

# 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/24/12/2021

CLOSING DATE: 13 JANUARY 2022

CLOSING TIME: 1100HOURS

COST OF TENDER DOCUMENT: FREE

DATE OF ADVERT: 24 DECEMBER 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/Dom/24/12/2021-

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 Bidding Document(BD) is for the supply, installation, configuration and commissioning of an Enterprise Resource Planning(erp) 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.

Summary of requirements:

Lot No	TENDER DESCRIPTION
1	SUPPLY, INSTALLATION, CONFIGURATION AND COMMISSIONING 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 to ALL of the following email addresses: kchinembiri@rea.co.zw; [tshumba@rea.co.zw](mailto:tshumba@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](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 quires 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:

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 address provided.

## **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.

### 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	Total 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			

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 the 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 state the brand name of the software supplied. **Therefore the reference letter MUST state the brand of software supplied without fail.** Reference letters that do not comply may be rejected as non compliant.

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 choose to attach proof of agency with the principal dealers as well, however where a bidder attaches proof agency with the principal dealer, such bidders MUST attach proof of agency between the principal dealer and the Original manufacturer/Developer without fail.

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 EXCLUSIONS- The tender excludes ERPs such as SAP and Microsoft Dynamics Applications as these do not fall within the range in terms of cost and functionality. Bids with these ERPs will not be considered.
- 3.12 Bidders must attach proof of Procurement Regulatory Authority of Zimbabwe(PRAZ) registration on a relevant category without fail.
- 3.13 Bid validity of a minimum of 60 days is required. Bidder must clearly state a bid validity of 60 days.
- 3.14 Tenders must be submitted in three (3) copies and the ORIGINAL” copy must be clearly marked.
- 3.15 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
- 3.16 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' on the table means the requirement is mandatory and not optional. REF reserves the right to reject bids that do not meet the mandatory requirement. Please take note that the whole contracting and consulting module is Optional and not mandatory. This means bids without this module shall be regarded as compliant.

#### **FINANCE AND ADMINISTRATION**

<b>Process</b>	<b>Required specifications/functionality</b>	<b>An 'X' means the requirement is mandatory.</b>	<b>Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.</b>
REPORTING	The system should be able to departmentalize costs for the operations within the company	X	
REPORTING	The system should generate reports directly to PDF formats.	X	
REPORTING	The system should provide the ability to view/rerun previously generated reports.	X	
REPORTING	The system should allow print preview of all reports before printing and have print screen functionality.	X	
REPORTING	Should be able to design and run an ad-hoc report	X	
REPORTING	The system should have an asset register	X	
RECEIPTS	Ability to provide pre-coded templates for ease of input.	X	
RECEIPTS	Ability to enter comments (to be used internally) at time of receipt.	X	
RECEIPTS	Ability to reprint duplicate receipts.	X	
RECEIPTS	Ability to accommodate multiple payments for an invoice.	X	
GENERAL LEDGER	The software must provide an easy method to inquire real-time account balances at any time.	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 without fail.</b>
GENERAL LEDGER	The software must track the user of each transaction. Audit Trail	X	

GENERAL LEDGER	The software must provide consolidation codes for cross-departmental and organization consolidating reports.	X	
GENERAL LEDGER	Ability to provide historical records for every financial transaction as a complete audit trail.	X	
GENERAL LEDGER	Ability to generate and index 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>o Accounts Payable</li> <li>o Accounts Receivable</li> <li>o Budgeting</li> <li>o Cash Receipts Processing</li> <li>o 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	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 analyses	X	
GENERAL LEDGER	The software must allow for multiple months and fiscal years to remain open simultaneously.	X	
GENERAL LEDGER	The system must allow authorised users to override the budget.	X	

Process	Requirement	An 'X' means the requirement is mandatory.	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
GENERAL LEDGER	The software must have security to authorize a user to approve requisitions, 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>○ Beginning Budget Balance</li> <li>○ Year-to-Date Budget Activity</li> <li>○ Current Budget Balance</li> <li>○ Unspent/Remaining Budget Balance</li> <li>○ Beginning Transaction Balance</li> <li>○ Year-to-Date Transaction Activity</li> <li>○ 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	
MANUFACTURING	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 drill-down from any field within the journal entry screen.	X	
JOURNALS	Ability to accommodate reversing journal entries with authorisation	X	
JOURNALS	Ability to provide for budget control by checking available funds before posting.	X	
JOURNALS	Ability to provide default data within journal fields (e.g., year, date, period).	X	
CLOSING & ADJUSTMENTS	The should allow user-initiated carry forward of user-selected encumbrances	X	

