

# RURAL ELECTRIFICATION FUND



## BIDDING DOCUMENT FOR THE SUPPLY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF AN ENTERPRISE RESOURCE PLANNING(ERP) FOR HOTSPECK ENTERPRISES.

### COMPETITIVE DOMESTIC TENDER

TENDER NUMBER: REF/DOM/22/10/2021

CLOSING DATE: 08 NOVEMBER 2021

CLOSING TIME: 1000HOURS

COST OF TENDER DOCUMENT: FREE

DATE OF ADVERT: 29 OCTOBER 2021

### SUBMISSION OF BIDS/TENDERS

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

Rural Electrification Fund(REF)  
Room 713 7<sup>th</sup> Floor, 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/22/10/2021

TENDER DESCRIPTION- SUPPLY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF AN ENTERPRISE RESOURCE PLANNING (ERP) FOR HOTSPECK ENTERPRISES.

## 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 1:Declaration of Corrupt or Fraudulent Practices Form

Annexure 2:Letter of Tender Form Sample



## 1.0 SCOPE OF SUPPLIES

This document is a Bidding Document(BD) for the provision of raw pole harvesting services for Hotspeck Enterprises. The Rural Electrification Fund(REF) is flighting 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.

This document is a Bidding Document(BD) for the supply and delivery of the following:

Lot No	TENDER DESCRIPTION
1	SUPPLY AND DELIVERY OF AN ENTERPRISE RESOURCE PLANNING (ERP) FOR HOTSPECK ENTERPRISES.

The Technical Specifications section of this document outlines the technical specifications required for the tender.

## 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](mailto:kchinembiri@rea.co.zw) and [buyer@rea.co.zw](mailto: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](http://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 quuries 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 7<sup>th</sup> 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, 7<sup>th</sup> Floor on the above closing 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.

## 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

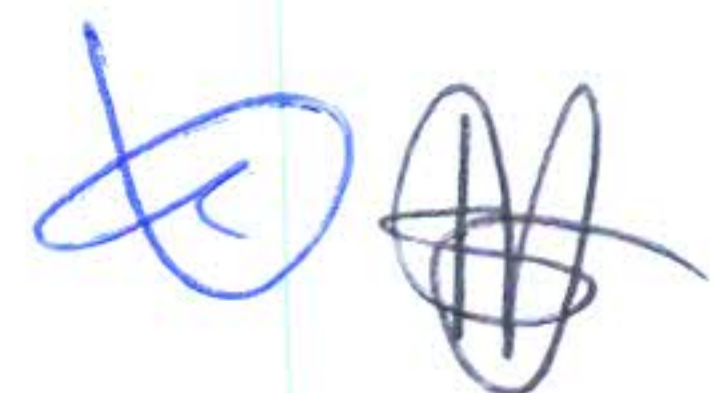
Rural Electrification Fund shall pay the winning bidder in local currency only.

## 2.10 Errors of Extension or addition

The Rural Electrification Fund reserves the right to adjust arithmetical errors 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 Delivery Period

The successful bidder is expected to deliver the services within a period of six(6) weeks from the date contract signing/order.



## 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\$70,000.00 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

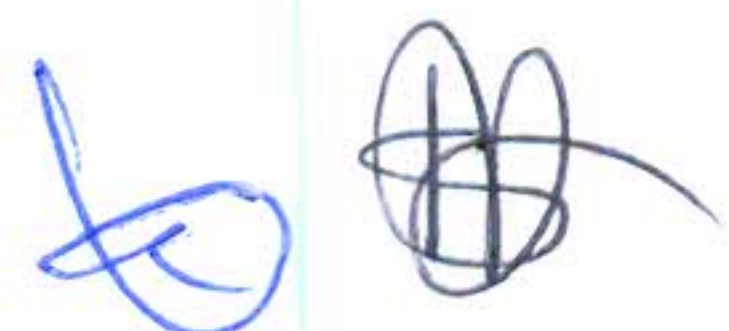
A cash deposit to Procurement Regulation Authority of Zimbabwe (PRAZ)

**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.

## 2.16 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.

Handwritten signature and a circular stamp with a cross inside, located at the bottom right of the page.

### 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 Technical specifications-Bidder must fully comply with the technical specifications provided in this tender.

3.2 Pricing format-Bidders shall use the following pricing format without fail.

Failure to use the correct pricing format may lead to disqualification:

ITEM DESCRIPTION	Price(ZW\$) VAT Excl	VAT 14.5%	Total price(ZW\$) Incl VAT
SUPPLY, INSTALLATION, CONFIGURATION AND COMMISSIONING OF AN ENTERPRISE RESOURCE PLANNING(ERP) FOR HOTSPECK ENTERPRISES.			

Exchange rate used:

Attach proof of exchange rate from the bank:

3.3 Bidders must attach the following company documents without fail:

- 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 letters for bidder-Bidders must attach at least two reference Letters from companies where the bidder has supplied the proposed software successfully within the past five(5)years ONLY. The reference letters must not refer to work done more than five(5) years ago.

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.

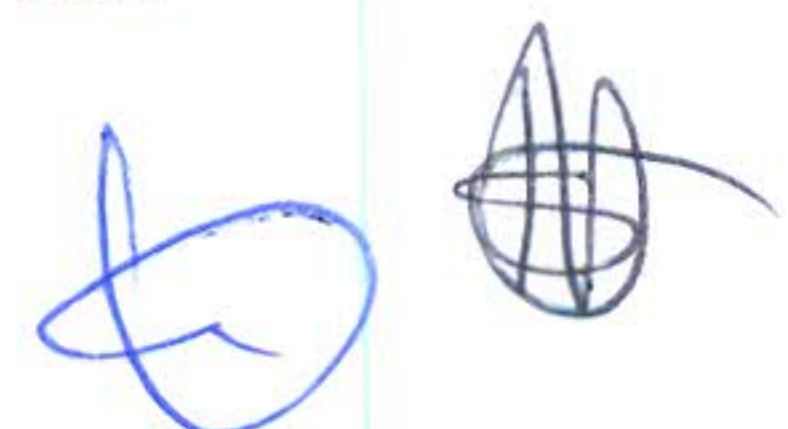
3.7 Brand name- Bidders must clearly state the brand name of the software proposed in the tender without fail.

