect will be at the Supplier's risk and will result in the rejection of the bid.

2.4 Tender Queries and Clarifications

All queries regarding the tender shall be forwarded by the bidder in writing on duly signed company letterhead and emailed on the following email address: kchinembiri@rea.co.zw and buyer@rea.co.zw , not less than five(5) working days from the closing date of the tender. Clarifications/Responses pertaining to the queries received shall uploaded on REF website address www.rea.co.zw on the notice board page. It shall be the responsibility of bidders to continuously check the website for such clarifications/quiry responses. If a prospective tenderer sends a query less than the stated days above, the query may not be responded. Any neglect, delay or failure on the part of the Tenderer to obtain additional information on the above or any other matters, which the tenderer considers necessary, shall not relieve him/her from responsibility as a Tenderer. Only bidders facing challenges in receiving responses to their quiries may call the Procurement Administrator on 0719 409 691.

2.5 Tender Responses

Suppliers wishing to respond to the tender must submit three (3) copies of their responses, deposit a sealed envelope in the Tender Box situated at:

Rural Electrification Fund
Room 713 7th Floor, Megawatt House
44 Samora Machel Avenue
Harare
Zimbabwe

By not later than 10.00am on the advertised closing date. Prospective suppliers may attend the opening of tender at Megawatt House, 7th Floor on the above closing date and time.



2.12 Company Profile

The company profile to include financial details such as Banking Institution Name; Branch; Town/City; Bank Account Number; Type of Account; Account Holder Name; and Sort/Swift Code. VAT registered companies to provide vat number. Provide full name of a person who is authorized to sign for and behalf of the company, cell phone number, email and physical address. Submit at least three(3) Trade Reference letters from customers where similar services where provided or goods supplied.

2.13 Bid Preparation

The bid must be typewritten. Handwritten bids will not be accepted and will be rejected. Bids shall be properly spirally bound. A clearly labeled table of contents with correct page numbers or index must be provided on the second page of the bid document. Company name, tender number, tender description, closing date must be displayed on the cover page of the bid document.

2.14 Bid Bond/Security

The Bid bond for this tender shall be ZW\$50,000.00 payable using the following options (S.I 5 of 2018 section 26):

Option 1

A certified bank cheque; or

Option 2

A bank guarantee; or

Option 3

A cash deposit to Procurement Regulation Authority of Zimbabwe (PRAZ)

NB: If Option 3 is chosen please note that the Tenderer must pay a non-refundable Bid Bond/Bid security establishment fee of ZW\$12,000.00 to the Procurement Regulatory Authority of Zimbabwe in line with S.I. 219 of 2020 PART V item 2. The Bid Bond/Security shall be valid for sixty days after the closing date of this tender and the original proof of payment must be submitted together with the bid.

2.15. Companies owned by same person

No bidder may submit more than one bid, either individually or as a joint venture partner in another bid, except as a subcontractor and 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.

3.0 EVALUATION CRITERIA

The evaluation criteria of the tender shall include the below listed requirements. Bidders who fail to comply with any of the clauses below shall be disqualified from the tender as their bid will not be compliant.

- 3.1 Compliance to technical specifications-Bidders must comply with the technical (scope) specifications of the tender as provided on clause 11 of the Bidding Document.
- 3.2 Pricing format-Bidders shall use the following pricing format without fail. Failure to use the correct pricing format may lead to disqualification:

Lot No	ITEM DESCRIPTION	Price(USD) VAT Exclusive	Price(ZW\$) VAT Excl	VAT 14.5%	Total price(ZW\$) Incl VAT
1	Provision of EIA for Hwakwata site in Chipinge District,Manicaland Province,Zimbabwe.				
2	Provision of EIA for Chiwenga site in Muzarabani District of Masonaland Central Province,Zimbabwe.				
3	Provision of EIA for Chiwore site in UMP District,Mashonaland East Province,Zimbabwe.				
4	Provision of EIA for Dete site in Hurungwe District,Mashonaland West Province,Zimbabwe.				
5	Provision of EIA for Chitulipasi site in Beitbridge District,Matabeleland South Province,Zimbabwe.				
6	Provision of EIA for Gandavaroyi site in Gokwe North District,Midlands Province,Zimbabwe.				