<b>Process</b>	<b>Requirement</b>	<b>An 'X' means the requirement is mandatory.</b>	<b>Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.</b>
CLOSING & ADJUSTMENTS	Ability to roll over encumbrances, reverse the rollover, and re-roll once the fiscal year has closed.	X	
CLOSING & ADJUSTMENTS	Ability to reopen a closed period multiple times with appropriate security levels and authorisation.	X	
CLOSING & ADJUSTMENTS	Ability to prevent transactions from being processed in closed prior years and unopened future years.	X	
REPORTS	The system should be able to generate the following reports <ul style="list-style-type: none"> <li>o Account history</li> <li>o Detailed transaction journal</li> <li>o Budget journal</li> <li>o Budget to Actual Expenditures (for any user-defined date or period range)</li> <li>o Budget to Actual Revenue Estimates (for any user-defined date or period range)</li> <li>o Department Budget (including both actual and budgeted amounts) for any user-defined date or period range</li> <li>o Trial Balance</li> <li>o Balance Sheet</li> <li>o Statement of Revenues, Expenditures</li> <li>o Chart of Accounts Listing</li> </ul>	X	
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	
<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 without fail.</b>
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 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	
Accounts receivables	The system must allow Aging of Accounts receivables	X	
Inventory	The system must accommodate various stock valuation methods	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	

<b>Process</b>	<b>Requirement</b>	<b>An 'X' means the requirement is mandatory.</b>	<b>Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.</b>
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-encumbrance requisition per line item.	X	
REQUISITIONS	Ability to request a budget transfer as part of the requisition process	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>An 'X' means the requirement is mandatory.</b>	<b>Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without 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	<p>The system should be able to generate the following reports</p> <ul style="list-style-type: none"> <li>o Ability to generate Timber inspection reports</li> <li>o Ability to generate Pole received notes</li> <li>o Ability to do Stock transfers i.e raw to treated stocks</li> <li>o Ability to generate goods received notes</li> <li>o Ability to update stocks in real time</li> <li>o To authorise allow diameter shifts</li> <li>o System balances to be viewable</li> <li>o Editing stocks to be authorised even in the event of typing errors</li> <li>o Stores requisitions and issues to be done in the system</li> </ul>		
WORKFLOW	The system should provide multiple approval levels based on item to be routed.	X	
WORKFLOW	The system should provide the ability to track documents submitted for approval and review with a time/date stamp.	X	

## PRODUCTION

Process	Requirement	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
Inventory management	System must define minimum reorder levels for production inputs	X	
Production reporting	System must be able to generate weekly, monthly and quarterly reports for transmission poles produced	X	
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.	X	

Process	Requirement	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.	
Application/System	System must be able to route request for appropriate approvals before execution.	X		
Plant and Equipment management	System must be able to show the performance and downtime statistics	X		
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		
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. Order Number</li> <li>4. Prepared by</li> <li>5. Customer name</li> <li>6. Authorised By and designation</li> <li>7. Product Description <ul style="list-style-type: none"> <li>• Length</li> <li>• Diameter</li> </ul> </li> <li>8. Instruction to merchant</li> <li>9. Costing allocation</li> <li>10. Quantity</li> <li>11. Unit volume</li> <li>12. 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. Name of supplier</li> <li>3. Wood pole Length</li> <li>4. Grader Name/Graded By</li> <li>5. Diameter</li> <li>6. Offloading TELELOGGER driver</li> <li>7. Quantity</li> <li>8. Receiving clerk</li> <li>9. Unit volume</li> <li>10. Location of plantation/Source</li> <li>11. Plantation age</li> <li>12. Total volume</li> <li>13. Batch number</li> <li>14. Moisture content level</li> <li>15. Load composition</li> <li>16. Type of Tree</li> <li>17. Inspected By</li> <li>18. Graded By</li> <li>19. Inspection remark</li> <li>20. Quality(High,Medium, Low)</li> </ol>	X		

Process	Requirement	An 'X' means the requirement is mandatory	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.	
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. Date received 2. Length 3. Diameter 4. Purchase order Number 5. Plant supervisor 6. Pole Supplier 7. Received by, 8. Quantity 9. Product type 10. Unit volume 11. Item code 12. Total volume 13. Description of goods 14. Moisture content level 15. Order Number	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. Order Number 3. Length 4. customer name 5. Customer code 6. Diameter 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 (filling, heating) 17. Retention 18. Total volume treated 19. Creosote temperature 20. Creosote opening balance 21. Creosote closing balance 22. Pressure 23. Tree Type	X		

