

RURAL ELECTRIFICATION FUND



Supply and delivery of Microsoft 365 Software

Domestic tender

TENDER NUMBER	REF/DOM/13/05/2022
CLOSING DATE:	10 JUNE 2022
CLOSING TIME:	1000HOURS
DATE OF ADVERT:	12 MAY 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 7th Floor, 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/13/05/2022**

TENDER DESCRIPTION- Supply and delivery of Microsoft 365 Software

DECLARATION

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

Signed

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

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	10
6.0 Contacting the Purchaser	10
7.0 Confidentiality	10
8.0 Corrupt or fraudulent practices	10
9.0 Submission of Bids	11
10.0 Technical Requirements	12

Annexure 1: Declaration of Corrupt or Fraudulent Practices Form

Annexure 2: Letter of Tender Form Sample

1.0 SCOPE OF SUPPLIES

This is a Bidding Document (BD) for the Supply and Delivery of the following items shown below:

LOT NO	ITEM DESCRIPTION	QTY
1	Supply and delivery of Microsoft 365 Software	1

The Technical Specifications are as shown in technical specifications section of this document.

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 the Public Procurement and Disposal of Public Assets Regulations, 2018. 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

Bidder 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 bidder, regardless of the outcome of the Tender Process.

2.3 Tender Documents

Bidders are expected to examine carefully the whole tender document. Failure to furnish all the information required in the bid document or submission of a 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/queries 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.

2.5 Tender Responses

Bidders shall 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 bidder 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 uploaded on REF website as stated on clause 2.4 of this bidding document.

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 ninety days (90) days period after the deadline from the date of submission of the tender. Bidder must state clearly in writing the price validity of their bid document. Prices may be varied due to statutory cost changes and verifiable change in cost of raw materials.

2.9 Payment Terms and Conditions

Rural Electrification Fund shall pay the winning bidder in local currency only within 21 days 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 bidder 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. Bidder 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 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 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 software within the delivery period stated in the bid document from the date of the Purchase Order/contract. The delivery address is as follows: The delivery address is Rural Electrification Fund (REF), Head Office 44 Samora Machel Avenue, Harare, Zimbabwe.

REF reserves the right to reject any deliveries or products that do not meet the specifications provided in this tender.

2.13 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 were provided or goods supplied.

2.14 Bid Preparation

The bid shall be typewritten only. 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. Handwritten bids shall be rejected.

2.15 BID SECURITY- Bidders must submit a refundable Bid Security of ZW\$175,000.00, 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\$20,000.00 for local bidders and USD 250.00 for foreign bidders 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.

2.16 Contract Administration Fee Payable by the 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

The evaluation criteria of the tender shall include the below listed requirements. Bidder 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. Bidder must fully comply with the technical specifications provided on clause 11 of the bidding document.

3.2 Price-bidder must state their pricing in the following format:

LOT NO	ITEM DESCRIPTION	QTY	Unit Price Excl VAT USD\$	Total 15% VAT USD\$	Total Incl VAT USD\$	Total Incl VAT ZW\$
1	Supply and delivery of Microsoft 365 software	1				

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.

3.3 Bidder must attach the following company documents without fail.

- A Certificate of Incorporation - in terms of the Companies Act (Chapter 24:03).
- or equivalent registration document in country of residence.
- CR14- indicating names and addresses of the directors and their shareholding Structure.
- CR 6 Form -principal place of business
- 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.

3.4 Bidder must state the required payment terms. REF favors payment after delivery, however where 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. Bidder must state without fail.

3.5 Proof of dealership- Bidders must have proof of dealership from Microsoft or a principal dealer of the software without fail. REF reserves the right to check on the authenticity of the dealership letter. Where a bidder attaches an agency letter from a principal dealer, the agency letter for the principal dealer and the manufacturer must be attached as well.

3.6 Proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) on the list for supply and delivery of Computers and accessories- Bidder must attach proof of registration with PRAZ without fail.

3.7. Delivery period. REF requires the winning bidder to supply the software within a Period of 14 days from the date of contract signing. Bidder must state their Capacity to deliver within a period of twelve weeks as required.

3.8. Reference letters-Bidder must attach at least two **reference letters** from companies where the bidder has supplied Microsoft Software.

3.9. Bid validity of a minimum of 60 days is required and must be clearly stated.

- 3.10. Bidder must provide a warranty period of 12 months without fail-Bidder must
- 3.11. Tenders must be submitted in three (3) copies and the ORIGINAL” copy must be clearly marked.
- 3.12. The Bidder must submit the bid with a duly filled in and signed Declaration on Non-Engagement in Corrupt or Fraudulent Practices Form Annexure 2.
- 3.13. The bidder must submit with the bid a duly filled in and signed attached Form of Tender Annexure 3.

4.0 FINANCIAL INFORMATION

All prices must be inclusive of delivery costs and any other duties and taxes payable by the supplier. The delivery address is Rural Electrification Fund (REF) Head Office 44 Samora Machel Avenue, Harare, Zimbabwe.
All VAT registered supplier must show VAT separately in their bid.

5.0 TENDER AWARD CRITERIA

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

6.0 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.

7.0 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 bidder 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.

8.0 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.

9.0 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 1000 hours on the closing date.
- 9.3 **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.
- 9.4 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.
- 9.6 Bidders are required to adhere to the instructions regarding preparation and submission of tenders as those who do not comply will be disqualified.
- 9.7 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.

10.0 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) TECHNICAL SPECIFICATIONS

INSTRUCTIONS TO BIDDERS

Bidder must clearly study and understand all the technical specifications provided for the software and **MUST** complete the technical specifications table below in the provided column without fail. **NB: failure to correctly complete the table below will lead to rejection of the bid.**

Microsoft 365 Technical Specifications

NO	DESCRIPTION OF REF REQUIREMENTS	BIDDER'S SPECIFICATIONS. Bidder must state their technical specifications in this column
1	Package: Microsoft 365 Business Standard Package	
2	Applications required: i. Word ii. PowerPoint iii. Excel iv. Access v. Outlook vi. Teams vii. Publisher viii. SharePoint ix. OneDrive x. Exchange	
3	Vendor must have capacity to provide cloud computing services	

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

Tender Number REF/STO/5219/2017

TO: The Chief Executive
Rural Electrification Fund (REF)
6th Megawatt House, 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: RTGSS\$_____

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

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

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

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

Signature _____ in the capacity of _____
Duly authorized to sign tenders for and on behalf of _____
Address: _____
Date: _____