Exchange rate used:

Attach proof of exchange rate from the bank:

NOTE

- Dual pricing in terms of Statutory Instrument (S.I) 185 of 2020-Bidders must quote their bid prices both in USD and the RTGS currency using the prevailing exchange rate. **Bidders must state the exchange rate used.**
- Bids that use a non existent exchange rate shall be rejected as non compliant.
- Bidders must STATE the exchange rate used and ATTACH the proof of the exchange rate used. Attach proof from the bank without fail.
- Payment shall be strictly in local currency at the prevailing exchange rate.

- The ZW\$ prices shall be used for purposes of tender evaluation.
 - Bidders MUST state clearly whether they charge VAT or not.
 - All bidder should quote using the above format and failure to do so may lead automatic disqualification of the bid.
- 3.3 Company profile with the following documents attached:
- Certificate of incorporation
 - Tax clearance certificate
 - CR14
 - CR6
- 3.4 Proof of registration with Zimbabwe Revenue Authority (ZIMRA) - in the form of a valid current tax clearance certificate ITF 263 and VAT registered companies in addition to submit VAT Certificate.
- 3.5 **Reference/experience:** Bidders must attach reference letters for two(2) projects successfully completed in Zimbabwe.
- 3.6 Bidders must attach proof of compliance with the bid bond requirements as per clause 2.14 of the RFP without fail. Failure to comply will result in disqualification of the bid.
- 3.7. Delivery period-The winning bidder is required to deliver the services in full within a period of six weeks without fail.
- 3.8 Proof of PRAZ registration-Bidders must attach proof of Procurement Regulatory Authority of Zimbabwe(PRAZ) registration on the relevant category.
- 3.9 Bid validity of a minimum of 60 days is required. Bidder must clearly state a bid validity of 60 days.
- 3.10 The EIA Prospectus should be carried out by consultants who are registered with the Environmental Management Authority (EMA) with competent personnel in the following areas of;
- Environmental specialist
 - Socio Economist
 - Archeologist
 - Hydrologist
 - Geologist
 - Renewable energy
- Requirement:
- Bidders must attach proof of current registration with EMA without fail.
 - Bidders must attach their team structure without fail.
 - Bidders must attach proof of their team qualifications without fail.
- 3.11 Tenders must be submitted in three (3) copies and the ORIGINAL” copy must be clearly marked.
- 3.12 The Bidders must attach with the bid documents a duly filled in and signed Declaration on Non-Engagement in Corrupt or Fraudulent Practices Form Annexure 2
- 3.13 The bidder must submit with the bid a duly filled in and signed attached Form of Tender Annexure 3.



4 FINANCIAL INFORMATION

All prices must be inclusive of costs required by the bidder to perform the contract as required.

All VAT registered supplier must show VAT separately in their bid.

The tender shall be awarded to the lowest bidder to specification.

5 AWARD CRITERIA

The tender will be awarded to the lowest priced bid to specification per lot. Rural Electrification Fund will advise the successful and unsuccessful bidders in writing.

6 CONTACTING THE PURCHASER

Any effort by the bidder to influence REF in the tender evaluation, tender comparison, and contract award or order placement decisions will result in the rejection of the bidder's bid.

7 CONFIDENTIALITY

After the public opening of tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations concerning the award of the contract shall not be disclosed to bidders or other persons not officially concerned with such process until the award of contract is announced. **No bidder shall contact the Purchaser on any matter relating to his** tender, from the time of the tender opening to the time the tender is awarded. Any bidder in possession of confidential tender information will be obliged to reveal the source of information and/or face disqualification of his/her tender.

8 CORRUPT OR FRAUDULENT PRACTICES

Rural Electrification Fund requires that Tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign and submit together with the bid the attached form (Annexure 2), that states that she/he has not or will not be involved in corrupt or fraudulent practices.

Rural Electrification Fund will reject a proposal for award if it determines that the tenderer has engaged in corrupt or fraudulent practices in competing for the contract. A Tenderer who is found to have indulged in corrupt or fraudulent practices will be automatically disqualified.

