

RURAL ELECTRIFICATION FUND



BIDDING DOCUMENT

**for the
Construction of Perimeter wall and guard room at Rural
Electrification Fund(REF) Central Stores**

Tender Closing Date: 10 June 2022,Time:1000hrs

Tender Number: REF/DOM/12/05/2022

Date of tender advert: 12 May 2022

RURAL ELECTRIFICATION FUND



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

TENDER NUMBER: **REF/INTER/12/05/2022**

TENDER DESCRIPTION- Construction of Perimeter wall and guard room at Rural Electrification Fund(REF) Central Stores

DECLARATION

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

Signed

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

Standard Bidding Document for the Construction of Perimeter wall and guard room at Rural Electrification Fund(REF) Central Stores

Summary of requirements

The winning bidder is expected to **Construction of Perimeter wall and guard room at Rural Electrification Fund(REF) Central Stores**

Procuring Entity: Rural Electrification Fund

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PART 1: BIDDING PROCEDURES

References:

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

Preparation of Bids

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

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

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

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

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Lots and Packages

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

Number of bids allowed

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

Clarification

All queries regarding the tender shall be forwarded by the bidder in writing on duly signed company letterhead and emailed on the following three(3) email addresses : 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. Ensure the query is emailed to ALL the three email addresses without fail. 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/query 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 queries may call the Procurement Administrator on 0719 409 691.

Pre-bid meeting

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

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is sixty (60) days from the deadline for the submission of bids.

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Submission of Bids

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

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

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

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

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

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

Bid opening

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

Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be

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withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Bid Prices and Discounts

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

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

Payment of tender fees

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

Bid Security

Every bidder is required to include bid security as follows:

Bid Bond/Security

The Bid bond for this tender shall be RTGS\$200,000.00.00(local bidders) and payable using the following options (S.I 5 of 2018 section 26).Please note that foreign bidders must provide the bid bond of equivalent value in the currency of their bid.

Option 1

A certified bank cheque; or

Option 2

A bank guarantee; or

Option 3

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

NB: If Option 3 is chosen please note that the Tenderer must pay a non-refundable Bid Bond/Bid security establishment fee equivalent to ZW\$28,000.00(local bidders) and USD350.00 (Foreign bidders) to the Procurement Regulatory Authority of Zimbabwe in line with S.I. 299 of 2021 PART V item 4.

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

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

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Contract Administration Fees

The winning bidder(s) shall be required to pay applicable contract administration fees to PRAZ in terms of part VI of Statutory Instrument 299 of 2021 before contract signature.

Evaluation of Bids

Bids will be evaluated using the following methodology:

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

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

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Evaluation criteria

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

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

LOT NO	Description	Total price Excl VAT USD\$	Total VAT 14.5%	Total Bid price Incl VAT USD\$	Total Bid price Incl VAT ZW\$
1	Construction of Perimeter wall and guard room at Rural Electrification Fund(REF) Central Stores				
Grand Total					

NOTE

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

NO	DESCRIPTION OF SCOPE OF WORK	Price Exclusive VAT USD\$	Price Inclusive VAT USD\$
1	Setting out for durawall		
2	Excavation for durawall		
3	Footing for durawall		
4	Brickwork for durawall		
5	Concrete capping for the durawall		
6	Razor wire and electric fence for durawall		
7	Durawall lighting system		
8	Sliding gate with security spikes for Durawall		
6	Setting out for guardroom		
7	Excavation for guardroom		
8	Footing for guardroom		
9	Brickwork for guardroom		
10	Roofing for guardroom		
11	Electrical wiring for guardroom		
12	Plumbing for guardroom		
13	Floor tilling for guardroom		
14	Plastering and painting for guardroom		
15	Windows and doors for guardroom		

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IMPORTANT PRICING NOTES

- Dual pricing in terms of Statutory Instrument (S.I) 185 of 2020-Bidders must quote their bid prices both in USD and the RTGS currency using the prevailing exchange rate. Bidders must state the exchange rate used.
- Payment shall be strictly in local currency at the prevailing exchange rate using the RBZ exchange rate(mid-rate). See <http://www.rbz.co.zw/>. The prevailing RBZ exchange rate(mid-rate) on the date of tender closing shall be used as the base rate where necessary.
- The bid price should clearly and separately show the unit price and the total price.
- The USD prices shall be used for purposes of tender evaluation and tender award.
- Bidders MUST state clearly whether they charge VAT or not.

(c) Bidders must attach the following company documentation without fail:

- Company profile
- Certificate of incorporation
- CR14
- CR6
- Tax Clearance certificate
- Valid Membership of any construction board or association
- Proof of PRAZ registration

(d) Workplan- Bidders must provide a detailed workplan and a programme of works without fail.

(e) **Delivery schedule:** Winning Bidders are required to fully deliver within 8 weeks from the date of contract signing. Bids offering delivery period longer than 8 weeks period shall be treated as non-responsive. The delivery address for the tender shall be as provided on the table of requirements.

(f) Quality of materials- Bidders must state their specifications for materials and fitting for quality control purposes. Bidders must be guided by the approved plan availed for the bidding process.

