

RURAL ELECTRIFICATION FUND



BIDDING DOCUMENT FOR THE PROVISION OF CONSULTANCY SERVICES FOR ENVIRONMENTAL IMPACT ASSESSMENTS PROSPECTUS FOR TWENTY FIVE SITES FOR INSTITUTIONAL SOLAR MINI-GRIDS.

COMPETITIVE DOMESTIC TENDER

TENDER NUMBER: REF/DOM/17/05/2022

CLOSING DATE: 28 JUNE 2022

CLOSING TIME: 1000HOURS

COST OF TENDER DOCUMENT: FREE

DATE OF ADVERT: 27 MAY 2022

SUBMISSION OF BIDS/TENDERS

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

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

RURAL ELECTRIFICATION FUND



DECLARATION BY THE ACCOUNTING OFFICER IN TERMS OF SECTION 19(2)(C) OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS REGULATIONS, 2018.

TENDER NUMBER: REF/DOM/17/05/2022

TENDER DESCRIPTION-PROVISION OF CONSULTANCY SERVICES FOR ENVIRONMENTAL IMPACT ASSESSMENTS PROSPECTUS FOR TWENTY FIVE SITES FOR INSTITUTIONAL SOLAR MINI-GRIDS.

DECLARATION

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

Signed

.....
J.V MASHAMBA
CHIEF EXECUTIVE

CONTENTS PAGE

1.0 Scope of Supplies	4
2.0 Terms and Conditions of the Tender	4
3.0 Evaluation Criteria	8
4.0 Financial Information	10
5.0 Tender Award criteria	10
6.0 Contacting the Purchaser	10
7.0 Confidentiality	10
8.0 Corrupt or fraudulent practices	10
9.0 Submission of Bids	10
10.0 Right of bid acceptance	11
11.0 Scope of work	11

Annexure 1:Declaration of Corrupt or Fraudulent Practices Form
Annexure 2:Letter of Tender Form Sample

1.0 SCOPE OF SUPPLIES

This document is a Bidding Document(BD) for the provision of consultancy services for Environmental Impact Assessments(EIA) prospectus for 25 Institutional solar PV systems for the Rural Electrification Fund(REF). The sites are as shown in the table below.

INSTITUTIONAL MINI-GRIDS

Lot No	PROVINCE	NAME OF INSTITUTION	Latitude	Longitude	DISTRICT	SIZE (PV/Battery)	Estimate Cost USD
1	Manicaland	Mariya Primary and Secondary Schools	-20.744555	32.454149	Chipinge	15kW/ 86.4 kWh	\$55 000.00
2		Nyamusosa Clinic	-18.000610	32.262430	Makoni	10kW /57.6 kWh	\$37 000.00
3		Matsakanure Sec School	-19.643680	31.919680	Buhera	15kW/ 86.4 kWh	\$55 000.00
4	Mashonaland Central	Maparepera Primary School	-16.522430	32.919680	Rushinga	5kW / 28.8kWh	\$20 000.00
5		Ganganyama Primary School	-16.447810	32.115710	Rushinga	5kW / 28.8kWh	\$20 000.00
6		Masoka Pry & Sec School	-16.158050	30.160330	Mbire	15kW/ 86.4 kWh	\$55 000.00
7	Mashonaland East	Chimanga Secondary School	-16.918670	32.407070	Mudzi	10kW /57.6 kWh	\$37 000.00
8		Chisvo Primary School & Clinic	-16.956952	32.356478	Mudzi	5kW / 28.8kWh	\$20 000.00
9		Matedza Pry & Sec School	-17.548880	32.424950	Mutoko	15kW/ 86.4 kWh	\$55 000.00
10	Mashonaland West	Gadza Pry School and Clinic	-17.951510	29.654520	Sanyati	15kW/ 86.4 kWh	\$55 000.00
11		Mana Pools Clinic and Police Post	-15.721390	30.104070	Hurungwe	15kW/ 86.4 kWh	\$55 000.00
12		Runene Pry & Sec School	-17.688320	29.654520	Makonde	20kW	\$70 000.00
13		Kuwirirana Primary School	-18.826180	30.443230	Mhondoro	15kW/ 86.4 kWh	\$55 000.00
14	Masvingo	Gunikuni Secondary School	-20.529930	30.887220	Masvingo	10kW /57.6 kWh	\$37 000.00
15		Mabhare Secondary &	-21.026860	30.456260	Mwenezi	15kW/	\$55 000.00