9 SUBMISSION OF BIDS

9.1 The tender must be enclosed in sealed envelopes, endorsed on the outside with the advertised tender number, the closing date and description of tender and must be send by courier in time to be deposited or deposited in the Tender Box situated at, **Rural Electrification Fund, Room 713 7th Floor Megawatt House, 44 Samora Machel Avenue, Harare**, before 10.00 hours on the closing date notified.

9.2 Tenders which are properly addressed to the Procurement Administrator in envelopes with the advertised tender number, the closing date and tender description endorsed on the outside are not opened until the closing date and time.

9.3 Note: Tenders which are not received by the closing date and time whether by hand or by courier will be rejected as late tenders.

9.4 Tele-fax and e-mail bids are not accepted i.e. electronic bidding is not accepted.

9.5 Any tender submitted that does not fully comply with the above terms and conditions will be rejected without further consideration as will tenders received after the published closing date.

9.5.1 Bidders are required to adhere to the instructions regarding preparation and submission of tenders as those who do not comply will be disqualified.

9.6 Tenderers are free to attend and witness the public tender opening at the above captioned address. The opening ceremony shall be done on the tender closing date soon after the closing time.

10 RIGHT FOR ACCEPTANCE OR REJECTION OF ANY OR ALL BIDS

The Fund reserves the right to accept the whole or part of the tender. The Agency reserves the right to accept or reject any bid and to annul tendering process and reject all bids at any time prior to award of contract/order, without incurring any liability to the affected Tenderer(s) or obligations to inform the affected Tenderer(s).

11. SCOPE OF WORK FOR THE TENDER

The full scope of the projects site listed above are as stated below. Bidders must study the project size, location when developing their bids.

LIST OF PROJECTS

Carry out & submit Reviewed EIA Prospectus for the following projects.

Lot 1. Manicaland Province Chipinge District Hwakwata Solar Minigrid

Lot 2. Mashonaland Central Province Muzarabani District Chiwenga Solar Minigrid

Lot 3. Mashonaland East Province UMP District Chiwore Solar Minigrid

Lot 4. Mashonaland West Province District Hurungwe Dete solar Minigrid

Lot 5. Matabeleland South Province Beitbridge District Chitulipasi Solar Minigrid

Lot 6. Midlands Province Gokwe North District Gandavaroyi Solar Minigrid

Project Name; Hwakwata
Off grid project PV-battery system
Plant site GPS coordinates ; Latitude: -20.82598°; Longitude: 32.45713°
Plant size PV generator- 135kw
Battery storage: 552kWh
Solar power plant land required: 6000 m2
Total LV reticulation line length: 4,2 KM- 3 phase 4 wire

Customers: Hwakwata primary school, Hwakwata clinic, Hwakwata business centre (retail shops and productive use - 13), Hwakwata village (50 households)
The Project is valued at USD: 487,746.14

Project Name; Chitulpasi
Off grid project PV-battery system
Plant site GPS coordinates ; Latitude: -22, 1898°; Longitude: 30, 781825°
Plant size PV generator- 120kw
Battery storage: 496.8kWh
Solar power plant land required 5000m²
Total LV reticulation line length 6,28km - 3 phase 4 wire
Customers: village
i. Households 27
ii. Primary school
iii. Business Centre
iv. Secondary School
v. Clinic
vi. Police Post
vii. VET & AREX
The Project Estimate value USD 865,000.00

Project Name; Gandavaroyi
Off grid project PV-battery system
Plant site GPS coordinates ; Latitude: -17.2938°; Longitude: 29.1226°
Plant size PV generator- 96kw
Battery storage: 336kWh
Solar power plant land required 4000m2
Total LV reticulation line length 2km - 3 phase 4 wire
Customers:
i. Primary school
ii. Business Centre
iii. Secondary School
iv. Clinic
v. Campfire
vi. VET & AREX

