

**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF
FURNITURE**

Procurement Reference Number: ZERA COMP 06/2023

Government of Zimbabwe



DOMESTIC TENDER

**For the
Supply and Delivery of Furniture**



**STANDARD BIDDING DOCUMENT FOR SUPPLY AND DELIVERY OF
FURNITURE**

Procurement Reference Number: ZERA COMP 06/2023

**Standard Bidding Document for
the Procurement of: Supply and
delivery of Furniture**

**Procurement Reference No:
ZERA COMP 06/2023**

**Procuring Entity: Zimbabwe
Energy Regulatory Authority**

Date of Issue: 23 April 2023

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PART 1: BIDDING PROCEDURES

1.1. References

The definitions used in the Public Procurement and Disposal of Public Assets Act [*Chapter 22:23*] (“the Act”), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) (“the Regulations”) and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the Regulations govern the submission of Bids and should be read by all Bidders.

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1.2. Preparation of Bids (MANDATORY REQUIREMENTS)

1. Valid NSSA Registration Certificate.
2. Proof Procurement Regulatory Authority of Zimbabwe in Furniture.
3. A bid bond to the value of US\$800.00 or equivalent from financial institution or payable to the Procurement Regulatory Authority of Zimbabwe (This is refundable) . A non-refundable establishment fee of US\$200 is payable to PRAZ for arranging a bid bond. **(NB: Kindly note these amounts are paid in different Accounts provided in Section 1.13)**
4. Certified Certificates of Company Documents (Certificate of Incorporation, Certified CR 14)
5. Valid Tax clearance certificate
6. **Compulsory Site Visit on 12 May 2023. ZERA Head Office, 45 Samora Machel Avenue, Century Towers, 14th Floor, Harare @10:00am**

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. 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 must be clearly marked with the Procurement Reference Number above.

1.3. 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.

1.4. Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to 02 April 2023 and should be send to The Head of Procurement

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Management Unit, ZERA, 45 Samora Machel Avenue, 14th Floor, Century Floor, Harare, Zimbabwe or email tenders@zera.co.zw.

1.5. Goods to be delivered and other requirements

The goods to be supplied under the Contract are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the supply of goods and to approve the required goods.

1.6. Documents establishing conformity of Goods

To establish the conformity of the Goods to the Bidding Document, the Bidder must furnish as part of its Bid documentation to establish that the goods will be supplied in accordance with the required technical specifications and quality standards.

1.7. Eligibility and qualification requirements

Bidders are required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. They must therefore:

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. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. not have a conflict of interest in relation to this procurement requirement;
5. not be 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;
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.

In addition to these eligibility requirements, Bidders must demonstrate that they have the ability to supply the required goods.

1.8. Validity of Bids

The minimum period that the Bidder's bid must remain valid is at least ninety days, in the case of bids from domestic bidders, and ninety days in

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1.12. 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 in the Price Schedule included in Part 2: Statement of Requirements.

1.13. Bid Security

A bid bond to the value of US\$800.00 or equivalent from banks or payable to the Procurement Regulatory Authority of Zimbabwe (This is refundable). A non-refundable establishment fee of USD200 is payable to PRAZ for arranging a bid bond. PRAZ banking details are as below:

<p>Non-Refundable(USD)</p> <p>This account is for Registrations, Bid Establishment Fees, Training Fees and Admin Fees (Contract, SPOC & Other Admin Fees) United States Dollar (USD) only</p> <p>Bank: CBZ Currency: United States Dollar (USD) Account Number: 10721064850108 Branch Sort Code: 6101 Swift Code: COBZZWHAXXX</p>	<p>Non-Refundable(ZWL)</p> <p>This account is for Registrations, Bid Establishment Fees, Training Fees and Admin Fees (Contract, SPOC & Other Admin Fees) ZIM Dollar (ZWL) only</p> <p>Bank: CBZ Currency: ZIM DOLLAR (ZWL) Account Number: 10721064850020 Branch Sort Code: 6101 Swift Code: COBZZWHAXXX</p>
<p>Refundable(USD)</p> <p>This account is for Bid Bonds United States Dollar (USD) only</p> <p>Bank: CBZ Currency: United States Dollar(USD) Account Number: 10721064850128 Branch Sort Code: 6101 Swift Code: COBZZWHAXXX</p>	<p>Refundable(ZWL)</p> <p>This account is for Bid Bonds ZIM Dollar (ZWL) only</p> <p>Bank: CBZ Currency: Zim Dollar (ZWL) Account Number: 10721064850118 Branch Sort Code: ---- Swift Code: -----</p>

Evaluation of Bids

Bids will be evaluated using the following criteria:

Evaluation Item	Note	Score (Points)
Experience	Submit 3 signed and	15

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	stamped reference letters	
Existence of warranty and after sales service	State warranty arrangements and whether sales service such as repairs exist	5
Delivery Time	State Time taken to deliver once Purchase Order has been placed - Days	5
Payment Terms	State your Preferred Payment Terms (Advance Payment /7 Days After Delivery/ 14 Days After Delivery)	5
Price	State USD Prices payable at Interbank Rate in Goods and (State Price of Furniture)	70
Total		100

The price evaluation constitutes 70% of the evaluation.

The formula for calculating the price score is as follows:

$$P_s = 70 \times P_{\min}/P_t$$

P_s = Points scored for price of tender under consideration

P_{\min} = Price of the lowest acceptable tender

P_t = Price of tender consideration

1.14. Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. This tender does not need review by the Special Procurement Oversight Committee

1.15. Currency

Tenders should be priced in USD dollars for domestic bidders. The currency for evaluation will be USD Dollars. Purchase Orders will be placed at ZWL equivalent Interbank Rate.

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1.16. Award of Contract

The lowest evaluated bid, after the application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this Bidding Document will be recommended for award of the contract. 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.

1.17. Right to Reject

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

1.18. 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, fraudulent, collusive or coercive practices in competing for the Contract or has 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 debarment and other sanctions under section 74 (1) of the Regulations; and
3. Any conflict of interest on the part of the Bidder must be declared.

Declaration by the Accounting Officer

I declare that the procurement is based on neutral and fair technical requirements and the Consultant's qualifications.

Approved/Not Approved.....

Date.....

Chief Executive Officer

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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 Price Schedule and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, otherwise you commit to complying fully with these Requirements.

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 should 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 perform the services listed in the Statement of Requirements to the indicated specifications and standards, 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:

Signatu	Name
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re	:
Position:	Date:(DD/M M/YY)
Authorised for and on behalf of:	
Company	
Address	
:	
.....	

List of Goods and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.

Currency of Quotation/Contract: **USD Dollars**

a) Specification of Furniture

Item	Qty	Tick or respond
Boardroom Furniture 12 Seater Mahogany	1	
Executive Desks	5	
Swivel chairs	30	
Visitors chairs with arms	50	
3 Drawer desks	10	
6 bowshaped Standard Drawer desks	20	

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Couches – 2 Seater	2	
Round Table with four chairs	4	
Credenza	5	
Filing Cabinet	5	
Metal Filing Cabinet- 72 Inch	4	
Coffee Table	4	
Unit Price before VAT (USD)		
VAT		
Unit Price incl VAT (USD)		
Total Cost (USD)		

Bid-Securing Declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference number:

Date:[date (in day, month and year format)]

Bidder’s Reference Number:

To: *{full name of Procuring Entity}*

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from being eligible for bidding for any contract with a Procuring Entity in Zimbabwe for a period to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or

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- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, upon our receiving your notification to us of the name of the successful Bidder; or twenty-eight days after the expiration of our Bid, whichever is the earlier.

Signed	Name:
In capacity of:	Date:(DD/M M/YY)
Duly authorised for and on behalf of:	
Company	
...	
Address:	
.....	
.....	
Corporate Seal (where appropriate)	

{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the Bid.}

Part 2: Statement of Requirements

The following specific requirements for the Goods to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

The goods required are list of Goods and Price Schedule

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Part 3: Contract

CONTRACT AGREEMENT

{For completion with the authorised representative of the Procuring Entity following Notification of Contract Award.}

Procurement Reference:

THIS CONTRACT AGREEMENT is made the *[insert: date]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) The **Zimbabwe Energy Regulatory Authority** and having its principal place of business at *45 Samora Machel Avenue, 14th Floor Century Towers, Harare, Zimbabwe* (hereinafter called “the Procuring Entity”), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain **Supply of an Electric Vehicle complete with a charging station** and has accepted a Bid by the Contractor for the supply of the vehicle in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called “the Contract Price”).

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Specification;
 - (e) The Contractor’s Bid Submission Sheet, List of Goods and Price Schedule and Delivery timelines for the goods.;
 - (f) The Procuring Entity’s Notification of Contract Award;
 - (g) *[Add here any other document(s)].*

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3. This Contract Agreement shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration for the payments to be made by the Procuring Entity to the Provider of Goods as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Provider of Goods, in consideration for the supply of goods, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed:

Name:

In the capacity of: *[Title or other appropriate designation]*

For and on behalf of the Contractor

Signed:

Name:

In the capacity of: *[Title or other appropriate designation]*

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General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on the Authority’s website) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: 02/2019

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC reference	Special Conditions
GCC 3.6 and 8.1	<p>Authorised representatives:</p> <ol style="list-style-type: none"> 1. The authorised representative of the Procuring Entity is the Finance and Administration Director <i>[names and contact details, including address for delivery of notices]</i>. 2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.
GCC 7.4	Ineligible countries: <i>None.</i>
GCC 18.1	Liquidated damages: The rate of liquidated damages shall be <i>[State amount as a rate per day or delete if liquidated damages do not apply]</i> .
GCC 19.1	Delivery of Goods: The date or period of time for the delivery of the Electric Vehicle complete with a charging station is <i>[state date or period of time]</i> .
GCC 22.2	Contract price: Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i> .
GCC 22.3	Payment schedule: The terms of payment shall be within a calendar month for a vehicle meeting the technical requirements.
GCC 23.1	Price adjustment: <i>The cheapest price will be accepted on condition the vehicle fully meets the specification given.</i>
GCC 24.2	Payment procedure: <i>[State any other documentation that must accompany the Contractor’s invoice.]</i>
GCC 35.1	Performance Security: <i>A warranty of 2 years is required for the vehicle and supply of back up parts.</i>

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GCC reference	Special Conditions
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