## CONTRACTING & CONSULTING

**NOTE: THIS MODULE SHALL BE OPTIONAL AND NOT MANDATORY**

Process	Requirement	An 'X' means the requirement is mandatory.	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
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	
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.	X	
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)	X	
Project Implementation	The system should be able to display resource utilization during project implementation.	X	

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

Process	Requirements	An 'X' means the requirement is mandatory.	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
<b>Sales</b> Cash Receipt	System must be able to create, store, retrieve edit and delete cash receipts. Cash receipts should include the following information: <ol style="list-style-type: none"> <li>1) Date</li> <li>2) Customer name</li> <li>3) Goods description (length and diameter)</li> <li>4) Quantity</li> <li>5) Value of goods (\$)</li> <li>6) Person who generated receipt</li> <li>7) Currency used to pay goods</li> </ol>	X	
<b>Sales</b> Sales Invoice	System must be able to create, store, retrieve edit and delete sales invoices. Sales Invoices should include the following information: <ol style="list-style-type: none"> <li>1) Date</li> <li>2) Customer name</li> <li>3) Receipt number</li> <li>4) Order number</li> <li>5) Delivery note number</li> <li>6) Goods description (length and diameter)</li> <li>7) Quantity</li> <li>8) Value of goods (\$)</li> <li>9) Person who generated invoice</li> </ol>	X	

	<p>10) Currency used to pay goods 11) Product Line ()</p>		
<p><b>Sales</b> Despatch Note</p>	<p>1 System must be able to create, store, retrieve edit and delete despatch notes. Dispatch notes should include the following information:</p> <ol style="list-style-type: none"> <li>1) Date</li> <li>2) Customer name</li> <li>3) Receipt number</li> <li>4) Order number</li> <li>5) Sales invoice number</li> <li>6) Loading instruction number</li> <li>7) Goods description (length and diameter)</li> <li>8) Quantity and volume dispatched</li> <li>9) Person who generated Dispatch note</li> </ol> <p><b>NB: Sample will be provided as the document requires a lot of information.</b></p>	X	
<p><b>Sales</b> Quotation</p>	<p>System must be able to create, store, retrieve edit and delete quotations. Quotations should include the following information:</p> <ol style="list-style-type: none"> <li>1) Date</li> <li>2) Customer name</li> <li>3) Goods description (length and diameter)</li> <li>4) Quantity</li> <li>5) Price currency</li> <li>6) Person who generated quote</li> </ol> <p><b>Terms and conditions section</b></p> <ol style="list-style-type: none"> <li>7) Quotation validity period</li> <li>8) Lead time</li> <li>9) Banking details to appear on all quotations</li> </ol>	X	
<p><b>Sales</b> Profoma Invoice</p>	<p>System must be able to create, store, retrieve edit and delete profoma invoices. Profoma invoices should include the following information:</p> <ol style="list-style-type: none"> <li>1) Date</li> <li>2) Customer name</li> <li>3) Order number</li> <li>4) Goods description (length</li> </ol>	X	

	<p>and diameter)</p> <p>5) Quantity</p> <p>6) Price Currency</p> <p>7) Person who generated profoma</p> <p><b>Terms and conditions section</b></p> <p>8) Profoma invoice validity period</p> <p>9) Lead time</p> <p>10) Banking details.</p>		
<b>Sales</b> Loading Instruction	System must be able to display authorized loading instructions to the S & M, Sales Clerk, Stores Clerk and Production Supervisor.	X	
<b>Sales</b> Credit sales	<p>1 System must be able to synchronize sell to customer order. Each credit sale should be linked to a customer order.</p> <p>2 Ability to set credit limits for all credit sales</p>	X	
<b>Sales</b> Goods Returns	<p>Ability to capture returns. Form to include the following fields</p> <ul style="list-style-type: none"> <li>• Customer Name</li> <li>• Driver Name</li> <li>• Date returned</li> <li>• Description of Goods returned</li> <li>• Quantity</li> <li>• Reason for returns</li> <li>• Order Number</li> <li>• Inspected By</li> <li>• Authorised By</li> </ul>	X	
<b>Sales</b> Sales Discounts	<p>System should enable the Sales and Marketing Manager to authorize discounts.</p> <p>Form to include the following fields</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Customer Name</li> <li>• Discount %</li> <li>• Reason</li> <li>• Order Number/ Receipt Number</li> <li>• Order Value</li> </ul>	X	