		Batanai Primary Schools				86.4 kWh	
16		Chipendeke Secondary School	-21.231480	31.797760	Bikita	10kW /57.6 kWh	\$37 000.00
17	Matabeleland North	Kokoloza Primary School	-18.193510	27.865000	Binga	15kW/ 86.4 kWh	\$55 000.00
18		Tyunga Secondary School	-17.192430	28.079030	Binga	10kW /57.6 kWh	\$37 000.00
19		Tyunga Clinic	-17.192430	28.079030	Binga	5kW / 28.8kWh	\$20 000.00
20	Matabeleland South	Butshe Primary School	-19.905580	27.267930	Bulilima	10kW /57.6 kWh	\$37 000.00
21		Zenzele Clinic and Secondary School	-19.905580	27.267930	Bulilima	15kW/ 86.4 kWh	\$55 000.00
22		Chitulipasi Secondary School	-22.204810	30.79091	Beitbridge	10kW /57.6 kWh	\$37 000.00
23	Midlands	Umelusi Secondary School	-19.142500	29.19886	Kwekwe	15kW/ 86.4 kWh	\$55 000.00
24		Mavanga Primary School	-17.373310	29.044000	Gokwe North	10kW /57.6 kWh	\$37 000.00
25		Sawi Secondary School	-18.292690	28.784730	Gokwe South	15kW/ 86.4 kWh	\$55 000.00

- **FURTHER INFORMATION:**

All sites are to have a localized ground mounted solar system with Lithium battery storage that is meant to power the institution **ONLY (Admin Block, Class room Blocks and Staff Houses)**. A distribution line will be constructed where necessary to supply power to all the institution infrastructure. This line does not require EMA approval. Permission for way leaves have already been granted by relevant local authorities for such lines.

The EIA Prospectus should be done in line with EMA requirements but not withstanding the need to observe the following aspects;

- Environmental baseline
- Socio economic baseline
- Potential impacts and mitigation
- Environmental management plan
- Conclusion and recommendations.

NOTE: In the interest of the urgency of the project, a readily available complete team to carry out the above works is required and full project scope should be quoted Including the EMA review fees.

2.0 TERMS AND CONDITIONS TO BE OBSERVED IN TENDERING

2.1 Terms and conditions

The tender and any contract shall be governed by the Public Procurement and Disposal of Public Assets Act (Cap 22:23) and Public Procurement and Disposal of Public Assets regulations,2018 as amended. Orders will be placed by and/or contracts entered into by and between the Rural Electrification Fund (REF) and the successful bidder after approval of the tender in whole or in part by Rural Electrification Fund (REF). REF shall not accept any liability for any order/contract(s) which does not bear the authentic signature of anyone of the authorized signatories at the time of placement of the order/contract. The authorized signatories are the Executive Director Finance, and the Chief Executive.

The Tenderer must acquaint himself/herself with the “**Terms and conditions to be observed in tendering**”. The Purchaser shall not be responsible for any misunderstanding of incorrect information however obtained except information given in writing by the Purchaser.

2.2 Cost of Tender

Bidders shall bear all costs associated with the preparation and submission of their bids.

REF will be not responsible or liable for any such costs incurred by the bidders, regardless of the outcome of the Tender Process.

2.3 Tender Documents

Suppliers are expected to examine carefully the whole tender document. Failure to furnish all the information required in the bid document or submission of Tender not substantially responsive to the said document in every respect will be at the Supplier's risk and will result in the rejection of the bid.

2.4 Tender Queries and Clarifications

All queries regarding the tender shall be forwarded by the bidder in writing on duly signed company letterhead and emailed on the following email address: kchinembiri@rea.co.zw; tshumba@rea.co.zw and buyer1@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 quiries 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.

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 required to provide the services within a period of Six weeks.

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\$300,000.00 payable using the following options (S.I 299 of 2021 Part V):

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\$28,000.00 to the Procurement Regulatory Authority of Zimbabwe in line with S.I. 299 of 2021 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.

2.15. 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 Compliance to technical specifications-Bidders must comply with the technical (scope) specifications of the tender as provided on clause 11 of the Bidding Document.
- 3.2 Pricing format-Bidders shall use the following pricing format without fail. Failure to use the correct pricing format may lead to disqualification:

Lot No	ITEM DESCRIPTION	Price per site (USD\$) VAT Excl	VAT 14.5% USD\$	Total price(USD\$) Incl VAT
1	Mariya Primary and Secondary Schools Nyamusosa Clinic			
2	Matsakanure Secondary School			
3	Maparepera Primary School			
4	Ganganyama Primary School			
5	Masoka Primary & Secondary School			
6	Mariya Primary and Secondary Schools			

NOTE

- The winning bidder(s) shall be paid in ZW\$ at the prevailing interbank rate only. REF shall not pay the winning bidder in USD.
- Bidders MUST state clearly whether they charge VAT or not.
- All bidder should quote using the above format and failure to do so may lead automatic disqualification of the bid.
- The bid prices MUST include EMA fees without fail.

- 3.3 Bidders must attach the following company documents without fail:
 - Certificate of incorporation
 - Tax clearance certificate
 - CR14
 - CR6

- 3.4 Proof of registration with Zimbabwe Revenue Authority (ZIMRA) - in the form of a valid current tax clearance certificate ITF 263 and VAT registered companies in addition to submit VAT Certificate.
- 3.5 Full costs- the bid price must be inclusive of all costs necessary to deliver the service including EMA fees.**
- 3.6 **Reference/experience:** Bidders must attach reference letters for Similar two(2) projects successfully completed in Zimbabwe.
- 3.7 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.
- 3.8. Delivery period-The winning bidder is required to deliver the services in full within a period of six weeks without fail.
- 3.9 Proof of PRAZ registration-Bidders must attach proof of Procurement Regulatory Authority of Zimbabwe(PRAZ) registration on the relevant category.
- 3.10 Bid validity of a minimum of 60 days is required. Bidder must clearly state a bid validity of 60 days.
- 3.11 The EIA Prospectus should be carried out by consultants who are registered with the Environmental Management Authority (EMA) with competent personnel in the following areas of;
- Environmental specialist
 - Socio Economist
 - Archeologist
 - Geologist
 - Renewable energy
- Requirement:
- Bidders must attach proof of current registration with EMA without fail.
 - Bidders must attach their team structure without fail.
 - Bidders must attach proof of their team qualifications without fail.
- 3.12 Tenders must be submitted in three (3) copies and the ORIGINAL” copy must be clearly marked.
- 3.13 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
- 3.14 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 bidder to specifications for the bid. 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 7th 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. SCOPE OF WORK FOR THE TENDER

The full scope of the projects site listed above are as stated below. Bidders must study the project size, location when developing their bids.

Lot No	PROVINCE	NAME OF INSTITUTION	LATITUDE	LONGITUDE	DISTRICT	SIZE	ESTIMATE COST USD
1	Manicaland	Mariya Primary and Secondary Schools	-20.744555	32.454149	Chipinge	15kW	\$55 000.00
2		Nyamusosa Clinic	-18.000610	32.262430	Makoni	10kW	\$37 000.00
3		Matsakanure Sec School	-19.643680	31.919680	Buhera	15kW	\$55 000.00

4	Mashonaland	Maparepera Primary School	-16.522430	32.919680	Rushinga	5kW	\$20 000.00
5	Central	Ganganyama Primary School	-16.447810	32.115710	Rushinga	5kW	\$20 000.00
6		Masoka Pry & Sec School	-16.158050	30.160330	Mbire	15kW	\$55 000.00
7	Mashonaland	Chimanga Secondary School	-16.918670	32.407070	Mudzi	10kW	\$37 000.00
8	East	Chisvo Primary School & Clinic	-16.956952	32.356478	Mudzi	5kW	\$20 000.00
9		Matedza Pry & Sec School	-17.548880	32.424950	Mutoko	15kW	\$55 000.00
10	Mashonaland	Gadza Pry School and Clinic	-17.951510	29.654520	Sanyati	15kW	\$55 000.00
11	West	Mana Pools Clinic and Police Post	-15.721390	30.104070	Hurungwe	15kW	\$55 000.00
12		Runene Pry & Sec School	-17.688320	29.654520	Makonde	20kW	\$70 000.00
13		Kuwirana Primary School	-18.826180	30.443230	Mhondoro	15kW	\$55 000.00
14	Masvingo	Gunikuni Secondary School	-20.529930	30.887220	Masvingo	10kW	\$37 000.00
15		Mabhare Secondary & Batanai Primary Schools	-21.026860	30.456260	Mwenezi	15kW	\$55 000.00
16		Chipendeke Secondary School	-21.231480	31.797760	Bikita	10kW	\$37 000.00
17	Matabeleland	Kokoloza Primary School	-18.193510	27.865000	Binga	15kW	\$55 000.00
18	North	Tyunga Secondary School	-17.192430	28.079030	Binga	10kW	\$37 000.00
19		Tyunga Clinic	-17.192430	28.079030	Binga	5kW	\$20 000.00
20	Matabeleland	Butshe Primary School	-19.905580	27.267930	Bulilima	10kW	\$37 000.00
21	South	Zenzele Clinic and Secondary School	-19.905580	27.267930	Bulilima	15kW	\$55 000.00
22		Chitulipasi Secondary School	-22.204810	30.79091	Beitbridge	10kW	\$37 000.00
23	Midlands	Umelusi Secondary School	-19.142500	29.19886	Kwekwe	15kW	\$55 000.00
24		Mavanga Primary School	-17.373310	29.044000	Gokwe North	10kW	\$37 000.00
25		Sawi Secondary School	-18.292690	28.784730	Gokwe South	15kW	\$55 000.00

• **FURTHER INFORMATION:**

All sites are to have a localized solar system that is meant to power the institution **ONLY (Admin Block, Class room Blocks and Staff Houses)**. A distribution line will be constructed where it is needed to supply power to all the institution infrastructure. This line does not require EMA approval. Permission for way leaves have already been granted by relevant local authorities for such lines.

The EIA Prospectus should be done in line with EMA requirements but not withstanding the need to observe the following aspects;

- Environmental baseline
- Socio economic baseline
- Potential impacts and mitigation
- Environmental management plan
- Conclusion and recommendations.

Annexure 1

DECLARATION ON NON-ENGAGEMENT IN CORRUPT OR FRAUDULENT PRACTICES
FORM

The Chief Executive
Rural Electrification Agency
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: PROVISION OF

Tender Number

TO: The Chief Executive
Rural Electrification Fund (REF)
6th 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: _____