

RURAL ELECTRIFICATION FUND



BIDDING DOCUMENT

**for the
Supply, delivery, installation and commissioning of diesel
fuel tanks and pumps**

Tender Closing Date: 20 January 2022

Time: 1000hrs

Tender Number: REF/INTER/10/12/21-R18614

Date of tender advert: 03 December 2021

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/INTER/10/12/21-R18614**

**TENDER DESCRIPTION- Supply, delivery, installation and
commissioning of diesel fuel tanks and pumps**

DECLARATION

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

Signed

.....
J.V MASHAMBA
CHIEF EXECUTIVE OFFICER

BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY AND INSTALLATION OF FUEL TANKS

Standard Bidding Document for the supply, delivery and installation of fuel tanks and installation of diesel fuel pumps:

Summary of requirements

The winning bidder is expected to supply, install and commission diesel fuel tanks and pumps in the following provinces for the Rural Electrification Fund:

LOT NO	REF PROVINCE	ADDRESS	TECHNICAL SPECIFICATIONS
1	Midlands	<i>GWERU TOWN</i>	<i>10,000Litre tanks per province and a diesel pump. Note further specifications are as provided on the appropriate clause of this Bidding Document.</i>
2	Mash Central	BINDURA TOWN	
3	Mash West	CHINHOYI TOWN	
4	Manicaland	MUTARE CITY	
5	Mash East	MARONDERA CITY	
6	Masvingo	MASVINGO URBAN	
7	Mat North	BULAWAYO CITY	
8	Mat South	BULAWAYO CITY	

Procurement Reference No: REF/INTER/10/12/21-R18614

Procuring Entity: Rural Electrification Fund

BIDDING DOCUMENT FOR THE SUPPLY,DELIVERY AND INSTALLATION OF FUEL TANKS

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PART 1: BIDDING PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders. The evaluation of this tender shall be guided by requirements of the Act.

Procurement Reference Number: REF/Inter/13/07/2020-R15637

Table of tender requirements

LOT NO	REF PROVINCE	ADDRESS	TECHNICAL SPECIFICATIONS
1	Midlands	GWERU TOWN	10,000 Litre tanks per province and a diesel pump. Note further specifications are as provided on the appropriate clause of this Bidding Document.
2	Mash Central	BINDURA TOWN	
3	Mash West	CHINHOYI TOWN	
4	Manicaland	MUTARE CITY	
5	Mash East	MARONDERA CITY	
6	Masvingo	MASVINGO URBAN	
7	Mat North	BULAWAYO CITY	
8	Mat South	BULAWAYO CITY	

Preparation of Bids

You are requested to bid for the supply of the goods specified in the Statement of Requirements below, by completing and returning the following documentation:

1. the Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
4. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ);
5. A bid security or bid securing declaration in the format specified in this Part;
6. A copy of:
 - *Company profile*
 - *Certificate of incorporation/proof of company registration in the country of origin*
 - *Tax clearance certificate/proof of tax compliance*
 - *CR 14 (Proof of company ownership)*
 - *ISO certificate for the manufacturer of the diesel tanks*
 - *ISO certificate for the manufacturer of the diesel pumps*
 - *Letter of agency from the manufacturer (for non-manufacturers) of diesel tanks*
 - *Letter of agency from the manufacturer of diesel pumps*

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- *Two Reference letters*

The tender is subject to review in terms of Section 54 of the Act, therefore bidders shall be required to pay the following fees in terms of Part IV of S.I 219 of 2020:

- Equivalent of ZW\$16,000.00 for local bidders and USD\$200.00 for foreign bidders . Bidders must attach proof of compliance on the bid documents without fail.

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.

The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid should be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

Lots and Packages

The tender is divided into lots. Bidders may bid for one or all the Lots. However tender award shall be limited to three Lots per bidder only.