3.8 Letter of agency-Bidders are required to attach a letter of agency from the Original Manufacturer/Developer of the ERP without fail. Bidders may attach proof of dealership with the principal dealers as well.

3.9 Bidders must attach proof of capacity to implement and support the proposed software-Bidders must be certified as implementation and support partners for the manufacturer.

3.10 Bidders must have a competent ERP implementation team/staff-Bidders must attach implementation and support certificates(from the manufacturer) for their implementation team.

3.11 Bidders must attach proof of Procurement Regulatory Authority of Zimbabwe(PRAZ) registration on a relevant category without fail.



- 3.12 Bid validity of a minimum of 60 days is required. Bidder must clearly state a bid validity of 60 days.
- 3.13 Tenders must be submitted in three (3) copies and the ORIGINAL” copy must be clearly marked.
- 3.14 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
- 3.15 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. Rural Electrification Fund will advise the successful and unsuccessful bidders in writing.

#### 6 CONTACTING THE PURCHASER

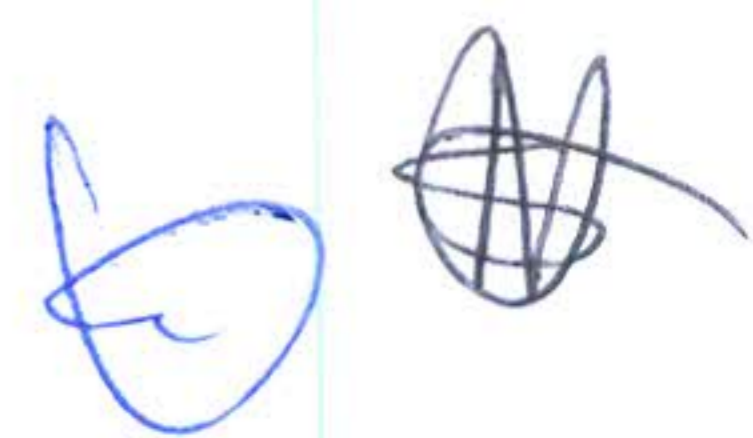
Any effort by the bidder to influence REF in the tender evaluation, tender comparison, and contract award or order placement decisions will result in the rejection of the bidder's bid.

#### 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 sent by courier in time to be deposited or deposited in the Tender Box situated at, **Rural Electrification Fund, Room 713 7<sup>th</sup> 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. TECHNICAL SPECIFICATIONS

### Important Information and Instructions to bidders

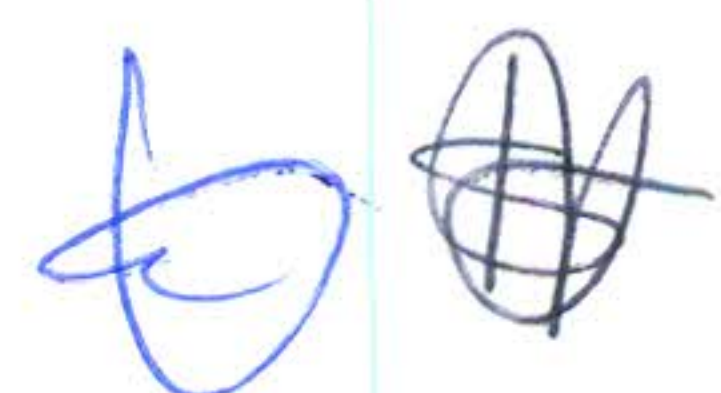
Bidders must complete the tables provided below per module without fail.

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

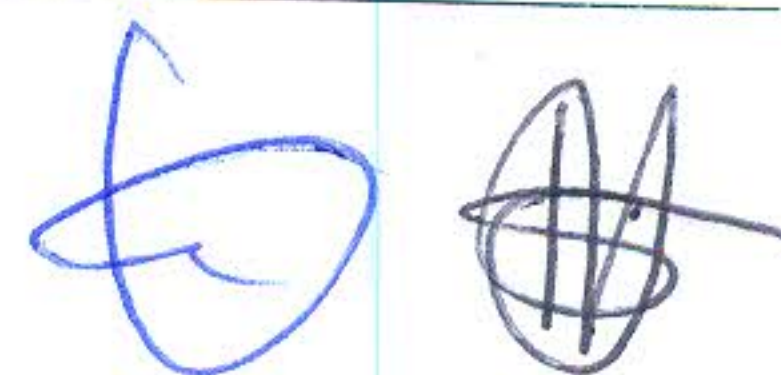
#### FINANCE AND ADMINISTRATION MODULE

Process	Requirement	An 'X' means the requirement is mandatory and not optional.	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
BACKUP AND RESTORE CAPABILITIES:	The system should provide full recovery and backup capabilities for all online and batch transactions.	X	
BACKUP AND RESTORE CAPABILITIES:	The system should provide the ability to restore transactions from the database transaction log.	X	
REPORTING	The system should be able to departmentalize costs for the operations within the company	X	
REPORTING	The system should generate charts and graphs based on report data within the system.		
REPORTING	The system should generate reports directly to PDF formats.	X	
REPORTING	The system should provide the ability to view previously generated reports by all users or by specific users.	X	
REPORTING	The system should schedule reports to run automatically.	X	
REPORTING	The system should allow for reporting by exception.	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 adhoc report	X	
REPORTING	The system should be able to be linked directly to the bank	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 at any time.	X	
Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column witho fail.
GENERAL LEDGER	The software must track the user of each transaction.	X	
GENERAL LEDGER	The software must support task alerts; when a user logs in, the system should automatically display the responsibilities, such as report approvals, budgeting, P.O. approval, etc., that need attention for the day, week, month, based on user-defined preferences.		
GENERAL LEDGER	The software must provide consolidation codes for cross-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 audit trails 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"> <li>○ Payroll</li> <li>○ Accounts Payable</li> <li>○ Accounts Receivable</li> <li>○ Budgeting</li> <li>○ Cash Receipts Processing</li> <li>○ Purchasing</li> </ul>	X	
GENERAL LEDGER	The software must provide comparative financial information, including comparisons of 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	The software must accommodate a single or multiple bank account system.	X	
GENERAL LEDGER	Ability to allow for filtering of the chart of accounts.	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	X	



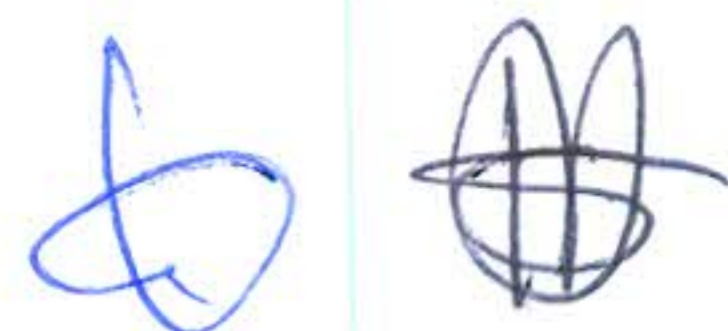
	analyses		
GENERAL LEDGER	The software must allow for multiple months and fiscal years to remain open simultaneously.	X	
GENERAL LEDGER	The software must have security to authorize a user to override the budget and where this can be done.	X	
Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column witho fail.
GENERAL LEDGER	The software must have security to authorize a user to approve requisitions and/or 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"> <li>o Beginning Budget Balance</li> <li>o Year-to-Date Budget Activity</li> <li>o Current Budget Balance</li> <li>o Unspent/Remaining Budget Balance</li> <li>o Beginning Transaction Balance</li> <li>o Year-to-Date Transaction Activity</li> <li>o Current Transaction Balance</li> </ul>	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	
MANUFACTURIN G	The system should have manufacturing modules for operations and production management. Inventory control. Purchasing and supply chain management. Sales and order management	X	
JOURNALS	Ability to accept both standard and recurring journal entries, with both the amount and account recurring.	X	
JOURNALS	Ability to accept both recurring journal entries and annual renewals with only default account information, with entry allowed for the amounts.	X	
JOURNALS	Ability to drill-down from any field within the journal entry screen.	X	



JOURNALS	Ability to accommodate reversing journal entries	X	
JOURNALS	Ability to provide for budget control by checking available funds before posting.	X	
JOURNALS	Ability when entering journal voucher to view the multiple entries within the journal transaction on one screen.	X	
JOURNALS	Ability to provide default data within journal fields (e.g., year, date, period).	X	
JOURNALS	Ability to process revaluation journals	X	
CLOSING & ADJUSTMENTS	User-initiated carry forward of user-selected encumbrances	X	
Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column witho 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 define security for users with varying levels of allowed transactions surrounding closing and to establish approval workflow for closing.	X	
CLOSING & ADJUSTMENTS	Ability to reopen a closed period multiple times with appropriate security levels.	X	
CLOSING & ADJUSTMENTS	Ability to hold a period or fiscal year open indefinitely before closing.	X	
CLOSING & ADJUSTMENTS	Ability to have more than one period open.	X	
CLOSING & ADJUSTMENTS	Ability to define closing periods and period closing dates.	X	
CLOSING & ADJUSTMENTS	Ability to prevent transactions from being processed in closed prior years and unopened future years.	X	
REPORTS	<p>The system should be able to generate the following reports</p> <ul style="list-style-type: none"> <li>○ Account history</li> <li>○ Detailed transaction journal</li> <li>○ Budget journal</li> <li>○ Budget to Actual Expenditures (for any user-defined date or period range)</li> <li>○ Budget to Actual Revenue Estimates (for any user-defined date or period range)</li> <li>○ Department Budget (including both actual and budgeted amounts) for any user-defined date or period range</li> <li>○ Trial Balance</li> </ul>	X	



	<ul style="list-style-type: none"> <li>○ Balance Sheet</li> <li>○ Statement of Revenues, Expenditures</li> <li>○ Chart of Accounts Listing</li> </ul>		
REPORTS	Ability to sort queries and reports based on any element (e.g., date range, period range, individual account number, 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	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column witho fail.
REPORTS	Ability to capture and report transactions in multi currencies	X	
REPORTS	Ability to produce the fixed asset register by class, department and general listing of all assets	X	
REPORTS	Ability to produce stock valuation reports by departments and the variance analysis	X	
ACCOUNTS PAYABLES	Ability to maintain an accumulated purchase history for each vendor in system.	X	
ACCOUNTS PAYABLES	Ability to maintain an audit trail for changes to the vendor master file.	X	
ACCOUNTS PAYABLES	Ability to change vendor name without losing the history.	X	
ACCOUNTS PAYABLES	Ability to maintain a history of payments made to vendor.	X	
ACCOUNTS PAYABLES	Ability to age accounts payable	X	
ACCOUNTS PAYABLES	Ability to compare accounts receivable data to accounts payable to identify payees who owe money, suspend the payment processor and notify vendor of the amount owed.	X	
PURCHASE ORDERS	Ability to support encumbrance control for budgeted funds	X	
PURCHASE ORDERS	Ability to copy information from one process to another without rekeying (i.e., requisition to purchase order).	X	
PURCHASE ORDERS	Ability to copy, paste all information.	X	