The Project Estimate value USD 400,000.00
<p>Project Name; Chiwore</p> <p>Off grid project PV-battery system</p> <p>Plant site GPS coordinates ; Latitude: - 17.20414 °; Longitude: 31.75616 °</p> <p>Plant size PV generator- 60 kw</p> <p>Battery storage: 165.6 kWh</p> <p>Solar power plant land required: 1000 m2</p> <p>Total LV reticulation line length: 5.3 KM- 3 phase 4 wire</p> <p>Customers: Chiwore primary school, Chiwore business centre (retail shops and productive use - 15), village (38 households)</p> <p>The Project is valued at USD: 366, 799.17</p>
<p>Project scope; Dete</p> <p>Off grid project PV-battery system</p> <p>Plant site GPS coordinates ; Latitude: 16o29'55.11"S; Longitude: 29o56'36.88"E</p> <p>Plant size PV generator- 120kw</p> <p>Battery storage: 496.8kWh</p> <p>Solar power plant land required 6000m2</p> <p>Total LV reticulation line length 5,9km - 3 phase 4 wire</p> <p>Customers:</p> <p>Primary School + 15 households</p> <p>Secondary School + 8 households</p> <p>Clinic + 3 households</p> <p>Village households (22)</p> <p>Business centre (22 Shops)</p> <p>Street lighting</p> <p>Light Industrial loads (grinding mills, welder)</p> <p>Irrigation</p> <p>The Project is valued at 810,000USD</p>
<p>Project Name: Chiwenga</p> <p>Off grid project PV-battery system</p> <p>Plant site GPS coordinates ; Latitude:16o06'21.68"S; Longitude: 31o19'57.76"E</p> <p>Plant size PV generator- 15kw + 30kw</p> <p>Battery storage: 165.6kWh</p> <p>Solar power plant land required 1000m2 + 600m2</p> <p>Total LV reticulation line length 3.5km- 3 phase 4 wire</p> <p>Customers:</p> <p>Village Households (35)</p>

Primary school + 8 households
Business Centre (6 Commercial loads)
Secondary School+ 4 Households
Clinic + 3 households
Light industrial loads (grinding mill)
The Project is valued at 350,000USD

• **FURTHER INFORMATION:**

The EIA Prospectus should be done in line with EMA requirements but not withstanding the need to observe the following aspects;

- Environmental baseline
- Socio economic baseline
- Potential impacts and mitigation
- Environmental management plan
- Conclusion and recommendations.

NOTE: In the interest of the urgency of the project, a readily available complete team to carry out the above works is required and full project scope should be quoted including the EMA review fees.

Annexure 1

DECLARATION ON NON-ENGAGEMENT IN CORRUPT OR FRAUDULENT PRACTICES
FORM

The Chief Executive
Rural Electrification Agency
6th Floor Megawatt House
44 Samora Machel Ave
P. Bag A250
Avondale, Harare
Zimbabwe

TENDER NUMBER: _____
TENDER DESCRIPTION: _____

I _____ the undersigned (*Director of Company*)
on behalf of _____ (*Name of Organisation*), do
hereby declare that our organization has not been engaged in any corrupt or
unethical practices during the subsistence of our organisation.

Name in Full _____
I. D. Number _____
Signature _____
Date _____



Annexure 2

LETTER OF TENDER (TENDER FORM)

NAME OF TENDER: PROVISION OF

Tender Number

TO: The Chief Executive
Rural Electrification Fund (REF)
6th Megawatt House,
44 Samora Machel Avenue,
Harare,
Zimbabwe

We, [*insert name of Tenderer*], herewith enclosed Tender for selection of our firm as Contractor/Supplier for

We have examined the Conditions of Contract, Employer's Requirements, Schedules, the attached. Appendix and Addenda Nos __ of the above-named Works. We have examined, understood and checked these documents and have ascertained that they contain no errors or other defects. We accordingly offer to design, execute and complete the Works and remedy any defects therein, in conformity with this Tender which includes all these documents and the enclosed Proposal, for the lump tender sum of: ZW\$_____

We agree to abide by this Tender until _date_/_month_/_year_ [i.e. _____ days from the tender opening date] and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that the Appendix to Tender forms part of this Letter of Tender.

Unless and until a formal Agreement is prepared and executed, this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us. Our Tender is binding upon us and subject to the modifications resulting from pre-award contract negotiations.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature _____ in the capacity of _____

Duly authorized to sign tenders for and on behalf of _____
Address: _____ Date: _____