

# Standards Association of Zimbabwe

## STANDARD BIDDING DOCUMENT

### for the Supply and Delivery of Brand New Operational Vehicle

22 MARCH 2024



**STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF  
BRAND NEW OPERATIONAL VEHICLE**

**Procurement Reference Number: SAZ/VEH/01/2024**

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF  
BRAND NEW OPERATIONAL VEHICLE**

**Procurement Reference Number: SAZ/VEH/01/2024**

**Standard Bidding Document for the  
Procurement of:**

**TENDER FOR THE SUPPLY AND  
DELIVERY OF BRAND NEW  
OPERATIONAL VEHICLE**

**Procurement Reference No:**

**SAZ/VEH/01/2024**

**Procuring Entity:**

**STANDARDS ASSOCIATION OF  
ZIMBABWE**

**Date of Issue:**

**22 MARCH 2024**

**STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF  
BRAND NEW OPERATIONAL VEHICLE**

**Procurement Reference Number: SAZ/VEH/01/2024**

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# STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF BRAND NEW OPERATIONAL VEHICLE

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## PART 1: BIDDING PROCEDURES

### 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.

### Procurement Reference Number:

### 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. a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
4. Supplier Registration number and proof showing that you are registered with the Procurement Regulatory Authority in the relevant category
5. A bid securing declaration.
6. The bidder must submit the following;
  - (a) Comprehensive Company Profile
  - (b) A copy of CR 14 (List of Directors),
  - (c) Copy of CR6 (Company Address)
  - (d) Copy of Certificate of Incorporation
  - (e) Copy of a valid tax clearance (Current ITF 263)
  - (f) Proof of Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in the relevant category
  - (g) Valid Motor Industry Association of Zimbabwe (MIAZ) certificate
  - (h) Valid NSSA clearance certificate
  - (i) Three copies of the bidding document of which one is the Original and 2 are copies. In the event of any conflict, the submissions in the Original document will be taken to be a true representative of the bidder’s submission
  - (j) At least three traceable trade referrals ( not including one from the Procuring Entity) from previous sales/ customers in the relevant category, in the form of;
    - ❖ Trade reference letters, which are not more than two (2) years old. The letter should be on the company’s letterhead and signed/stamped
  - (k) All bidders **MUST** declare their conflict/non – conflict of interest position with regard to this procurement.
  - (l) Bid Validity of 30 days from tender closing date should be stated.
  - (m) Delivery period – strictly ex-stock

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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.

## **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 procurement is 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 **28 March 2024 at 1600 hours** and should be sent to [procurement@saz.org.zw](mailto:procurement@saz.org.zw)

## **Lots**

There is no lots for this requirement.

## **Site visit Date**

There is no site visit.

## **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 qualifications, resources and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements.

**Participation in this bidding procedure is open to only Zimbabwean bidders.**

## **Validity of Bids**

The minimum period that the Bidder's bid must remain valid is **thirty (30 Days)** from the deadline for the submission of bids.

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**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. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their Bid with correct details of the Bidder and the number of the Bid.

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

Bidders must prepare one original of the documents comprising the Bid and clearly mark it "ORIGINAL." In addition, the Bidder must submit 2 copies of the Bid and must mark each of them clearly "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail

**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 collected the bidding document of the amended bid submission deadline.

**Date of deadline:** 3 April 2024

**Deadline Time: 1030 hours**

**Submission address:** 1 Northend close, Northridge Park, Borrowdale

**Means of acceptance:** Sealed bids to be submitted at Standards Association of Zimbabwe (tender box) clearly marked the:

Procurement Management Unit

Standards Association of Zimbabwe

1 Northend Close, Northridge Park, Borrowdale , Harare, Zimbabwe

**Bid opening**

Bidders and their representatives will be allowed to witness the opening of bids, which will take place immediately after closing.

**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.

**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.

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## **Bid Security**

The Bidder shall sign:

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

Any bid not accompanied by a Bid Securing Declaration, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

The Bid Security 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 must be in the names of all intended partners.

## **Evaluation of Bids**

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their 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 most economically advantageous tender.

**Bids failing any stage will be eliminated and not considered in subsequent stages.**

## **Currency**

Bids should be strictly priced in **US\$**. Currency of evaluation and payment shall be **US\$**

## **Award of Contract**

The lowest evaluated bid, after application of any additional evaluation criteria, including any margin of preference, shortest delivery times which is substantially responsive to the requirements of this bidding document will be recommended for award of 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

## **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.

## **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:



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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.

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**Bid Submission Sheet**

1. *{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. 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.*

2. *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:

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: ***insert the number of..... {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:**

<b>Signature</b> .....	<b>Name:</b> .....
<b>Position:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	

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**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, 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.

<b>Signed</b> .....	<b>Name:</b> .....
	...
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/Y Y)
<b>Duly authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
	.....
<b>Corporate Seal (where appropriate)</b>	

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**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

**List of Goods and Price Schedule**

Currency of Bid...US\$.....

