

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 2 x BRAND  
NEW POOL VEHICLES.**

**PROCUREMENT REFERENCE No: SMEDCO/DCB/07/2024**

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***SMALL AND MEDIUM  
ENTERPRISES  
DEVELOPMENT  
CORPORATION***

**STANDARD  
BIDDING  
DOCUMENT**

**for the  
Procurement of Goods**

**OCTOBER 2024**

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**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 2 x BRAND  
NEW POOL VEHICLES.**

**PROCUREMENT REFERENCE No: SMEDCO/DCB/07/2024**

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<b>Standard Bidding Document for the Procurement of:</b>	Supply and delivery of 2 x brand new pool vehicles.
<b>Procurement Reference No:</b>	SMEDCO/DCB/07/2024
<b>Procuring Entity:</b>	Small and Medium Enterprises Development Corporation
<b>Date of Issue:</b>	25 October 2024

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF 2 x BRAND  
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PART I BIDDING PROCEDURES

## 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.

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### Preparation of Bids

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

1. the Bid Submission Sheet in this Part 1.
2. the Priced Bill of Quantities or Schedule of Activities (in Part 2) supported by an equipment schedule, manpower schedule and a financial disbursement schedule.
3. a copy of documentation 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 under GN003 NEW LIGHT MOTOR VEHICLES.
5. A bid security or bid securing declaration in the format specified in this Part.
6. the completed qualification forms provided in this Part 1.
7. *A COPY OF CR 14 FORM*
8. *A COPY OF CR6 FORM*
9. *A COPY OF VALID NSSA CERTIFICATE*
10. *A COPY OF VALID TAX CLEARANCE*
11. *A COMPANY PROFILE*
12. *AT LEAST THREE TRACEABLE REFERENCES WHERE SIMILAR OR SAME PRODUCTS WORKS HAVE BEEN SUPPLIED.*
13. *BID VALIDITY PERIOD (60 DAYS).*

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You are advised to carefully read the complete Bidding Document, as well as the Special Conditions of Contract in Part 3: Contract, 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 and the Bidder's name and any reference number.

### **Lots and Packages**

The requirements are not divided into lots.

### **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 works are 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**

Clarification of the bidding document may be requested in writing by any Bidder up to *Monday 14 November 2024* and should be sent to [\*procurement@smedco.co.zw\*](mailto:procurement@smedco.co.zw) or [\*jmaistiki@smedco.co.zw\*](mailto:jmaistiki@smedco.co.zw)

### **Pre-bid meeting and Site Visit**

There will be NO pre-bid meeting or site visit.

### **Validity of Bids**

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

### **Submission of Bids**

Bidders to submit 1 copy of their bid via the EGP System only. No bids delivered via **email, hand delivery or hard copies** will be accepted or considered for this tender.

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 downloaded the bidding documents of the amended bid submission deadline.

Date of deadline: Monday 25 November 2024

Deadline Time: 10.00am

Submission address: EGP

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### Means of acceptance:

Bidders to submit 1 copy of their bid via the EGP System only. No bids delivered via email, hand delivery or hard copies will be accepted or considered for this tender.

### Bid opening

Bidders and their representatives may witness the opening of bids via EGP platform.

### 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 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.

### Time for Completion

The time for completion of the Works / delivery of goods is 14 working days which is the Intended Time for Completion in GCC 1.1(q) of the Special Conditions of Contract (SCC) in Part 3.

### Bid Prices and Discounts

The bid rates and prices must cover all costs of labour, materials, equipment, overheads, transportation, profits and all associated costs for performing the Works / supply of the goods and must include all taxes and duties.

### Currency

Bidders are to supply 2 separate quotes for the same vehicles as below

1. Bid to be priced in *United States Dollars* to be paid in *ZWG at prevailing interbank rate on the date of payment*.
2. Bid to be priced in *United States Dollars* to be paid in *USD Nostro transfer only*.

The currency of evaluation will be United States Dollars. Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Zimbabwe on the date of the submission deadline, see <http://www.rbz.co.zw/>. **Full payment will be made to the winning bidder after full delivery.**

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PART I BIDDING PROCEDURES

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## Bid Security

No bid security is required for this tender but for any pre-payments the winning bidder will provide a **100% bank guarantee equivalent to the amount being pre-paid.**

## Bid securing declaration

A "Bid-Securing Declaration" using the form included in Part 2.

Any bid not accompanied by a Bid Security in accordance with section 26 (3) of the Regulations or Bid Securing Declaration in accordance with section 26 (4) of the Regulations, 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.

## Origin of Materials, Equipment and Services:

All materials, equipment and services to be used in the performance of the contract shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

## Delivery site

Delivery site shall be SMEDCO Head-office at number 12 Lawson Avenue, Milton Park, Harare.

