

RURAL ELECTRIFICATION FUND



BIDDING DOCUMENT FOR THE PROVISION OF RAW POLE HARVESTING SERVICES FOR HOTSPECK ENTERPRISES

COMPETITIVE DOMESTIC TENDER

TENDER NUMBER: REF/DOM/21/09/2021

CLOSING DATE: 26 OCTOBER 2021

CLOSING TIME: 1000HOURS

COST OF TENDER DOCUMENT: FREE

DATE OF ADVERT: 17 SEPTEMBER 2021

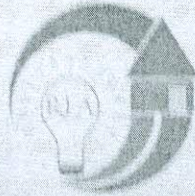
SUBMISSION OF BIDS/TENDERS

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

Hotspeck Enterprises
Jotali Building 106 Hebert Chitepo Avenue,
Mutare
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/DM/21/09/2021

TENDER DESCRIPTION: Provision of Raw Pole Harvesting services for Hotspeck Enterprises

DECLARATION

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

Signed

A handwritten signature in dark ink, appearing to read 'J.V. Mashamba', is written over a horizontal line.

J.V. MASHAMBA
CHIEF EXECUTIVE OFFICER

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1.0 SCOPE OF TENDER

This document is a Bidding Document(BD) for the provision of raw pole harvesting services for Hotspeck Enterprises. The Rural Electrification Fund(REF) is lighting this tender on behalf of Hotspeck Enterprises only. All bidding documents must be addressed to REF. However the resultant contract shall be entered into between Hotspeck Enterprises and the winning bidder.

Hotspeck Enterprises is a Special Purpose Vehicle formed by REF for the sole purpose of treating raw poles for use in the Rural Electrification programme. The company(Hotspeck Enterprises) is located at number 106 Jotali Building, Hebert Chitepo, Mutare.

BRIEF SCOPE OF TENDER

LOT No	DESCRIPTION
1	Felling and Debarking of eucalyptus trees at Cashel Valley research plantation
2	Extraction of eucalyptus trees Cashel Valley research plantation

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 the Public Procurement and Disposal of Public Assets Regulations,2018(PPDPA). 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 signatory is the 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 the 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 be 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/queries 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 queries 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, in a sealed envelope deposited in the Tender Box situated at:

Hotspeck Enterprises
Jotali Building 106 Hebert Chitepo Avenue,
Mutare
Zimbabwe

By not later than 10.00am on the advertised closing date. Prospective suppliers may attend the opening of tender at the above address on the opening date and time.

2.6 Amendment of Tender Documents

At any time prior to the deadline for the submission of the tenders, Rural Electrification Fund may for any reason whether at its own initiative or response to a clarification requested by a prospective supplier modify the tender document by amendment(s). Such amendment(s) will be notified in writing or by e-mail to all prospective suppliers, who have purchased the tender documents and these amendments will be binding on them.

In order to afford the supplier reasonable time in which to take the amendment(s) into account in preparing their tenders, Rural Electrification Fund may, extend the deadline for submission of tenders.

2.7 Language

The tenders and all relevant correspondence and documents exchanged between the Seller and Purchaser shall be written in English language.

2.8 Tender Validity Period

Tender validity period is the **period** in course of which the supplier is bound by the **tender**, in relation to its content and conditions offered (price, execution time, guarantee, etc). Tender prices shall remain valid and fixed for a minimum of sixty(60) days period after the deadline from the date of submission of the tender. Bidders must state clearly in writing the price validity of their bid document.

2.9 Payment Terms and Conditions

Hotspeck Enterprises shall pay the winning bidder in local currency only(ZW\$) within 14 days after delivery, inspection and acceptance of the delivered goods. Any other payment terms and conditions resulting in Hotspeck Enterprises paying a deposit or advancing payment such bidders must state ability to secure a bank guarantee from a registered commercial bank acceptable to Hotspeck Enterprises equal to the amount to be advanced. The bank guarantee must be provided within two weeks of contract signing.

Bidders are therefore requested to clearly state payment terms and conditions in the bid document.

2.10 Errors of Extension or addition

The Rural Electrification Fund reserves the right to adjust arithmetical in the bid total price. Any adjustments made by the Rural Electrification Fund to a bid total price will be stated to the bidder prior to the acceptance of the bid, and will be made on the basis that the unit price is taken as correct and all extensions and additions will be adjusted accordingly. In such cases the effect will be that the total amount of the bid will be altered so that this amount agrees with the amount arrived at after the errors of extension or additions have been corrected.

2.11 Penalties/Liquidated damages

The purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, sum equivalent to 0.5% of contract price of the delayed goods for each week of delay until actual delivery, up to a maximum of 10% of the tender sum.

2.12 Company Profile

The company profile to include financial details such as Banking Institution Name; Bank Key; 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.

2.13 Bid Preparation

The bid shall be typewritten only. Bids must 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.

2.16 Contract Administration Fee Payable by the Contractors

Bidders are advised that the winning bidder may be required to pay contract administration fees in terms of equivalent of S.I 219 of 2020 PART VI.

2.17. 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 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(subject to provisions of the PPDPA) as their bid will not be responsive.

3.1 Compliance to technical specifications-Bidders must comply with the technical specifications provided.

3.2 Bidders are required to submit the following company documents:

- A Certificate of Incorporation - in terms of the Companies Act (Chapter 24.03).
- or equivalent registration document in country of residence.
- CR14- indicating names and addresses of the directors and their shareholding Structure.
- CR 6 Form -principal place of business
- 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.
- Proof of registration/clearance with the National Social Security Authority (NSSA).

