



SOS Children's Villages in Zimbabwe

*BIDDING DOCUMENT FOR THE **SUPPLY AND DELIVERY** OF AN ASSORTMENT OF ICT EQUIPMENT FOR SOS CHILDREN'S VILLAGES ZIMBABWE ASSOCIATION*

Standard bidding document for the: supply and delivery of an assortment of IT equipment for SOS Children's Villages Zimbabwe Association.	
Procurement Reference No: SOSCVZ 001 of 2022	
Date of Issue: 24 June 2022 Closing Date: 11 July 2022	

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PART 1: BIDDING PROCEDURES

Procurement Reference Number: SOSCVZ 001 of 2022

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. Supplier Registration showing that you are registered with the Procurement Regulatory Authority of Zimbabwe under category: G/C/006 Computers, printers & network installations & general office equipment maintenance & repair services.
4. Certificates of Incorporation
5. CR14 and list of Directors issued by Registrar of Companies.
6. A brief Company Profile indicating your line of business.
7. Details of at least three trade references
8. Delivery Period of a maximum twenty-one (21) days is required. Bidder must state their delivery period.
9. Bid validity period of 90 days must be stated

You are advised to carefully read and complete Bidding Document. 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.

All pages of the Bid must be clearly marked with the Procurement Reference Number above and the Bidder's name.

Payment for forms

Bidder must pay a non-refundable fee of **USD\$10** for the form by depositing into the following account:

Account Name: SOS Children's Villages Zimbabwe

Bank: First Capital

Account Number: 21573810651

Branch: NGO Centre

Bidder must also submit proof of payment upon submission of forms.

Number of bids allowed

No Bidder may submit more than one bid.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before the 11th of July 2022 and should be sent to: Administration & Procurement Coordinator 27 Mon Repos Building Newlands Harare or P.O. Box HG 766 Highlands Harare.

Email: Procurement.SOS@sos-zimbabwe.org

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is *90 Days* from the deadline for the submission of bids.

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.

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

The Bidder must prepare one original of the documents comprising the Bid and clearly mark it "ORIGINAL." And four copies of the Bid, which must be clearly marked "COPY."

Late bids will be rejected.

Date of deadline:	11 July 2022	Deadline Time:	
		1100hrs	
Submission address:	27 Mon Repos Building Newlands Harare Zimbabwe		
Means of acceptance:	<i>Sealed bids are to be delivered between 08:00hrs-12:00hrs and 14:00hrs-16:00hrs before deadline.</i>		

Bid opening

Bidder and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline or may follow proceedings on the link below:-

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YzFIMGY1ZmQtZGVlOC00YzdlLTk0MWYtYTM5OTY3ZGVhZmEx%40thred.v2/0?context=%7b%22id%22%3a%22d459e34e-1281-4a94-a0b0-3160696a81ed%22%2c%22oid%22%3a%22b9966929-e74a-4fbc-924b-40f85299379d%22%7d

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided.
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.

Evaluation criteria

Evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
- (b) **Our business terms and conditions:** Payment will be effected after the supply and delivery of the IT equipment to 27 Mon Repos Building Newlands Harare.

Eligibility and Qualification Criteria

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. 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;

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

Bids should be priced in United States Dollars. This will be the currency of evaluation.

Award of Contract

The lowest evaluated bid, after 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 contract.

Right to Reject or Split the Tender

- SOS Children's Villages Zimbabwe 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.
- SOS Children's Villages Zimbabwe reserves the right to split and award the tender to various suppliers.

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. SOS Children's Villages Zimbabwe 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.
2. 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. .

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: SOSCVZ 001 of 2022	
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:	
Company	
Address:	

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:	
Bidder's Reference Number:	

List of Goods and Price Schedule

Currency of Bid: USD\$

Item No ¹	Description of Goods	Quantity ²	Unit Price ³	Total Price ⁴
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>

Note 1: The description or quantity must indicate the unit of measure where relevant.

Note 2: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 3: Include any additional costs, such as installation or commissioning.