Number of bids allowed

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

Clarification

Clarification of the bidding document may be requested in writing by any Bidder 5 days before tender closing date and time and should be sent to:

**Chief Executive Officer
Rural Electrification Fund
Megawatt House
44 Samora Machel Avenue
Harare.**

Email address: tshumba@rea.co.zw and kchinembiri@rea.co.zw

NOTE: Bidders must use both email addresses always.

Pre-bid meeting

No pre-bid meeting shall be held in this tender.

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Validity of Bids

The minimum period for which the Bidder's bid must remain valid is ninety (90) days from the deadline for the submission of bids.

Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their bid that has correct details of the Bidder and the number of the Bid.

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

Bidders must submit three bid documents. The bidder must clearly mark the original copy "ORIGINAL." Two other copies must be clearly marked "COPY." In the event of any discrepancy between the original and the copies, the original will prevail.

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

Submission address: **Chief Executive Officer**
Rural Electrification Fund
Megawatt House
44 Samora Machel Avenue
Harare

Means of acceptance: of Tenders must be enclosed in sealed envelopes and endorsed on the outside with the advertised tender number, the description and closing date. The bids shall be dropped in the tender box located at the above stated address by the closing date and time personally or by post. Upon bid submission, bidders must obtain a bid submission receipt as proof of bid acceptance. Bidders are free to witness the opening of the tenders on the named closing date and time.

Bid opening

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

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Withdrawal, amendment or modification of Bids

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

Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (i) All prices must be quoted DDP(2020) that is inclusive of freight costs, insurance costs (risk), import duties and taxes till delivery.

Payment of tender fees

All foreign bidders are expected to pay for any fees or the bid bond in the currency of their bids while local bidders shall pay in local currency only.

Bid Security

Every bidder is required to include bid security as follows:

Bid Bond/Security

The Bid bond for this tender shall be RTGS\$180,000.00.00 (local bidders) and payable using the following options (S.I 5 of 2018 section 26). Please note that foreign bidders must provide the bid bond of equivalent value in the currency of their bid.

Option 1

A certified bank cheque; or

Option 2

A bank guarantee; or

Option 3

A cash deposit to Procurement Regulatory 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 equivalent to ZW\$40,000.00 (local bidders) and USD500.00 (Foreign bidders) to the Procurement Regulatory Authority of Zimbabwe in line with S.I. 219 of 2020 PART V item 4.

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

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The Bid Security or Bid- Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security or Bid-Securing Declaration must be in the names of all intended partners.

Contract Administration Fees

The winning bidder(s) shall be required to pay applicable contract administration fees to PRAZ in terms of part VI of Statutory Instrument 219 of 2020 before contract signature.

Administration fees payable by bidders for bids subject to review (SPOC fees)

The tender is subject to review in terms of Section 54 of the Act, therefore bidders shall be required to pay the following fees in terms of Part IV of S.I 219 of 2020:

- Equivalent of ZW\$16,000.00 for local bidders and USD\$200.00 for foreign bidders . Bidders must attach proof of compliance on the bid documents without fail.

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

Bids shall be fully evaluated for all the stages and bids failing on any stage shall be rejected.

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. The tender is subject to review therefore three identical copies of the bid document are required and that, where the copies are not identical, the contents of the bid marked original will alone be considered.

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Evaluation criteria

The Procuring Entity's evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies.

- (a) Compliance to technical specifications-Bidders must fully comply with the technical specifications provided in this tender.
- (b) Price and pricing format-Bidders should submit their bid prices with the following format:

LOT NO	REF PROVINCE	Total price for Diesel Pump and installation Excl VAT ZW\$	Total price for diesel tank installation and Civil works Excl VAT ZW\$	Total VAT 14.5%	Total Bid price Including VAT ZW\$
1	Midlands				
2	Mash Central				
3	Mash West				
4	Manicaland				

NOTE

Bidders are also required to submit a cost breakdown in the following format per Lot quoted without fail. Failure to submit this cost breakdown may lead to disqualification of the bid:

NO	DESCRIPTION OF SCOPE OF WORK	Price Exclusive VAT ZW\$	Price VAT Exclusive ZW\$
1	Supply and install Standard 10,000L Diesel Tank above the ground		
2	Carry out Pressure test		
3	Construct Slab and wall Bundle for a volume of 10,000Litres		
4	Construct Oil Separator standard according to EMA regulations		
5	Grating 7m x 5m		
6	Construct a soakaway 2m x 2m x 3m		
7	Install a Digital Gilbarco pump (One Nozzle)		
8	1. Construct a pump shade a. Dimensions 3m x 3m x 3m b. Chromadek IBR 0,4mm c. Channel Iron 50mm x 50mm x 5mm		
GRAND TOTAL		XXXXXX	XXXXXX

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- (c) Should REF received bids in different currencies , the currency of evaluation will be the local currency(ZW\$) . NOTE: Local bidders must quote in local currency and foreign currency (dual pricing) at the prevailing exchange rate in terms of Statutory Interest (S.I) 185 of 2020. See pricing format provided. However foreign bidders are required to convert their bids into local currency using the RBZ exchange rate (mid-rate) obtaining on the 16 December 2021. See <http://www.rbz.co.zw/>.

Where foreign bids are not converted into local currency REF shall convert the bids into local currency for purposes of tender evaluation using the RBZ exchange rate obtaining on the 18 June 2021 as above. However REF may reject bids quoted in foreign currency without conversion into local currency.

- (d) **Delivery schedule:** Winning Bidders are required to fully deliver within 12 weeks from the date of contract signing. Bids offering delivery after the period shall be treated as non-responsive. The delivery address for the tender shall be as provided on the table of requirements.

- (e) **Payment terms-Bidders must state the preferred payment terms**

However REF shall pay the winning bidder whether it's a local bidder or foreign bidder in local currency(ZW\$) only:

- Prepayment -REF favors payment after delivery, however where a bidder require pre-delivery payment they must state ability to secure a bank guarantee from a registered commercial bank acceptable to REF equal to the amount to be advanced. The bank guarantee must be provided within two weeks of contract signing.

NOTE: Foreign bidders must provide a bank guarantee confirmed by any local commercial banks or provide a bank guarantee issued by any local banks.

- (f) Bidders must state whether the tanks and the diesel pumps are imported or are locally manufactured without fail. State the country of origin without fail. Ensure you state the manufacturers of the diesel tanks and the diesel pumps without fail.
- (g) Bidders should provide their local bank account details without fail.
- (h.) Delivery term shall be Delivered Duty Paid (**DDP**)(2020), Harare Central Stores-That is Inclusive of freight costs, transit insurance (risk), all import duties and costs until delivery at REF Central Stores No.22A James Martin Road, Lochinvar Harare Zimbabwe.-Bidders MUST state that the delivery term shall be **DDP(2020)**.
- (i) The diesel tanks and the diesel pumps shall be inspected for quality compliance upon delivery at the site. The installation process shall also be inspected by REF engineers. REF reserves the right to reject goods or services that do not meet the required tender specifications.
- (j) Bidders must be registered with the Procurement Regulatory Authority of Zimbabwe(PRAZ) in the relevant category- Bidders must attach proof of registration with PRAZ . However foreign bidders shall only be required to register with PRAZ if awarded the tender and before contract signature.
- (k) Letter of agency-non-manufacturers must attach a letter of agency from the manufacturer with the bid documents without fail.
- (l) Valid ISO/SAZ certificate of the manufacturer of the diesel tanks and the diesel pumps must be provided- **Bidders must attach proof without fail.**
- (o) Reference letters-Bidders must attach at least two reference letters from

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reputable companies where the bidder has done diesel tanks and fuel pump installation over the past two years. Reference letters referring to supplies done more than two years old will not be acceptable.