3.3 Pricing format-Bidders shall use the following pricing format without fail. Failure to use the correct pricing format may lead to disqualification:

LOT No	DESCRIPTION		Price per cube(USD) VAT Excl	Price per cube (ZW\$) VAT Excl	VAT 14.5 %	Price per cube (ZW\$) Incl VAT
1	Felling and Debarking of eucalyptus trees Cashel Valley research plantation					
2	Extraction of eucalyptus trees Cashel Valley research plantation					

❖ Bidders are free to quote for one or more lots

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 and tender award.
 - Bidders MUST state clearly whether they charge VAT or not.
- 3.4. Bidders must state the required payment terms. REF prefers payment after delivery, however where bidders require pre-delivery payment they must state ability to secure a bank guarantee from a registered commercial bank acceptable to REF with a value equal to the amount to be paid in advanced. The bank guarantee must be provided within two weeks of contract signing/order issuing.
- 3.6. Hotspeck Enterprises shall pay the winning bidder in local currency(ZW\$) only. Bidders may provide their local bank account details.
- 3.7. Bidders must be registered with the Procurement Regulatory Authority of Zimbabwe(PRAZ) on a relevant list. Bidders must attach proof without fail.
- 3.8. Equipment capacity- Bidders interested in Lot 1 must have two(2) serviced chain saw as part of their equipment inventory. Bidders must attach certificates of ownership as proof without fail.
- 3.9. Production capacity- Bidders interested in Lot 1 must have the capacity to producer 50m3 per day-Bidders must state they have the capacity to do 50m3 per day without fail.
- 3.10. Extraction capacity- Bidders interested in Lot 2 must have the following equipment as part of their equipment inventory:
- 4x4 tractor of 75HP or more.
 - Loading equipment(teleloggers)
- NB- Bidders must attach Certificates of Ownership without fail.
- 3.11. Hotspeck reserves the right to inspect certificates of fitness for all the Equipment and reserves the right to reject equipment without such certificates.
- 3.12. Risk- the harvesting process shall be done at the risk and cost of the winning Bidder. However the felling or extraction process shall be strictly guided by the Timber Producers Federation Standards and the forestry Commission code of harvesting.
- 3.13. Reference letters-Bidders must attach at least two reference letters from companies where the bidder has provided similar services over the last three(3) years.
- 3.14. Bidders are free to bid for one or more lots.
- 3.15. Bid validity of a minimum of 60 days is required and must be clearly stated.
- 3.16. Compulsory site visit-Bidders interested in the tender for Provision of Raw Pole Harvesting services for Hotspeck Enterprises are required to attend a compulsory site visit on the 5th of October 2021, Time 1000Hrs at the Research Station for Forestry Commission located in Cashel Estate, Nedziwa. Bidders who attend the site visit MUST obtain a site visit certificate and MUST attach the site visit certificates on their bids as proof of attendance. Bidders who do not attend the site visit will be disqualified.
- 3.17. Tenders must be submitted in three (3) copies and the ORIGINAL" copy must be clearly marked.

- 3.18 The Bidders must submit the bid with a duly filled in and signed Declaration on Non-Engagement in Corrupt or Fraudulent Practices Form Annexure 2.
- 3.19 The bidder must submit with the bid a duly filled in and signed attached Form of Tender Annexure 3.

4.0 FINANCIAL INFORMATION

All prices must be inclusive of all costs involved in the execution of the contracts if awarded. All VAT registered suppliers must show VAT separately in their bid.

5.0 TENDER AWARD CRITERIA

Tender shall be awarded to the lowest priced bidder to specification per lot.

6.0 CONTACTING THE PURCHASER

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

7.0 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 this 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.

8.0 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.

9.0 SUBMISSION OF BIDS



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 sent by courier in time to be deposited or deposited in the Tender Box situated at,

Hotspeck Enterprises
106 Jotali Building, Hebert Chitepo,
Mutare Harare
Zimbabwe

By 10.00 hours on the closing date notified.

- 9.1 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 1000 hours on the closing date.
- 9.2 **Note:** Tenders which are not received by 1000 hours on the closing date whether by hand or by courier will be treated as late tenders and will be rejected.
- 9.3 Tele-fax and e-mail bids are not accepted i.e. electronic bidding is not accepted.
- 9.4 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 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.

10.0 **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 Fund 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**

Bidders instructions.

Bidders must study the technical specifications table below. Bidders are required to complete the table without fail. Bids with wrongly filled or incomplete technical tables will be rejected as non-responsive.

LOT No	SCOPE OF WORK	Bidder's scope of work. Bidders must state their understanding in summary of the scope of work involved without fail.
1	Felling and Debarking of eucalyptus trees at Cashel Valley research plantation. Estimated volume of poles from infield to Roadside is 2016m3.	
2	Extraction of eucalyptus trees Cashel Valley research plantation. Estimated volume of poles from infield to Roadside is 2016m3.	

Annexure 1



DECLARATION ON NON-ENGAGEMENT IN CORRUPT OR FRAUDULENT PRACTICES FORM

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

TENDER NUMBER: _____

TENDER DESCRIPTION: _____

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: Supply & Delivery of

Tender Number REF/COMP...../..../2021

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

We, [*insert name of Tenderer*], herewith enclose a 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: RTGS

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.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as is reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We guarantee that the Works will then conform to the Schedule of Guarantees.

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: _____