The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

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 SOS Children's Villages Zimbabwe	Bidder's offered Delivery period
				<i>[Completed by SOS Children's Villages Zimbabwe]</i>	<i>{to be provided by the Bidder}</i>
1	HP 200 G4 All-in-One Desktops	25		25 July 2022	
2	HP ProBook 430 G8 Laptops	2		25 July 2022	
3	HP LaserJet M528dn Printer	1		25 July 2022	
4	Epson Projector EB-x51 and Projector Screen on Tripod Stand	1		25 July 2022	
5	Epson Powerlite 1288 Wireless Projector	1		25 July 2022	
6	Logitech Wireless Presenter	1		25 July 2022	
7	Cisco Meraki MX68 without a licence	1		25 July 2022	
8	Logitech USB Wired Headset	20		25 July 2022	
9	Logitech USB Wireless Mouse	20		25 July 2022	
10	Targus – 14inch laptop backpacks	3		25 July 2022	
11	Executive 14.1 Slim Top Load Laptop bags	3		25 July 2022	
12	HP Business Slim Wireless Keyboards	5		25 July 2022	
13	HP ProBook 430 Laptop Charger	3		25 July 2022	
14	HP 65W USB Type-C Power Charger	1		25 July 2022	

The delivery period required is measured from the date of the signing of the Contract between SOS Children's Villages Zimbabwe and the Bidder.

The Project Site for delivery of the goods is the final destination:	<i>27 Mon Repos Building Newlands Harare.</i>
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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 SOS Children's Villages Zimbabwe. 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)]

a	b	c
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
1	HP 200 G4 All-in-One PC 22 Inch Screen Intel Core i3, 4GB RAM, 128GB SSD Windows 10 Pro	
2	HP ProBook 430 G8, Intel Core i5 8 GB RAM, 256GB SSD Windows 10/11 Professional	
3	HP LaserJet M528dn Printer	
4	Epson EB-X51 Projector and Projector Screen on Tripod Stand 2mx1.5m	
5	Epson Powerlite 1288 Wireless Projector	
6	Logitech Spotlight Advanced Wireless Presentation Remote (Part Number 910- 004984)	
7	Cisco Meraki MX68 without licence	
8	Logitech wired headsets	
9	Logitech M325 USB Wireless Mouse	
10	Targus – 14inch laptop Backpacks	
11	Executive 14.1 Slim Top Load Laptop Bags	
12	HP Business Slim Part Number N3R88AT#ABA Wireless Keyboards.	
13	Chargers for HP ProBook 430 Laptops	
14	HP 65W USB Type-C Power Charger for HP EliteBook/Spectre	

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.**

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: SOSCVZ 001 of 2022	
Date:[date (in day, month and year format)]
Bidder's Reference Number:	

To: SOS Children's Villages Zimbabwe

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 bidding for any contract with **SOS Children's Villages Zimbabwe**, 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 SOS Children's Villages Zimbabwe 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.

Signed **Name:**

...

In capacity of: **Date:**(DD/MM/YY)

Duly authorised for and on behalf of:

Company

Address:

.....

Corporate Seal (where appropriate)

PART 3 CONTRACT

Contract Agreement

Procurement Reference:

THIS CONTRACT AGREEMENT is made on the _____ day of _____, 2022

BETWEEN

- (1) **SOS Children’s Villages Zimbabwe** and having its principal place of business at 27 Mon Repos Building Newlands, Harare (hereinafter called “the Procuring Entity”), and
- (2) _____, a corporation incorporated under the laws of Zimbabwe and having its principal place of business at _____
(hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, Supply and Delivery of an assortment of IT equipment and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of _____ (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are 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) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (c) The Contractor’s Bid, original Price Schedules and Delivery Schedule;
 - (d) The Procuring Entity’s Notification of Contract Award;
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 of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide

the Goods and Services and to remedy any defects in them in conformity with the Contract.

5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, 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:	<i>[Title or other appropriate designation]</i>
	<i>Witness: 1</i>
	<i>Witness: 1</i>

For and on behalf of the Contractor

Signed:
Name:	
In the capacity of:	<i>[Title or other appropriate designation]</i>
	<i>Witness: 1</i>
	<i>Witness: 1</i>