<b>Item No<sup>1</sup></b>	<b>Description of Services</b>	<b>Quantity</b>	<b>Unit Price To be provided by bidder</b>	<b>PRICE (to be provided by the bidder</b>
	<b>Supply and delivery of operational vehicle.</b>	1		

Please find specifications that are more detailed

The bid price must include the cost of accessories and registration for number plates on behalf of the Association (SAZ)

**ENGINE AND BODY SPECIFICATIONS**

Engine capacity	990CC TO 1600CC
Body type	Hatchback/Subcompact crossover SUV
Windows	Electrical
Manufacture year	2023 to 2024
Engine Start	Push start button
Fuel type	Petrol
Mirrors	Electrical & folding
Transmission	Automatic
Aircon	Aircon-manual
Doors	5
Radio	Original radio
Drive system	2WD
Number of cylinder	3 to 4
Number of Valves	16

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Payload	450-600kgs
Security	-Central locking
Dimensions	Overall length -3900 to 4100mm Overall width (excluding mirrors) 1690mm to 1855mm Overall height 1450mm to 1655mm Ground clearance-102mm to 225mm Wheelbase 2300mm to 2550mm
Steering	Power steering
Fuel tank size	35litres to 60litres
Warranty plan	3years/100,000km
Other accessories	-Spare wheel -Jack -Reflective triangles

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

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

**Note 3:** Suppliers should indicate specific dimensions of the vehicle being offered and the range must be in the set parameters. Failure to give actual dimensions shall be treated as non- responsive.

**Note 4:** Include any additional costs, such as duties, clearance and registration.

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**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}.*

<b>Item No<sup>1</sup></b>	<b>Description of Services</b>	<b>Quantity</b>	<b>Delivery period required by Procuring Entity and applicable INCOTERM</b>	<b>Bidders offered delivery period</b>
	<b>Supply and delivery of operational vehicles</b>	1	Strictly ex-stock	

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 *Standards Association of Zimbabwe  
1 Northend close, Northridge Park  
Borrowdale, Harare.*

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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 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)]*

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.** Bidders shall indicate the specific dimensions of items offered and failure to specify shall be treated as non-responsive. Bidders are required to provide a brochure of the item being offered or their tender will be rejected.

<i>Item</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
Engine capacity	990CC TO 1600CC	
Body type	Hatchback/Subcompact crossover SUV	
Windows	Electrical	
Manufacture year	2023 to 2024	
Engine Start	Push start button	
Fuel type	Petrol	
Mirrors	Electrical & folding	
Transmission	Automatic	
Aircon	Aircon-manual	
Doors	5	
Radio	Original radio	
Drive system	2WD	
Number of cylinder	3 to 4	

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Number of Valves	16	
Payload	450-600kgs	
Security	-Central locking	
Dimensions	Overall length -3900 to 4100mm Overall width (excluding mirrors) 1690mm to 1855mm Overall height 1450mm to 1655mm Ground clearance-102mm to 225mm Wheelbase 2300mm to 2550mm	
Steering	Power steering	
Fuel tank size	35litres to 60litres	
Warranty plan	3years/100,000km	
Other accessories	-Spare wheel -Jack -Reflective triangles	



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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.

**For and on behalf of**

Standards Association of Zimbabwe

Miss Leonorah Shonhiwa



**Signature**.....

22/03/2024

**Date** .....



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## **PART 3 CONTRACT**

### **Contract Agreement**

**Procurement Reference:**

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

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (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 Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (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) Special Conditions of Contract;
  - (c) General Conditions of Contract;
  - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
  - (e) The Contractor’s Bid, original Price Schedules and Delivery Schedule;
  - (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 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]*

**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 request) except where modified by the Special Conditions below.

**Special Conditions of Contract**

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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 8.1	<p><b>Notices:</b> Any notice shall be sent to the following addresses:</p> <p>For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be :</p> <p style="text-align: center;"><i>Standards Association of Zimbabwe</i> <i>1 Northend close, Northridge Park</i> <i>Borrowdale, Harare</i></p> <p style="text-align: center;"><a href="mailto:procurement@saz.org.zw">procurement@saz.org.zw</a> and <a href="mailto:lshonhiwa@saz.org.zw">lshonhiwa@saz.org.zw</a></p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i></p>
GCC 19.1	<p><b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Act shall be <b>0.05%</b> of the Contract Price and after 21 working days the contract shall be subject to termination.</p>
GCC 21.2	<p><b>Packing, Marking and Documentation:</b> The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1. - <b>The items/goods should be brand new</b></p> <ul style="list-style-type: none"> <li>• <b>NB *All items shall/will be subject to inspection before acceptance.</b></li> </ul> <p>The documents to be furnished by the Contractor are:</p> <ul style="list-style-type: none"> <li>• Brouchers and Technical data specification sheets of the items being offered.</li> </ul> <p>The above documents shall be received by the Procuring Entity before/on arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p>
GCC 22.1	<p><b>Insurance:</b> The Contractor shall take the necessary insurance cover to protect the goods up to delivery to the Procuring Entity’s site.</p>
GCC 23.1 & 23.2	<p><b>Inspections and tests:</b> All quality tests and/or inspections of the Goods and Related Services shall be at the Contractor’s expense.</p>

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<b>GCC reference</b>	<b>Special Conditions</b>
<b>GCC 25.6</b>	<b>Failure to remedy a defect:</b> The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be not more than 2 weeks.
<b>GCC 29.1</b>	<b>Price adjustments:</b> The contract shall be a fixed price contract and no price adjustments will apply.
<b>GCC 30.1</b>	<b>Terms of Payment:</b> shall be within 7 working days after delivery.  <b>Advance payment:</b> <i>shall be accompanied with an advance payment guarantee from a commercial bank in Zimbabwe</i>
<b>GCC 31.1</b>	<b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations (as amended by S.I 219 of 2020) is due upon the signing of the Contract.

