

RURAL ELECTRIFICATION FUND



BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF VARIOUS PROTECTIVE CLOTHING

COMPETITIVE DOMESTIC TENDER

TENDER NUMBER: REF/DOM/01/02/2022

CLOSING DATE:03 MARCH 2022

CLOSING TIME:1000HOURS

DATE OF ADVERT:..... 11 FEBRUARY 2022

COST OF BIDDING DOCUMENT: FREE

SUBMISSION OF BIDS/TENDERS

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

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



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/01/02/2022

TENDER DESCRIPTION-SUPPLY AND DELIVERY OF VARIOUS PROTECTIVE CLOTHING

DECLARATION

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

Signed

.....
J.V MASHAMBA
CHIEF EXECUTIVE

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1.0 SCOPE OF SUPPLIES

This document is a Request for Proposal (RFP) for the Supply and Delivery of the following items:

Lot No	Material Description	Base Unit of Measure	QUANTITY
1	GOGGLES, CLEAR PROTECTIVE	EACH	344
2	WORKSUIT SKY BLUE DRILL SIZE 44 BRANDED	PAIR	25
	OVERALL NAVY BLUE SS SIZE 40 BRANDED	EACH	160
	OVERALL NAVY BLUE SS SIZE 42 BRANDED	EACH	640
	OVERALL NAVY BLUE SS SIZE 44 BRANDED	EACH	640
	OVERALL NAVY BLUE SS SIZE 46 BRANDED	EACH	320
	OVERALL NAVY BLUE SS SIZE 48 BRANDED	EACH	160
3	SAFETY SHOES BLACK SIZE 6	EACH	160
	SAFETY SHOES BLACK SIZE 7	EACH	320
	SAFETY SHOES BLACK SIZE 8	EACH	960
	SAFETY SHOES BLACK SIZE 9	EACH	800
	SAFETY SHOES BLACK SIZE 10	EACH	160
4	RAIN SUIT (M) MEDIUM HEAVY DUTY	EACH	68
	RAIN SUIT (L) LARGE HEAVY DUTY	EACH	195
	RAIN SUIT ((XL) EXTRA LARGE HEAVY DUTY	EACH	321
	RAIN SUIT ((XXL) EXTRA EXTRA LARGE HEAVY DUTY	EACH	254
5	WORK SUIT NAVY BLUE SIZE 42 BRANDED	EACH	160
	WORK SUIT NAVY BLUE SIZE 44 BRANDED	EACH	320
	WORK SUIT NAVY BLUE SIZE 46 BRANDED	EACH	320
	WORK SUIT NAVY BLUE SIZE 48 BRANDED	EACH	160
6	GUMBOOT SIZE 7	EACH	320
	GUMBOOT SIZE 8	EACH	480
	GUMBOOT SIZE 9	EACH	960
	GUMBOOT SIZE 10	EACH	480
	GUMBOOT SIZE 11	EACH	160
7	DUST COAT NAVY BLUE SIZE 40 BRANDED	EACH	160
	DUST COAT NAVY BLUE SIZE 44 BRANDED	EACH	320
	DUST COAT NAVY BLUE SIZE 46 BRANDED	EACH	320

	DUST COAT NAVY BLUE SIZE 48 BRANDED	EACH	160
8	SUN HAT KHAKI BRANDED	EACH	2,400
9	SINGLE BED MOSQUITO NETS	EACH	2,400
10	HAT (HARD) ORANGE	EACH	2,400
11	GOGGLES, CLEAR PROTECTIVE	EACH	136
12	GLOVES LEATHER SHORT LENGTH	PAIR	2,400
	GLOVES LEATHER INDUSTRIAL LONG	PAIR	2,400

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 Procurement Act (Cap 22:14) and Procurement Regulations of 2002 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 and buyer@rea.co.zw** , not less than five(5) working days from the closing date of the tender. Clarifications/Responses pertaining to the queries received shall be uploaded on REF website address **www.rea.co.zw** on the notice board page. It shall be the responsibility of bidders to continuously check the website for such clarifications/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:

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

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

2.6 Amendment of Tender Documents

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

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

2.7 Language

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

2.8 Tender Validity Period

Tender validity period is the **period** in course of which the supplier is bound by the **tender**, in relation to its content and conditions offered (price, execution time, guarantee, etc). Tender prices shall remain valid and fixed for a minimum of sixty days(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 after delivery, inspection and acceptance of the delivered goods. Any other payment terms and conditions resulting in Rural Electrification Fund paying a deposit or advancing payment such bidders 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. Bidders are therefore requested to clearly state payment terms and conditions in the bid document.

2.10 Errors of Extension or addition

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

2.11 Penalties/Liquidated damages

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

2.12 Delivery Period

The successful bidder is expected to deliver the goods within the delivery period stated in the bid document from the date of the Purchase Order. The delivery period must be stated in weeks. In the event that goods will be delivered in different consignments, delivery schedule must be provided together with the bid. The delivery address is as follows: No.22A James Martin Road, Lochinvar Harare Zimbabwe. REF reserves the right to reject products that do not meet the required specifications at the point of delivery.

2.13 Company Profile

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

2.14 Bid Preparation

The bid shall be prepared in indelible ink. Bids must be properly spirally bound. A clearly labeled table of contents with correct page numbers or index must be provided on the second page of the bid document. Company name, tender number, tender description, closing date must be displayed on the cover page of the bid document.

2.15 Bid Security

Bidders must submit a refundable bid Security of ZW\$120,000.00, valid for 60 Days, together with their bid in line with Section 26 of the Procurement Regulations (S.I.5) of 2018). The Bid Security shall be payable using the below Options:

- Option 1.....A certified Bank Cheque
- Option 2.....A Bank Guarantee
- Option 3.....A Cash Deposit to the PRAZ

If Option 3 is chosen bidders must also submit proof of payment to Procurement Regulatory Authority of Zimbabwe (PRAZ) of non-refundable cash bid bond establishment fee equivalent to ZW\$30,000.00 in line with Part V of the Procurement Regulations (Amendment (S.I 299 of 2021)). Failure to comply with the above will lead to automatic disqualification.

2.16 Contract Administration Fee Payable by Contractors

Bidders are advised that the winning bidder may be required to pay contract administration fees to PRAZ in line with Statutory Instrument (S.I) 299 of 2021 PART VI. Bidders must ensure they study the fees structure on the S.I for their information.

2.17 Companies owned by same person

No bidder may submit more than one bid, either individually or as a joint venture partner in another bid, except as a subcontractor and a conflict of interest will be deemed to arise if bids are received from more than one bidder owned, directly or indirectly, by the same person.

3.0 EVALUATION CRITERIA

3.1 Compliance to technical specifications. Bidders are required to supply the following items as follows:

Lot No	Material Description	Base Unit of Measure	QUANTITY
1	GOGGLES, CLEAR PROTECTIVE	EACH	344
2	WORKSUIT SKY BLUE DRILL SIZE 44 BRANDED	PAIR	25
	OVERALL NAVY BLUE SS SIZE 40 BRANDED	EACH	160
	OVERALL NAVY BLUE SS SIZE 42 BRANDED	EACH	640
	OVERALL NAVY BLUE SS SIZE 44 BRANDED	EACH	640
	OVERALL NAVY BLUE SS SIZE 46 BRANDED	EACH	320
	OVERALL NAVY BLUE SS SIZE 48 BRANDED	EACH	160
3	SAFETY SHOES BLACK SIZE 6	EACH	160
	SAFETY SHOES BLACK SIZE 7	EACH	320
	SAFETY SHOES BLACK SIZE 8	EACH	960
	SAFETY SHOES BLACK SIZE 9	EACH	800
	SAFETY SHOES BLACK SIZE 10	EACH	160
4	RAIN SUIT (M) MEDIUM HEAVY DUTY	EACH	68
	RAIN SUIT (L) LARGE HEAVY DUTY	EACH	195

	RAIN SUIT ((XL) EXTRA LARGE HEAVY DUTY	EACH	321
	RAIN SUIT ((XXL) EXTRA EXTRA LARGE HEAVY DUTY	EACH	254
5	WORK SUIT NAVY BLUE SIZE 42 BRANDED	EACH	160
	WORK SUIT NAVY BLUE SIZE 44 BRANDED	EACH	320
	WORK SUIT NAVY BLUE SIZE 46 BRANDED	EACH	320
	WORK SUIT NAVY BLUE SIZE 48 BRANDED	EACH	160
6	GUMBOOT SIZE 7	EACH	320
	GUMBOOT SIZE 8	EACH	480
	GUMBOOT SIZE 9	EACH	960
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7	DUST COAT NAVY BLUE SIZE 40 BRANDED	EACH	160
	DUST COAT NAVY BLUE SIZE 44 BRANDED	EACH	320
	DUST COAT NAVY BLUE SIZE 46 BRANDED	EACH	320
	DUST COAT NAVY BLUE SIZE 48 BRANDED	EACH	160
8	SUN HAT KHAKI BRANDED	EACH	2,400
9	SINGLE BED MOSQUITO NETS	EACH	2,400
10	HAT (HARD) ORANGE	EACH	2,400
11	GOGGLES, CLEAR PROTECTIVE	EACH	136
12	GLOVES LEATHER SHORT LENGTH	PAIR	2,400
	GLOVES LEATHER INDUSTRIAL LONG	PAIR	2,400

3.2 Tender price-Bidders quote using the format below. Failure to follow the format may lead to disqualification:

LOT No	Description of goods	Qty	Unit price ZW\$ Excl VAT	Total 15% VAT ZW\$	Total Including VAT ZW\$
	GOGGLES, CLEAR PROTECTIVE	Xx			
XX	WORKSUIT SKY BLUE DRILL SIZE 44 BRANDED	Xx			
	OVERALL NAVY BLUE SS SIZE 40 BRANDED	Xx			
	OVERALL NAVY BLUE SS SIZE 42 BRANDED	xx			

NOTE

- The bid price should **clearly and separately** show the unit price and the total price for the PPE to be supplied.
 - Bidders **MUST** state clearly whether they charge VAT or not.
- 3.3 A Certificate of Incorporation - in terms of the Companies Act (Chapter 24.03) or equivalent registration document in country of residence.
 - 3.4 CR14- indicating names and addresses of the directors and their shareholding structure.
 - 3.5 CR 6 Form -principal place of business-Bidders must attach the CR6 form.
 - 3.6 Company profile-Bidders must attach a detailed company profile.
 - 3.7 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.
 - 3.8 The tender shall be awarded to the lowest priced bidder to specification per lot.
 - 3.9 Bidders must state the required payment terms. REF favours payment after delivery, however where bidders require pre-delivery payment they must state ability to secure a bank guarantee from a registered commercial bank acceptable to REF with a value equal to the amount to be paid in advanced. The bank guarantee must be provided within two weeks of contract signing. REF shall also make payments into local bank accounts through transfer.
 - 3.10 Delivery period. REF requires the winning bidder(s) to supply the full order within a period of 4 weeks from the date of contract signing/order issuance. Bidders must state their capacity to deliver within a period of four weeks as required.
 - 3.11 Bidders are required to submit clearly labeled (with bidder's name) samples for every item quoted. However where bidders submit a sample different from REF,s samples, REF reserves the right to accept or reject any alternative samples provided by bidders based on the assessment of the evaluation committee. Bids submitted without corresponding samples will be rejected as non-compliant. **NOTE: Bidders are required to collect their samples thirty days from the date of tender results publication without fail, thereafter REF will not be responsible for any loss or damage of the samples.**
 - 3.12 Delivery term-the winning bidder(s) shall deliver the items to the named place of delivery inclusive of all costs and risk.
 - 3.13 Reference letters-Bidders must attach at least three reference letters from companies where the bidder has supplied protective clothing products **within** the past three years.
 - 3.14 Bidders are required to inspect the samples at REF Central Stores located at No.22A James Martin Road, Lochinvar Harare. Any bidder experiencing challenges with the inspection process must contact the Procurement Administrator on the numbers provided on the tender advert.
 - 3.15 Bid validity of a minimum of 60 days is required and must be clearly stated.
 - 3.16 Tenders must be submitted in not less than three (3) copies and the

- ORIGINAL” copy must be clearly marked.
- 3.17 The Bidders should complete the attached with the bid a duly filled in and signed Declaration on Non-Engagement in Corrupt or Fraudulent Practices Form Annexure 2.
- 3.18 The bidder should 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 delivery costs and any other duties and taxes payable by the supplier. The delivery address is No.22A James Martin Road, Lochinvar Harare Zimbabwe. REF does not assist suppliers in the sourcing of foreign currency. All VAT registered supplier must show VAT separately in their bid.

NOTE

- Bidders who are not VAT registered must not fill in the VAT column.
- All bidders should quote using the above format and failure to do so will lead automatic disqualification of the bid.

5 AWARD CRITERIA

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

6 CONTACTING THE PURCHASER

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

7 CONFIDENTIALITY

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

8 CORRUPT OR FRAUDULENT PRACTICES

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

Rural Electrification Fund will reject a proposal for award if it determines that the tenderer has engaged in corrupt or fraudulent practices in competing for the contract.

A Tenderer who is found to have indulged in corrupt or fraudulent practices will be automatically disqualified.

9 SUBMISSION OF BIDS

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 7th Floor Megawatt House, 44 Samora Machel Avenue, Harare**, before 10.00 hours on the closing date notified.

9.1 Tenders which are properly addressed to the Procurement Administrator in envelopes with the advertised tender number, the closing date and tender description endorsed on the outside are not opened until 1000 hours on the closing date.

9.2 **Note:** Tenders which are not received by 1000 hours on the closing date whether by hand or by courier will be treated as late tenders and will be rejected.

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

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

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

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

10) RIGHT FOR ACCEPTANCE OR REJECTION OF ANY OR ALL BIDS

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

11) LIST OF REQUIREMENTS FOR THE TENDER

Lot No	Material Description	Base Unit of Measure	QUANTITY
1	GOGGLES, CLEAR PROTECTIVE	EACH	344
2	WORKSUIT SKY BLUE DRILL SIZE 44 BRANDED	PAIR	25
	OVERALL NAVY BLUE SS SIZE 40 BRANDED	EACH	160
	OVERALL NAVY BLUE SS SIZE 42 BRANDED	EACH	640
	OVERALL NAVY BLUE SS SIZE 44 BRANDED	EACH	640
	OVERALL NAVY BLUE SS SIZE 46 BRANDED	EACH	320
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3	SAFETY SHOES BLACK SIZE 6	EACH	160
	SAFETY SHOES BLACK SIZE 7	EACH	320
	SAFETY SHOES BLACK SIZE 8	EACH	960
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7	DUST COAT NAVY BLUE SIZE 40 BRANDED	EACH	160
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	DUST COAT NAVY BLUE SIZE 46 BRANDED	EACH	320
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11	GOGGLES, CLEAR PROTECTIVE	EACH	136
12	GLOVES LEATHER SHORT LENGTH	PAIR	2,400
	GLOVES LEATHER INDUSTRIAL LONG	PAIR	2,400

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 _____

Annexure 2

LETTER OF TENDER (TENDER FORM)

NAME OF TENDER: Supply & Delivery of protective clothing

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

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

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.

Signature _____ in the capacity of _____

Duly authorized to sign tenders for and on behalf of _____

Address: _____

Date: _____