(g) Payment terms-Bidders must state the preferred payment terms

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

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

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- (i) Bidders should provide their local bank account details without fail.
 - (i) The materials shall be inspected for quality control purposes upon delivery at the project site and .The construction process shall be inspected by REF engineers/staff as well. REF reserves the right to reject goods or services that do not meet the required tender specifications.
- (j) Bidders must be registered with the Procurement Regulatory Authority of Zimbabwe(PRAZ) in the relevant category- Bidders must attach proof of registration with PRAZ . However foreign bidders shall only be required to register with PRAZ if awarded the tender and before contract signature.
- (k). Reference letters-Bidders must attach at least three reference letters from reputable companies where the bidder has done construction works over the past three years. Reference letters referring to supplies done more than three years old will not be acceptable.
- (l). Qualifications for key personnel- Bidders must attach qualifications of key personnel relevant for the project without fail.
- (m). Approved plan- Bidders who need to acquire the approved plan from REF must pay a non refundable fee at REF Accounts Office located at the 7th floor,Megawwat House,44 Samora Machel,Harare of ZW\$2,500.00 without fail.
- (n). Council expenses- The winning bidder shall be required to secure and pay for all stage inspection fees at the Harare City council without fail.
- (o). The winning bidder shall be required to submit a letter of guarantee against any defects over a period of 12 months from the date of commissioning.
- (p) Bid bond compliance-Bidders must attach proof of bid bod compliance as per Part one of this bidding document without fail.
- (q) Bid validity of a minimum of 60 days is required and must be clearly stated.
- (r) The Bidders must submit the bid with a duly filled in and signed Declaration On Non-Engagement in Corrupt or Fraudulent Practices Form Annexure 2.
- (s) The bidder must submit with the bid a duly filled in and signed attached Form of Tender Annexure 3.
- (t) Attach the bid submission form attached on page 13 of this document. Bids without the bid submission form may be rejected.

Eligibility and Qualification Criteria

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

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

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5. have the nationality of an eligible country as specified in the Special Conditions of Contract; and

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

Origin of Goods

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

Technical Criteria

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

Currency

Should REF received bids in different currencies ,the currency of evaluation will be the USD currency .

Where bids are not converted into USD currency REF shall convert the bids into local currency for purposes of tender evaluation using the RBZ exchange rate (mid rate) obtaining on the 01 June 2022 as above.

Award of Tender Criteria

Tender shall be awarded to the lowest priced bidder to specification per lot.

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

Right to Reject

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

Corrupt Practices

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

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt,

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- fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and any conflict of interest on the part of the Bidder must be declared.

Bid Submission Sheet

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

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

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder’s Reference Number:

Date of Bid:

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

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

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

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

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

Bid Authorised by:

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

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Company
Address:

Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

TECHNICAL SPECIFICATIONS

Instructions to bidders

Bidders must clearly study and understand scope of work for the tender including the approved plan available at the PMU Offices at REF Head Office without fail. The scope of work may contain additional requirements not stated on the approved plan. The details provided on the approved plan shall be considered final for purposes of project implementation. However additional scope provided in this bidding document **MUST** be adhered to without fail.

NO	DESCRIPTION OF SCOPE OF WORK	BIDDER'S SCOPE OF WORK. Bidders must state their scope of work in this column.
1	Setting out for durawall	
2	Excavation for durawall	
3	Footing for durawall	
4	Brickwork for durawall	
5	Concrete capping for the durawall	
6	Razor wire and electric fence for durawall	
7	Durawall lighting system	
8	Sliding gate with security spikes for Durawall	
6	Setting out for guardroom	
7	Excavation for guardroom	
8	Footing for guardroom	
9	Brickwork for guardroom	
10	Roofing for guardroom	
11	Electrical wiring for guardroom	
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NOTE:

- BIDDERS MUST ATTACH A DETAILED BILL OF QUANTITY FOR THE WORKS WITHOUT FAIL.
- WINNING BIDDER SHALL BE REQUIRED TO USE GRADE 42.5 CEMENT

Annexure 1

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

The Chief Executive
Rural Electrification Fund
6th Floor Megawatt House
44 Samora Machel Ave
P. Bag A250,Avondale
Harare
Zimbabwe

TENDER NUMBER: _____

TENDER DESCRIPTION: _____

I _____ the undersigned (*Director of Company*) on behalf of _____ (*Name of Organisation*), do hereby declare that our organization has not been engaged in any corrupt or unethical practices during the subsistence of our organisation.

Name in Full _____

I. D. Number _____

Signature _____

Date _____

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Annexure 2

LETTER OF TENDER (TENDER FORM)

NAME OF TENDER: Supply & Delivery of

Tender Number REF/...../...../2022

TO: The Chief Executive

 Rural Electrification Fund (REF)

 6th Megawatt House, 44 Samora Machel Avenue, Harare, Zimbabwe

We, [*insert name of Tenderer*], herewith enclose a Tender for selection of our firm as Contractor/Supplier for

We have examined the Conditions of Contract, Employer's Requirements, Schedules, the attached. Appendix and Addenda Nos ___ of the above-named Works. We have examined, understood and checked these documents and have ascertained that they contain no errors or other defects. We accordingly offer to design, execute and complete the Works and remedy any defects therein, in conformity with this Tender which includes all these documents and the enclosed Proposal, for the lump tender sum of:

USD/RTGS _____

We agree to abide by this Tender until _date___/_month___/_year___ [i.e. _____ days from the tender opening date] and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that the Appendix to Tender forms part of this Letter of Tender.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as is reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We guarantee that the Works will then conform to the Schedule of Guarantees.

Unless and until a formal Agreement is prepared and executed, this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us. Our Tender is binding upon us and subject to the modifications resulting from pre-award contract negotiations.

We understand that you are not bound to accept the lowest or any tender you may receive.

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Signature _____ in the capacity of _____

Duly authorized to sign tenders for and on behalf of _____

Address: _____

Date: _____