<p><b>Sales Prices</b></p>	<p>1 System should not allow low level users to alter prices. Form to include the following fields</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Change By</li> <li>• Authority By</li> <li>• Reason</li> <li>• Percentage Change</li> </ul> <p>2 System should have a multi-currency module.</p>	<p>X</p>	
<p><b>Sales</b></p>	<p>1 System should prevent operator from effecting changes 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).</p>	<p>X</p>	
<p><b>Stock</b></p>	<p>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/outstanding Orders. (Warehousing)</p>	<p>X</p>	
<p><b>Reports</b></p>	<p>1 System should generate, daily, weekly , monthly and annual sales reports. Reports should highlight specific details such as:</p> <ul style="list-style-type: none"> <li>• Date which transaction occurred</li> <li>• Name of customer and value sold to customer.</li> <li>• Quantity sold.</li> <li>• Length and diameter.</li> <li>• 2 System should group sales in relation to product lines eg transmission poles, light poles and cross arms.</li> <li>• 3 System should generate monthly, quarterly and annual total sales per</li> </ul>	<p>X</p>	



	<p>customer.</p> <ul style="list-style-type: none"> <li>• 5 System should present reports in graphical, tabular and textual form.</li> </ul> <p>Customer Inquiry Reports (Quotations)</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Customer name</li> <li>• Goods description (length and diameter)</li> <li>• Quantity</li> <li>• Price currency</li> <li>• Person who generated quote</li> </ul> <p>Returns Report</p> <ul style="list-style-type: none"> <li>• Customer Name</li> <li>• Driver Name</li> <li>• Date returned</li> <li>• Description of Goods returned</li> <li>• Quantity</li> <li>• Reason for returns</li> <li>• Order Number</li> <li>• Inspected By</li> <li>• Authorised By</li> </ul> <p>Discounts Issued Report</p> <ul style="list-style-type: none"> <li>• Date</li> <li>• Customer Name</li> <li>• Discount %</li> <li>• Reason</li> <li>• Order Number/ Receipt Number</li> <li>• Order Value</li> </ul>		
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## ICT REQUIREMENTS

Process	Requirement	An 'X' means the requirement is mandatory.	Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.
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	
Electronic Business	The system and database must allow for integration and interfacing with other database solutions	X	
Other Requirements	The vendor must demonstrate or prove the system's ability to operate properly with large user, data and transaction volumes.	X	
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	X	
	- Elements / records (e.g. restrict access to all accounts relating to specific cost centres)	X	
Other Requirements	Vendor must maintain and offer adequate and current user, technical and training documentation for all systems modules and functions.	X	
Reporting	Allow for using generally available tools such as MS Excel, Word and adobe to define report layouts	X	
Reporting	Publish a report directly from the application environment in multiple formats (Excel, PDF, Word document)	X	
Security / Authorizations control	User access authorizations control; Group security profiles; access level (module, program, field, options, functions); User Authentication capabilities	X	
Support	The vendor must be able to provide 7x24 Support.	X	
Archive	Provide ability to archive records to alternate media for storage.	X	
Audit Trail	Produce visual displays of audit trail electronic record data.	X	
Audit Trail	Ability to Produce visual displays of audit trail electronic record metadata.	X	
Audit Trail	Record any 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	

<b>Process</b>	<b>Requirement</b>	<b>An 'X' means the requirement is mandatory.</b>	<b>Bidders Statement of Compliance to the Requirements. Bidders must state the specifications of their software in this column without fail.</b>
Audit Trail	Keep all entries for original, modified and deleted records.	X	
Audit Trail	All audit trail entries must be linked to the associated electronic record.	X	
Audit Trail	Restrict users from altering the audit trail.	X	
Backup	Ability to schedule automatic backup and transfer data to alternative media.	X	
Backup	Ability to load backup application software and records back into the system.	X	
Back up	Ability to test back up in a simulated environment	X	
Reports	Produce printouts of electronic record data.	X	
Reports	Produce printouts of electronic record metadata (Data about data).	X	
Security	Provide multiple user access levels and assign user rights and privileges based upon the assigned job function.	X	
Security	No two individuals have the same user access account.	X	
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 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.	X	
Security	Provide system login history	X	
		X	

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 \_\_\_\_\_

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: