

RURAL ELECTRIFICATION FUND



BIDDING DOCUMENT FOR THE PROVISION OF UNIFORMED SECURITY GUARD SERVICES FOR REF PREMISES

COMPETITIVE TENDER (Domestic)

TENDER NUMBER: REF/DOM/10/05/2022
CLOSING DATE: 10 JUNE 2022
CLOSING TIME: 1000HOURS
DATE OF ADVERTISEMENT 12 MAY 2022
NON-REFUNDABLE TENDER FEE: FREE

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/10/05/2022

TENDER DESCRIPTION- PROVISION OF UNIFORMED SECURITY GUARD SERVICES FOR MASHONALAND EAST AND MATEBELELAND SOUTH PROVINCES.

DECLARATION

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

Signed

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

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1.0 SCOPE OF SUPPLIES

This document is a Request for Proposal (RFP) for the provision of security services for Rural Electrification Fund(REF) offices at PROVISION OF UNIFORMED SECURITY GUARD SERVICES FOR MASHONALAND EAST AND MATEBELELAND SOUTH PROVINCES.

The scope of work for the tender is as follows:

No	SITE LOCATION	SITE PHYSICAL ADDRESS	DEPLOYMENT SCOPE
1.	<i>Matabeleland South Province</i>	<i>Esigodini Bulawayo City</i>	<i>1x24 Hour Guard(Byo City) 2x24Hour Guards(Esigodini)</i>
2	<i>Mashonaland East Province</i>	<i>Marondera</i>	<i>4x24 Hour Guard 1x12 Hour Guard</i>

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: tshumba@rea.co.zw: kchinembiri@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

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 after one month of service.

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 Delivery Period

The successful bidder is expected to start security duties on the date agreed in the signed contract/order.

2.12 Company Profile

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

2.13 Bid Preparation

The bid shall be typewritten. Handwritten bids will not be accepted and will be rejected. 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.

2.14. 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.

3.0 EVALUATION CRITERIA

- Price-Bidders must state the bid price payable per month per station (and total bid price) with VAT shown separately including the total bid price. All bidders should quote using the format below and failure to do so may lead to disqualification of the bid.

3.1

No	Station	Price for 1x12 Hour guard per month ZWL\$	VAT 14.5%	Total Bid price per month ZW\$	Deployment scope
1	Matebeleland South Province				1x24 Hour Guard(Byo City) 2x24Hour Guards(Esigodini)
2	Mashonaland East Province				4x24 Hour Guard 1x12 Hour Guard

- NOTE: Bidders must quote bid prices that are equal or above the security fees gazetted through the latest Private Investigators and Security Guards Regulations. Any bid prices below the gazetted security fees shall be rejected accordingly.

3.2 Bidders must attach the following documents without fail:

- Company profile
- Certificate of incorporation
- Tax clearance certificate
- CR14
- CR6

3.3 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 Bidders must attach valid proof of license to operate as a security guard company issued by the Ministry of Home Affairs in terms of the relevant law.

3.5 ISO/SAZ Certification- Bidders shall be ISO/SAZ certified in the provision of security services without fail. Bidders must attach proof without fail.

3.6 Performance history in REF-Bids from tenderers who had their contract(s) terminated by REF over the past two years due to poor contract performance shall be rejected as non compliant.

3.7 Verifiable Offices-Bidders are required to have verifiable business offices in the province of interest-Bidders must provide the address without fail. REF reserves the right to visit any offices to verify the availability of offices. Findings by the evaluation committee shall be deemed final.

- 3.8 The winning bidder shall deploy a hand held radio or cellphone at the project site to ensure efficient communication-Bidders must state they comply with this condition.
- 3.9 The bidder must have at least two vehicles at their disposal to support operations. Bidders must attach the vehicle registration books with the bids as proof.
- 3.10 Bidders must attach proof of current membership of the security Association of Zimbabwe or similar associations.
- 3.11 The winning bidder must undertake to compensate REF for any losses incurred as a result of negligence or inefficiencies in areas under their guards.Bidders must state if they comply with this requirement.
- 3.12 Reference letters-Bidders must attach at least three reference letters from companies where the bidder has provided security services. Each reference letter MUST state that:
 - **Reference letters must not refer to work done more than 6 years ago.**
- 3.13 Bidders must have an insurance cover with a minimum value equivalent or above to USD\$100,000- Bidders must attach a copy of the insurance cover note as proof.
- 3.14 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.
- 3.15 Bidders must attach proof of Procurement Regulatory Authority of Zimbabwe(PRAZ)registration on the category of supply of security services.
- 3.16 Bid validity of a minimum of 60 days is required and must be clearly stated.
- 3.17 REF reserves the right to visit the premises of all or selected compliant bidders during the evaluation process.
- 3.18 Contract duration- the contract shall be for a two year period time.
- 3.19 Tenders must be submitted in three (3) copies and the ORIGINAL” copy must be clearly marked.
- 3.20 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
- 3.21 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.

5 AWARD CRITERIA

The tender will be awarded to the lowest priced bidder 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

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 REF SECURITY GUARD REQUIREMENTS/SCOPE OF WORK

No	SITE LOCATION	SITE PHYSICAL ADDRESS	DEPLOYMENT SCOPE
1.	<i>Matabeleland South Province</i>	<i>Esigodini Bulawayo City</i>	<i>1x24 Hour Guard(Byo City) 2x24Hour Guards(Esigodini)</i>
2	<i>Mashonaland East Province</i>	<i>Marondera</i>	<i>4x24 Hour Guard 1x12 Hour Guard</i>

NOTE: REF RESERVES THE RIGHT TO REDUCE/INCREASE THE NUMBER OF GUARDS TO BE DEPLOYED DEPENDING ON SECURITY REQUIREMENTS AT ANY TIME.

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 SECURITY GUARD SERVICES

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 enclose a Tender for selection of four firms 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: ZWL\$ _____

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: _____