## Evaluation of Bids

Bids will be evaluated using the methodology set out in Part V of the Regulations.

## 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 *will NOT* be eligible to go for SPOC review.

## Domestic Preference

A margin of preference will apply to Zimbabwean owned businesses with a Zimbabwean Nationality only.

## Eligibility and Qualification Criteria

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 provide:

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1. have the legal capacity to enter into a contract, DECLARATION FORM OF LEGAL CAPACITY.
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, FORM OF BANK GUARANTEE
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe, VALID TAX CLEARANCE
4. not have a conflict of interest in relation to this procurement requirement, CONFLICT OF INTEREST DECLARATION FORM
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, DECLARATION FORM FOR NON-DEBARMENT.
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; COPY OF CR14.
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. VALID PRAZ CERTIFICATE.

Participation in this bidding procedure is open to ZIMBABWEANS ONLY.

### **Detailed Evaluation**

The Bids will be examined to confirm that all terms, conditions and requirements of the bidding document have been complied with by the Bidder. The assessment of responsiveness shall be determined in accordance with the criteria in section 28 of the Regulations.

Evaluation of Technical Bids will include an assessment of the Bidder's technical capacity to mobilize key equipment and manpower which is substantially responsive to the Procuring Entity's Requirements.

### **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 on receipt of a Letter of Acceptance 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.



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## **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 the debarment sanctions under section 74(1) of the Regulations; and
3. any conflict of interest on the part of the Bidder must be declared.

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PART I BIDDING PROCEDURES

## 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 I. 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 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 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 I: 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.

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Bid Authorised By:

Signature	.....	Name:	.....
Position:	Chief Executive Officer	Date:	23/10/2024 (DD MMYY)
Authorised for and on behalf of:			
Company	.....		
Address:	.....		

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PART I BIDDING PROCEDURES

## Part 2: Statement of Requirements

Name of Bidder:

Bidder's Reference Number:

### List of Goods and Price Schedule

Currency of Bid:.....

Item No <sup>1</sup>	Description of Goods	Quantity <sup>2</sup>	Unit Price <sup>3</sup>	Total Price <sup>4</sup>
	<b><u>Supply and delivery of 2 x brand new pool vehicles.</u></b>		<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1.	supply and delivery of 2 x brand new pool vehicles in the range of either sedan, hatchback or single cab pickup with engine capacity of a maximum 1800cc and below, automatic transmission. (with full accessories eg mats etc)  (vehicle color white, silver, grey)  <b>nb: bidders may quote any make and model of the vehicles and clearly state on their quotations which vehicles they have quoted and provide pictures of the vehicles.</b>			
	<b>END</b>			

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## PART II      PROCURING ENTITY'S REQUIREMENTS

### Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

*{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.*

Item No	Description of Goods	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
				<i>{Completed by Procuring Entity}</i>	<i>{to be provided by the Bidder}</i>
	supply and delivery of 2 x brand new pool vehicles in the range of either sedan, hatchback or single cab pickup with engine capacity of a maximum 1800cc and below, automatic transmission. (with full accessories eg mats etc)  (vehicle color white, silver, grey)  <b>nb: bidders may quote any make and model of the vehicles and clearly state on their quotations which vehicles they have quoted and provide pictures of the vehicles.</b>			<b>6 WEEKS</b>	
	<b>END</b>				

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## **PART II      PROCURING ENTITY'S REQUIREMENTS**

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The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

The Project Site for delivery of the goods is  
SMEDCO Head-office, 12 Lawson  
Avenue, Milton Park, Harare

**NB: bids received should be**

**clear and specify all the vehicles being offered**

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PART II      PROCURING ENTITY'S REQUIREMENTS

## Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

*The Goods and Related Services must comply with following Technical Specifications and Standards:*

*[Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]*

<i>a</i>	<i>b</i>	<i>c</i>
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i>
	supply and delivery of 2 x brand new pool vehicles in the range of either sedan, hatchback or single cab pickup with engine capacity of a maximum 1800cc and below, automatic transmission. (with full accessories eg mats etc)  (vehicle color white, silver, grey)  <b>nb: bidders may quote any make and model of the vehicles and clearly state on their quotations which vehicles they have quoted and provide pictures of the vehicles.</b>	

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. **Bidders are required to include technical literature to positively support the details provided in column c.**

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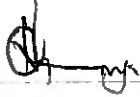
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**Declaration by the Accounting Officer**

I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.



**O. Ngwenya (Mr)**

**For and on behalf of Small and Medium Enterprises Development Corporation**



# BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BUILDING AND ROOFING MATERIAL AT SMEDCO GAZALAND COMPLEX

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## PART II      PROCURING ENTITY'S REQUIREMENTS

### 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
- (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, either when we receive 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/MM/YY)

Duly authorised for and on behalf of:

Company .....

Address: .....

Corporate Seal (where appropriate)