



SOS Children's Villages in Zimbabwe

CONSTRUCTION OF AN ADMINISTRATION BLOCK AT SOS MAIZELANDS PRIMARY SCHOOL SHAMVA

Standard bidding document for: Construction of an Administration at SOS Maizelands Primary School Shamva	
Procurement Reference No: SOSCVZ 003 of 2022	
Date of Issue: 28th August 2022 Closing Date : 23rd September 2022	

Table of Contents

Part 1: Bidding Procedures

Part 2: Statement of Requirements

Part 3: Contract

PART 1: BIDDING PROCEDURES

Procurement Reference Number: SOSCVZ 002 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: S/C/006 Construction and Civil works (buildings, dams, roads etc.) New.
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. Current and Valid Tax Clearance certificates
8. At least three reference letters showing bidder's direct experience in the successful completion of similar works.
9. Delivery Period of a maximum twenty one (60) days is required. Bidder must state their delivery period.
10. Bid validity period of 90 days must be stated
11. A completed and signed bid securing declaration form
12. Completed and signed site visit form
13. Bidders must provide detailed programme of works

The Bidder is expected to examine all instructions, forms, terms & specifications in the Tender document. Failure to furnish all information or documentation required may result in the rejection of the Bid. 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\$20** 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 either individually or as a joint venture partner in another.

Clarification

Any prospective bidder requiring any clarification of the bidding document shall contact the Administration and Procurement Coordinator in writing before the 23rd of September 2022 via email to: Administration & Procurement Coordinator 27 Mon Repos Building, Newlands, Harare:

Email: Procurement.SOS@sos-zimbabwe.org

Site Visits

It is mandatory for Bidders to do site visits so that they can appreciate where the administration block will be constructed.

Please note that all prospective bidders are advised to finance themselves for these site visits at a non-refundable cost.

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, no later than the date and time of the deadline below. Bidders must mark the envelope with the Bidder's name, address and the Procurement Reference Number and should be deposited in a tender box situated at the below address.

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

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline and notify all potential bidders who will have collected the bidding documents of the revised bid submission deadline.

Date of deadline:	23 rd September 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. All bidders should record their bids in the tender submission register and sign.</i>		

Bid opening

SOSCV assigned team shall open the bids in the presence of bidders and their representatives who may want witness the process which will take place at the submission address immediately following the deadline or may follow proceedings on the link below. Due to limited space at the given address, the procuring entity strongly encourages bidders and representatives to witness the opening of bids online. No bids shall be rejected at bid opening except for late tenders in accordance with the stipulated deadline.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTM5ZjdkY2UtODdmMS00YzQyLTlhZjgtNzdmMTM3NGY4N2Vm%40thread.v2/0?context=%7b%22id%22%3a%22d459e34e-1281-4a94-a0b0-3160696a81ed%22%2c%22oid%22%3a%22b9966929-e74a-4fbc-924b-40f85299379d%22%7d

Withdrawal or amendment of Bids

No bid may be withdrawn or modified in the interval between the deadline for submission of bids; the expiration of the period of bid validity or any extension of that period

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 construction and certification of the administration block at SOS Maizelands Primary School Shamva by the Ministry of Primary & Secondary Education together with Bindura Rural Council Inspectors.

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

Construction of the administration block must comply with the approved plan and all materials must meet the approved specifications, but no credit will be given for exceeding the specification.

Clarification of bids

To assist in the examination, evaluation and comparison of the bids and qualification of bids, the procuring entity may, at its discretion ask any bidder for a clarification of its bid, allowing a reasonable time for response. Any clarification submitted that is not in response to a request by the procuring entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change in the prices or substance of Bid shall be permitted except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Bids.

Currency and bid prices

The currency of evaluation and payment will be United States Dollars, hence bids should be priced in United States Dollars. The price quoted in the Bid Submission sheet must be the total price of the bid

and the bid prices must cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works

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. The award of contract will be by issue of a notification via email and will be effective on receipt of a Contract Agreement. If you don't get a response from the Procuring entity within 14 days from the date of bid submission deadline, consider your bid unsuccessful.

Right to Reject 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.

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 003 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:	

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)]

<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>
1	Construction of an administration block at SOS Maizelands Primary School Shamva per approved plan.	

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.**

Retention

SOS Children’s Villages Zimbabwe will withhold 5% of the invoice total to cover any poor workmanship. This will be released after a period of 3 months from the date of commissioning of the project and after any defects have been remedied.

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 003 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, construction of an administration block at SOS Maizelands Primary School Shamva 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: *[Title or other appropriate designation]*

Witness: 1

Witness: 1

For and on behalf of the Contractor

Signed:

Name:

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

Witness: 1

Witness: 1