- (p) Bidders must state a warranty period of 12 months for the supplied items.
- (m) Bid bond compliance-Bidders must attach proof of bid bond compliance as per Part one of this bidding document without fail.
- (n) Compliance with Administration fees payable by bidders for bids subject to review (SPOC fees)-Bidders must attach proof of payment for SPOC administration fees as per part one of this bidding document.
- (o) Bid validity of a minimum of 90 days is required and must be clearly stated.
- (p) 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.
- (q) The bidder must submit with the bid a duly filled in and signed attached Form of Tender Annexure 3.
- (r) Attach the bid submission form attached on page 13 of this document. Bids without the bid submission form may be rejected.

Eligibility and Qualification Criteria

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement and to be qualified for the proposed contract. To be eligible, Bidders must:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. not have a conflict of interest in relation to this procurement requirement;
4. not been debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act;
5. have the nationality of an eligible country as specified in the Special Conditions of Contract; and

Participation in this bidding procedure is open to *both Zimbabwean and foreign bidders*.

Origin of Goods

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

Technical Criteria

The Technical Specifications Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification.

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Currency

Should REF received bids in different currencies, the currency of evaluation will be the local currency (Zw\$). NOTE: Local bidders must quote in local currency and foreign currency (dual pricing) at the prevailing exchange rate in terms of Statutory Interest (S.I) 185 of 2020. See pricing format provided. However foreign bidders are required to convert their bids into local currency using the RBZ exchange rate (mid-rate) obtaining on the 16 December 2021. See <http://www.rbz.co.zw/>.

Where foreign bids are not converted into local currency REF shall convert the bids into local currency for purposes of tender evaluation using the RBZ exchange rate (mid rate) obtaining on the 16 December 2021 as above. However REF may reject bids quoted in foreign currency without conversion into local currency.

Award of Tender Criteria

Tender shall be awarded to the lowest priced bidder to specification per lot. However tender award shall be a maximum of 3 Lots per bidder. REF shall award the tender for supply and installation of the diesel tank and the diesel pump to the lowest priced bidder on both aspects. However REF may award a Lot to different bidders where a bidder has quoted for one aspect only (diesel tank or the diesel pump). **Note that bidders not compliant on one aspect (diesel tank and the diesel pump) shall be disqualified for that Lot.**

The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

Right to Reject

The Procuring Entity reserves the right to accept or reject any Bids or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and any conflict of interest on the part of the Bidder must be declared.

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Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Bidders must mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information}.

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We offer to supply the items listed in the attached Statement of Requirements, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

The validity period of our bid is: {days} from the date of submission.

We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

Bid Authorised by:

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

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Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

TECHNICAL SPECIFICATIONS FOR THE DIESEL TANKS AND PUMPS

Instructions to bidders

Bidders must clearly study and understand all the technical specifications provided. The technical specifications shall apply to every Lot on tender. Bidders **MUST** complete the table below without fail. Incorrect information on the table shall lead to disqualification of the bid.

NO	DESCRIPTION OF SCOPE OF WORK	BIDDER'S TECHNICAL SPECIFICATIONS/SCOPE OF WORK. (Bidders must state the scope of work for their bids in this column without fail)
1	Supply and install Standard 10,000L Diesel Tank above the ground	
2	Tank manufactured in compliance with SAZ 783 of 2005	
3	Carry out Pressure test	
4	Construct Slab and wall Bundle for a volume of 10,000Litres	
5	Construct Oil Separator standard according to EMA regulations	
6	Grating 7m x 5m	
7	Construct a soakaway 2m x 2m x 3m	
8	Install a Digital Gilbarco pump (One Nozzle)	
9	1. Construct a pump shade a. Dimensions 3m x 3m x 3m b. Chromadek IBR 0,4mm c. Channel Iron 50mm x 50mm x 5mm	

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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: _____

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 _____

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Annexure 2

LETTER OF TENDER (TENDER FORM)

NAME OF TENDER:Supply & Delivery of

Tender Number REF/...../...../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:

USD/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: _____