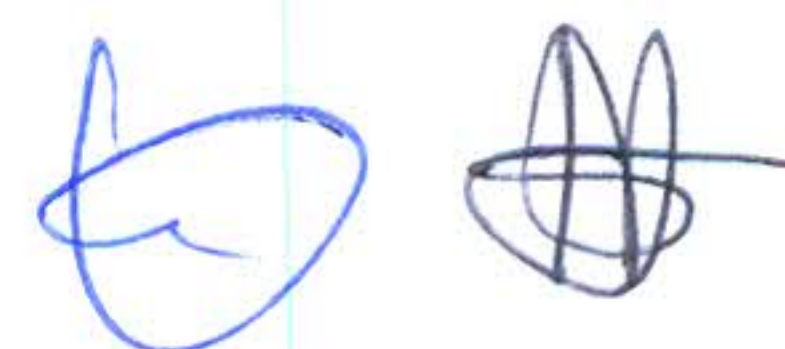
PURCHASE ORDERS	Ability to drill down to supporting documents within the purchasing system.	X	
PURCHASE ORDERS	Ability to accommodate partial receipts.	X	
REQUISITIONS	Ability to perform the following requisition functions, with the appropriate security: <ul style="list-style-type: none"> <li>○ Inquiry</li> <li>○ Add</li> <li>○ Change</li> <li>○ Cancel</li> <li>○ Delete</li> </ul>	X	
Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column witho fail.
REQUISITIONS	Ability to provide reports to users and management on requisition status.	X	
REQUISITIONS	Ability to create and track all requisitions by date, by requester, by budget, by item etc	X	
REQUISITIONS	Ability to check against the budget and pre-encumber requisition per line item.	X	
REQUISITIONS	Ability to request a budget transfer as part of the requisition process	X	
PAYROLL	Ability to provide online inquiry to the personnel master file by employee number, by employee name, or by social security number and display in list format	X	
PAYROLL	Ability to pay employees with hourly rate, biweekly salary, or monthly salary in same payroll cycle.	X	
PAYROLL	The software must calculate all employer-paid benefits.	X	
PAYROLL	Ability to deliver client specified timesheets to various groups and/or types of employees, based on workflow.	X	
PAYROLL	Ability to edit time prior to payroll processing, with an audit trail of all changes.	X	
PAYROLL	Ability to automatically post pre-approved leave during effective pay period.	X	
PAYROLL	Ability for all fields in the database to be printed on the pay stub as desired (e.g., detailed pay, deductions, leave balance accumulators) with the associated "through" date.	X	
PAYROLL	Ability to accommodate automatic direct deposit of salaries through electronic funds transfer to: <ul style="list-style-type: none"> <li>○ Multiple accounts within a bank</li> </ul>	X	

	<ul style="list-style-type: none"> <li>○ Multiple banks</li> <li>○ No limit to number of automatic direct deposit accounts</li> </ul>		
PAYROLL	Ability to print manual checks on laser printers with digital signatures	X	
PAYROLL	Ability to setup new payroll codes and deduction types as needed, with the appropriate security.	X	
WORK ORDERS	Ability to track maintenance activity and costs related to facilities and equipment.	X	
WORK ORDERS	Ability to access full history of work orders and activities against assets.	X	
WORK ORDERS	Ability to attach unlimited reference documents of any file type to the work order.	X	
WORK ORDERS	Ability to create approval process prior to closing a work order.	X	
<b>Process</b>	<b>Requirement</b>		<b>Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column witho fail.</b>
WORK ORDERS	Ability to identify and prevent duplicate work orders.	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 i.e. foot, unit.	X	
INVENTORY	Ability to either receive items into inventory through the purchasing module or manually enter through a miscellaneous receipt	X	
INVENTORY	Must be able to tie a purchase of and inventory item to a specific vendor and requisition number	X	
INVENTORY	Enter serial numbers for some items.	X	
INVENTORY	Enter costs for new inventory items and update item cost only	X	
INVENTORY	Issue items from inventory and automatically expense to a specific GL accounts with the ability to manually override the account number	X	
INVENTORY	Ability to issue items and charge items to a specific contractor.	X	
INVENTORY	Capability to review cost history on a items during a specific time period	X	
INVENTORY	Stock ageing analysis	X	
INVENTORY	The system should be able to generate the following reports <ul style="list-style-type: none"> <li>○ Ability to generate Timber inspection reports</li> <li>○ Ability to generate Pole received notes</li> <li>○ Ability to do Stock transfers i.e raw to treated stocks</li> </ul>		

	<ul style="list-style-type: none"> <li>○ Ability to generate goods received notes</li> <li>○ Ability to update stocks in real time</li> <li>○ To authorise allow diameter shifts</li> <li>○ System balances to be viewable</li> <li>○ Editing stocks to be authorised even in the event of typing errors</li> <li>○ Stores requisitions and issues to be done in the system</li> </ul>		
WORKFLOW	The system should provide multiple approval paths based on item to be routed.	X	
WORKFLOW	The system should provide an internal mail box for approval actions.	X	
WORKFLOW	The system should provide automated approval notification.	X	
WORKFLOW	The system should provide the ability for the approver to see only items that need their approval	X	
WORKFLOW	The system should provide the ability to track documents submitted for approval and review with a time/date stamp.	X	
WORKFLOW	The system should provide multiple approval paths based on item to be routed.	X	

## PRODUCTION MODULE

Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column with fail.
Inventory management	System must define minimum reorder levels for production inputs		
Production reporting	System must be able to generate weekly, monthly and quarterly reports for transmission poles produced		
Inventory Management	System must be able to generate weekly, monthly and quarterly stock requirement for production.	X	
Inventory management	System must be able to generate system alerts when production inputs level are below recommended threshold.		
Application/System	System must be able to route request for appropriate approvals before execution.	X	
Plant and Equipment	System must be able to store, access and share asset information that is manufacturer		



Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column with fail.
management	name; model; serial number.		
Plant and Equipment management	System must highlight the location and position of the machinery		
Plant and Equipment management	System must be able to show the performance and downtime statistics		
Plant and Equipment management	System must be able to generate work orders while also automating the work order number generation, description and priority, order type (repair, replace, scheduled), cause and remedy, personnel assigned and materials used.	X	
Plant and Equipment management	System must be able to generate preventive work orders based on time, usage or triggered events.		
Plant and Equipment management	System should be able to to sequence and schedule preventive work orders.		
Plant and Equipment management	System must be able to to monitor and generate systems alert on motor vehicle service tracking.		
Production reports  Purchase order	System must be able to create, store, retrieve, edit and delete information on customer orders. Purchase orders should include the following information:  <ol style="list-style-type: none"> <li>1. Date</li> <li>2. purchase price</li> <li>3. serial number</li> <li>4. Prepared by</li> <li>5. Customer name</li> <li>6. Authorised person and designation</li> <li>7. Length</li> <li>8. Instruction to merchant</li> <li>9. Diameter</li> <li>10. Costing allocation</li> <li>11. Quantity</li> <li>12. Unit volume</li> <li>13. Total volume</li> </ol>	X	
Production reports  Poles inspection Note	System should be able to create, store, retrieve, edit and delete information on inspection notes. Inspection notes should include the following information:  <ol style="list-style-type: none"> <li>1. Date</li> <li>2. supplier of poles</li> <li>3. Length</li> <li>4. Poles grader</li> <li>5. Diameter</li> </ol>	X	

Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column withc fail.
	6. Offloading TELELOGGER driver 7. Quantity 8. Receiving clerk 9. Unit volume 10. Location of plantation 11. Total volume 12. Batch number 13. Moisture content level 14. Load composition 15. Specie 16. Reject poles received and remarks 17. Quality		
Production reports  POLE RECEIVED NOTE	System should be able to create, store, retrieve, edit and delete information on pole received notes. Pole received notes should include the following information:  1. Length 2. Purchase order Number 3. Plant supervisor , date and signature 4. Diameter 5. Poles supplier 6. Received by, date and signature 7. Quantity 8. Type of goods received 9. Unit volume 10. Item code 11. Total volume 12. Description of goods 13. Moisture content level 14. Accounts allocation 15. serial number 16. Receiving personnel, Date and signature	X	
Production reporting  Charge sheet	System should be able to create, store, retrieve, edit and delete information on pole received notes. Charge sheet should include the following information:  1. Date 2. serial number 3. Length 4. client name 5. Diameter	X	

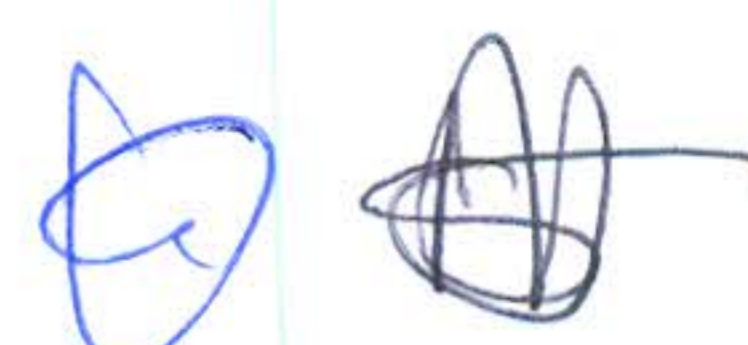
Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column with fail.
	6. client number 7. Quantity 8. Charge number 9. Unit volume 10. Type of preservative 11. Total volume 12. Processing program 13. Moisture content level 14. Quality 15. Penetration 16. Process parameters and time taken 17. Retention 18. Total volume treated 19. Creosote temperature 20. Creosote opening balance 21. Creosote closing balance 22. Pressure 23. Specie		
Safety Health and Environment management  Employee Report of injury form	System should be able to create, store, retrieve, edit and delete information on Employee Report of injury form, the form should include the following information:  1. Date the injury or near miss 2. Time of the injury /near miss 3. Exact Location of the accident 4. Name of the employee and Job title 5. Name of the supervisor 6. Nature of the injury 7. Name of Witness (if any) 8. Description of what happened 9. What could have been done to prevent the injury 10. What part of the body were injured 11. Name of the Doctor who attended to the injury (if Yes) 12. Date and time the Doctor attended to you 13. Doctor number 14. Has the part of the body injured before	X	
Safety Health and Environment management  Supervisor's Accident Investigation Form	System should be able to create, store, retrieve, edit and delete information Supervisor's Accident Investigation Form , the form should include the following information:  1. Name of the injured person 2. Date of birth 3. Telephone Number 4. Address , city and state	X	

Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column witho fail.
Supervisor's Accident Investigation Form	<ol style="list-style-type: none"> <li>5. Sex of the injured person</li> <li>6. Which part of the body was injured (describe in detail)?</li> <li>7. What was the nature of the injury (describe in detail)?</li> <li>8. Describe fully how the accident happened (what tools and equipment was used) ?</li> <li>9. Name of witness</li> <li>10. Date of event</li> <li>11. Time of event</li> <li>12. Exact location of the event</li> <li>13. What caused the event?</li> <li>14. Were safety regulation in place and used if not what was wrong ?</li> <li>15. Employee went to Doctor /Hospital the n Doctors Name and Hospital Name</li> <li>16. Recommended preventative action to take place in future to prevent reoccurrence</li> <li>17. Supervisor signature and Date</li> </ol>		
Safety Health and Environment management  Incident Investigation Form	System should be able to create, store, retrieve, edit and delete information on Incident Investigation Form , the form should include the following information: <ol style="list-style-type: none"> <li>1. Date of incident</li> <li>2. Injured employee details Name , sex , Age</li> <li>3. Part of body affected</li> <li>4. Job title at time of incident</li> <li>5. Nature of injury</li> <li>6. Exact location of the incident</li> <li>7. What part of employee's workday</li> <li>8. Names of witness (if any) and written witness statements</li> <li>9. What personal protective equipment was being used (if any )</li> <li>10. Describe step by step the events that led up to the injury</li> <li>11. Why did the incident happen?</li> <li>12. Why did the unsafe conditions exist?</li> <li>13. Why did the unsafe acts occur?</li> <li>14. Were the unsafe acts or conditions reported prior to the incident?</li> <li>15. Have there been similar incidents or near misses prior to this one?</li> <li>16. How an the future incidents be prevented?</li> <li>17. What should (or has been) done to carry out the suggestion(s) checked?</li> <li>18. Names of the investigation team members and their title</li> </ol>	X	
Safety Health and Environment management  Health and safety Committee Recommendation Form	System should be able to create, store, retrieve, edit and delete information on Health safety committee recommendation form , the form should include the following information: <ol style="list-style-type: none"> <li>1. Date the recommendation was send to the manager or supervisor who has authority.</li> <li>2. Healthy and Safety committee chairperson signature and recommendation</li> <li>3. Include a reminder for a written response within 21 calender days</li> <li>4. Description of the Occupation Health and safety issue?</li> <li>5. Describe committee recommendation</li> <li>6. Copy to appropriate manager</li> <li>7. Employer response</li> </ol>		

Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column with fail.
Safety Health and Environment management Safety Health and Environment reports	8. Committee comments  System must be able to generate weekly, monthly and quarterly Safety , Health and Environment report		
Safety Health and Environment management Environment reports	System must be able to generate quarterly emission mass flows for generator and heat exchanger		

### CONTRACTING & CONSULTING MODULE

Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column with fail.
Master Data	System should be able to display activity type on the following people i.e. General Manager, Accountant, C&C Manager, Projects Engineer – Grid, Projects Engineer – Renewables, Electrician, Linesman, Assistant Electrician, Assistant Linesman, Line worker, General Hand, Heavy Duty Driver, Secretary and Biogas Technician.	X	
Master Data	System should be able to display charge out rates on the people directly related to the project i.e. C&C Manager, Projects Engineer – Grid, Projects Engineer – Renewables, Electrician, Linesman, Ass Electrician, Ass Linesman, Line worker, General Hand, Heavy Duty Driver and Biogas Technician.	X	
Master Data	System should display activity type prices and Bill of Material (BOM).	X	
Master Data	System should capture and display the admin cost (5% for values below US\$100,000 and 2,5% for costs above. 25% profit margin on all quotations and 14,5% VAT	X	
Stores Management	System should be able to capture all materials in stock, produce updated stores record of all materials available and update prices as materials are purchased and received in the stores.	X	
Project Proposal Creation	System should be able to capture a unique ID, Name, Location, category, Technology (grid/solar/biogas), Description of the project, start and finish date	X	
Project Initiation	System allows ease of adding a picture such as way leave applications, maps and sheets that may be required to be attached.	X	
Project Initiation	System should capture person responsible for the project execution e.g., Projects Engineer – Grid.	X	
Project Initiation	System should capture the person responsible for authorizing the project: C&C Manager	X	

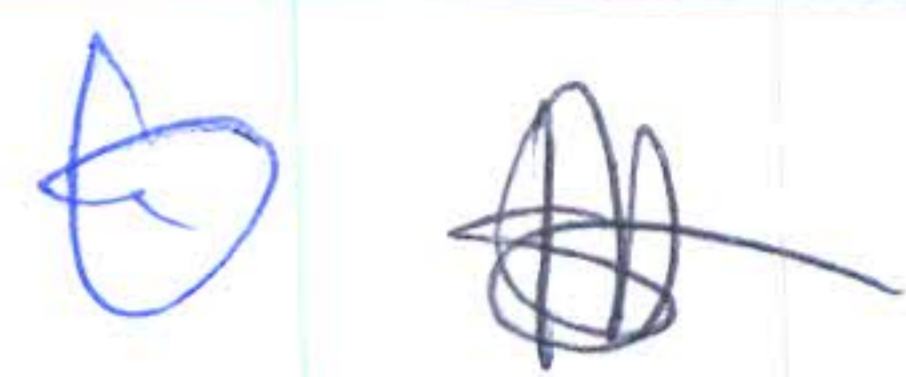


Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column with fail.
Project Costing	The system should capture all activities to be done under each technology, display charge out rates per each activity and list all employees working on the project by title and name of the employee. Start and finish dates of each activity should be included.		
Project Costing	System should be able to provide project cost and allow mark up to be factored. Budgetary quotations, actual quotations should be displayed and generated.	X	
Project Costing	System should be able to display and generate an Application for Capital Expenditure (ACE) for projects before implementation. Authorization by levels, 1 <sup>st</sup> level, the C&C Manager, 2 <sup>nd</sup> level – General Manager and 3 <sup>rd</sup> and final for release of funds by the Accountant.	X	
Project implementation	The system should be able to display and generate a project budget showing the total planned project cost (labour, transport and materials)		
Project Implementation	The system should be able to display resource utilization during project implementation.		
Project Implementation	The system should flag if the project budget has been exceeded during project implementation.	X	
Project Reporting	System should be able to generate weekly, monthly, quarterly and annual reports showing status of completed and incomplete projects including costs incurred	X	
Project reporting	The system should show the Actual/ Plan/Variance Reports, Display Timesheets, Display Material Variance Report	X	
Project Reporting	The system should produce the following reports: Profit /Loss Report Excess Material Report Material used on the project	X	

### Sales and Marketing Module

Process	Requirements		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column with fail.
Sales Cash Receipt	System must be able to create, store, retrieve edit and delete cash receipts. Cash receipts should include the following information: 1) Date 2) Customer name 3) Goods description (length and diameter) 4) Quantity 5) Value of goods (\$) 6) Person who generated receipt 7) Currency used to pay goods	X	
Sales Sales Invoice	System must be able to create, store, retrieve edit and delete sales invoices. Sales Invoices should include the following information: 1) Date 2) Customer name 3) Receipt number 4) Order number 5) Delivery note number 6) Loading instruction number	X	

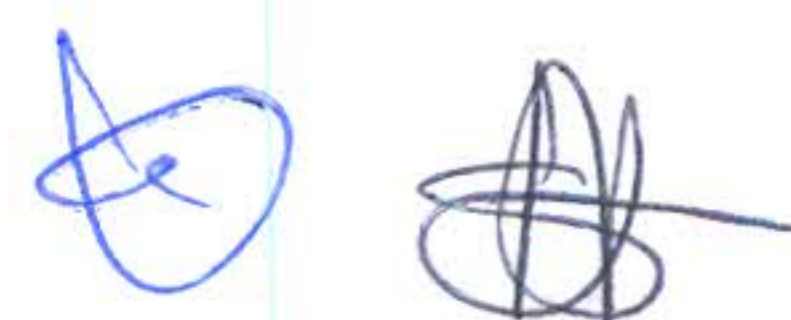
	7) Goods description (length and diameter) 8) Quantity 9) Value of goods (\$) 10) Person who generated invoice 11) Currency used to pay goods		
Sales Despatch Note	1 System must be able to create, store, retrieve edit and delete despatch notes. Dispatch notes should include the following information: 1) Date 2) Customer name 3) Receipt number 4) Order number 5) Sales invoice number 6) Loading instruction number 7) Goods description (length and diameter) 8) Quantity and volume dispatched 9) Person who generated Dispatch note 2 System should allow authorization of dispatch notes. NB: Sample will be provided as the document requires a lot of information.	X	
Sales quotation	System must be able to create, store, retrieve edit and delete quotations. Quotations should include the following information: 1) Date 2) Customer name 3) Goods description (length and diameter) 4) Quantity 5) Price currency 6) Person who generated quote 7) Banking details. Terms and conditions section 1) Quotation validity period 2) Lead time 3) Customer to bring quotation upon collection if payment was done through the bank.	X	
Sales Profoma Invoice	System must be able to create, store, retrieve edit and delete profoma invoices. Profoma invoices should include the following information: 1) Date 2) Customer name 3) Order number 4) Goods description (length and diameter) 5) Quantity 6) Price Currency 7) Person who generated profoma 8) Banking details. Terms and conditions section 1) Profoma invoice validity period 2) Lead time 3) Customer to bring profoma invoice upon collection if payment was done through the bank.	X	
Sales Loading Instruction	System must be able to display authorized loading instructions to the S & M, Sales Clerk, Stores Clerk and Production Supervisor.	X	
Sales Credit sales	1 System must be able to synchronize sell to customer order. Each credit sale should be linked to a customer order. 2 All credit sales should have a limit(credit limit)	X	
Sales Goods Returns	System should be able to input returns from customers. Returns should be marked as returns and reason for returns.	X	
Sales	System should enable the Sales and Marketing Manager to authorize discounts.	X	



Sales Discounts			
Sales Prices	1 System should not allow low level users to alter prices. 2 System should have a multi-currency module.	X X	
Sales	1 System should prevent operator from effecting changes after errors without authorization from senior/higher level person. 2 system should provide requests for appropriate approvals. 3 System should show sales transactions on the manager's computer (real time).	X X	
Stock	1 System should show stock levels for both treated and untreated poles. 2 System should not allow user to sell poles when there is no stock. 3 System should be able to flag pending enquiries. (Warehousing)	X X	
Reports	1 System should generate, store, retrieve and edit daily, weekly , monthly and annual sales reports. Reports should highlight specific details such as: a) Date which transaction occurred b) Name of customer and value sold to customer. c) Quantity sold. d) Length and diameter. 2 System should group sales in relation to product lines eg transmission poles, light poles and cross arms. 3 System should generate monthly, quarterly and annual total sales per customer. 5 System should present reports in graphical, tabular and textual form.	X X X	

## ICT REQUIREMENTS MODULE

Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
Application/System	System must run on Windows Server Operating systems	x.	
Application/System	System must be modular and scalable	X	
Application/System	System must save data on entry and must allow multiple concurrent users.	X	
Application/System	System allows ease of adding tables/fields for specific needs.		
Application/System	System is available online 24 hours a day, should be accessible remotely.		
Client Interface	Thin client interface via browser front end		
Client Interface	Provide "values" keys to facilitate look up of allowable entries (in the database) for selected fields.		



Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
Electronic Business	The system and database must allow for integration and interfacing with other database solutions		
Other Requirements	The vendor must demonstrate or prove the system's ability to operate properly with large user, data and transaction volumes. - Please indicate the system's high watermark for the number of concurrent users, data and transaction volumes.		
Other Requirements	Access control can be customized by user or by user group.	X	
Other Requirements	Allow controlled/limited access based on:	X	
	- Authorization level	X	
	- Customer access level	X	
	- Specific menus / functions	X	
	- Specific fields (create, view, update, delete)	X	
	- Specific system function keys		
	- Elements / records (e.g. restrict access to all accounts relating to specific cost centres)		
Other Requirements	Vendor must maintain and offer adequate and current user, technical and training documentation for all systems modules and functions.	X	
Personalization	User Configurable Menus	X	
Programming Language	There must be consistency in the language and version used across all modules within the core integrated enterprise system.	x	
Programming Language	The programming language should preferably be non-proprietary. Specify the programming language that will be used to customize the application, should the need arise. This is also necessary to facilitate integration or interfacing with other systems as required.		
Relational Database	Allow for database recovery via journaling so that database transactions can be "rolled-back" prior to commitment to avoid corrupted data in case of a system "crash". - The system automatically rolls back all transactions for processes that do not run to completion for any reason.	X	
Relational Database	Provide an ODBC interface. This is to ensure acceptable performance of third party query/reporting tools and to facilitate integration with other databases and reporting across other databases.		
Relational Database	Provide online backup to allow 7x24 system availability.		
Reporting	Provide robust reporting capabilities, which allow data access for reporting purposes without impacting day-to-day operations of the system.	X	
Reporting	Provide support for user modification of standard reports.	X	
Reporting	Provide support for ad hoc report creation and reporting.	X	
Reporting	Allow for using generally available tools such as MS Excel, Word and adobe to define report layouts	X	
Reporting	Publish regulatory reports into the templates provided by the regulator		
Reporting	Publish a report directly from the application environment in multiple formats (Excel, PDF, Word document)	X	
Reporting	Publish report output directly to document management system, e-mail, fax server, printer	X	
Security / Authorizations control	User access authorizations control; Group security profiles; access level (module, program, field, options, functions); User Authentication capabilities		
Support	The vendor must be able to provide 7x24 Support.	X	

Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
Archive	Provide ability to archive records to alternate media for storage.	X	
Archive	Provide ability to load archived records back into the system.	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	Output electronically to a file or files audit trail electronic record data and their associated metadata.		
Audit Trail	Record changes to user access levels and privileges.	x	
Audit Trail	Record any events that create, modify or delete electronic records.	X	
Audit Trail	All audit trail entries must be computer generated with the Date, local time (hr, min, sec), operator name/id, terminal #, action (e.g. create, modify, delete) and reason for the action.	X	
Audit Trail	Keep all entries for original, modified and deleted records.		
Audit Trail	All audit trail entries must be linked to the associated electronic record.		
Audit Trail	The users must be unable to disable the audit trail.	X	
Audit Trail	Restrict users from altering the audit trail.	X	
Audit Trail	Electronic signature audit events must adhere to the same requirements as electronic records.		
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	
Back up	Ability to test back up in a simulated environment	X	
Electronic Records	Reject invalid data entries (Ex: character values in number fields, out of range values).	X	
Electronic Records	Produce visual displays of electronic record data.	X	
Electronic Records	Produce visual displays of electronic record metadata.	X	
Electronic Records	Output electronically, to a file or files, electronic record data and their associated metadata.	X	
Electronic records	Retain all original and modified entries.		
Electronic Records	Check that data input or operational instructions are from authorized devices (terminal, instruments etc.).		
Electronic Signatures	Check for sufficient authority levels before allowing a record to be signed electronically.		
Electronic Signatures	E-signatures must contain information associated with the signing that indicates: the printed full name, date and time of the signing and meaning (review, approve, author) of the signature.		
Electronic Signatures	Date & time stamps associated with the e-signature must be outside of the control of the person signing.		
Electronic Signatures	Electronic signature record adheres to the same requirements as electronic records.		
Electronic Signatures	The system must require that no two individuals have the same electronic signature account.		
Electronic Signatures	Only the user must be able to see the electronic signature combination.		
Electronic Signatures	Ability to notify the system administrator of any attempts at unauthorized use of electronic signatures.		




Process	Requirement		Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
Reports	Produce printouts of electronic record data.	X	
Reports	Produce printouts of electronic record metadata (Data about data).	X	
Security	Restrict logical access to the system to authorized individuals.	X	
Security	Restrict logical access to the operating platform to authorized individuals.	X	
Security	Restrict logical access to the network to authorized individuals.		
Security	Provide multiple user access levels and assign user rights and privileges based upon the assigned job function.	X	
Security	Provide an in-activity timeout either at the operating system or application level.		
Security	No two individuals have the same user access account.	X	
Security	Notify the system administrator of any attempts at unauthorized use of user access accounts.		
Security	Ability to enforce password age and complexity	X	
Security	Ability to De-activate any account not used for 90 days.	X	
Security	Enforce the password length to be not less than six - eight characters.	X	
Security	Passwords to consist of both alpha and numeric characters.	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.		
Security	If the system is an "open system" the system must use digital signatures when transferring records to ensure record authenticity, integrity, and confidentiality from point of record creation to record receipt.		
Security	Tokens or cards bearing or generating user ID or password information have at least one component known only to the user.		
Security	Provide system login history		
Security	Automatically disable a user account when employment is terminated		
Security	Manage security across all layers from a central environment	X	
Security	Provision of a facility for the user to request password resets electronically,	X	
Upgrades	Scripts for automated upgrades between major releases provided		
Upgrades	Support fee to include free access to the newer version of your software		




Annexure 1

**DECLARATION ON NON-ENGAGEMENT IN CORRUPT OR FRAUDULENT PRACTICES**  
**FORM**

The Chief Executive  
Rural Electrification Agency  
6<sup>th</sup> 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 \_\_\_\_\_

Handwritten signature in blue ink and a circular stamp with a grid pattern.

## Annexure 2

### LETTER OF TENDER (TENDER FORM)

NAME OF TENDER: SUPPLY AND DELIVERY OF .....

Tender Number .....

TO: The Chief Executive  
Rural Electrification Fund ( REF)  
6<sup>th</sup> 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: \_\_\_\_\_

