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**DOMESTIC COMPETITIVE BIDDING DOCUMENT**

**PANEL BEATING OF ISUZU KB 300**

**PROCUREMENT REFERENCE NUMBER: BAZ/DOM/COM/P01/2021**

**PROCURING ENTITY: BROADCASTING AUTHORITY OF ZIMBABWE**

**PUBLICATION DATE: 24 SEPTEMBER 2021**

**SITE VISIT DATE: THURSDAY, 07 OCTOBER 2021, AT 11:00 AM**

**VENUE: NO. 27 BOSCOBEL WEST DRIVE, HIGHLANDS, HARARE**

**CLOSING DATE: 22 OCTOBER 2021, AT 10:00 AM**

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1. The Procuring Entity is undertaking the Primary Procurement with a view to concluding a Direct Procurement. The Procuring Entity is sole Purchaser under this Tender.
2. Broadcasting Authority of Zimbabwe intends to enter into contract with original services. Once the contract has been approved by the Procurement Regulatory Authority of Zimbabwe (PRAZ), order shall be made from the selected supplier. Broadcasting Authority of Zimbabwe may carry out a market survey to determine fair market prices before placing firmed orders.
3. The Procuring Entity now invites your organisation to submit a bid from this tender under direct procurement.
4. The Contract to be concluded will be “single -User.” The single -User entitled to purchase under the Tender is Broadcasting Authority of Zimbabwe.
5. The contract to be concluded will be “one” –Suppliers.
6. Bidding will be conducted through Direct Procurement as specified in the Public Procurement and Disposal of Public Assets Act “Regulations: Procurement of Goods” dated January 2018 and is open to all eligible Bidders as defined in the Regulations.
8. This tender is not subject to review by the special oversight committee.

The Acting Chief Executive Officer  
Broadcasting Authority of Zimbabwe  
27 Boscobel West Drive  
Highlands  
Harare

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**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 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 (bidding procedures);**
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. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe,

**THE FOLLOWING MANDATORY DOCUMENTS ARE REQUIRED WHEN RESPONDING TO THIS TENDER DOCUMENT:**

1. Copy of CR 14 (List of Directors) or equivalent in your country,
2. Copy of Certificate of Incorporation or equivalent in your country
3. Copy of Current tax clearance or equivalent in your country
4. Copy of Company profile
5. Copy of Valid NSSA Registration for Zimbabwean Companies.
6. Copy of current registration certificate with the Procurement Regulatory Authority of Zimbabwe Registration in the category of panel beating services (Service Category S/P/001),
7. Proof of workshop and garage which works will take place, which will be inspected, provide address
8. State payment terms of which BAZ may consider payment terms after successful performing and certification of works
9. Copy of Site visit certificate signed by BAZ officials

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**Number of Bids**

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**

All clarifications will be attended on site visit date on THURSDAY, 07 OCTOBER 2021, AT 11:00 AM, at No. 27 Boscobel West drive, Highlands, Harare. Alternatively email all queries to: be sent to: [procurement@baz.co.zw](mailto:procurement@baz.co.zw); [solomon@baz.co.zw](mailto:solomon@baz.co.zw); ;[matthias@baz.co.zw](mailto:matthias@baz.co.zw) or to the attention of:

**The Acting Chief Executive Officer  
Braodcasting Authority of Zimbabwe  
27 Boscobel West Drive  
Highlands  
Harare**

It is the bidder's responsibility to ensure that the request for clarifications has been received and acknowledged by Broadcasting Authority of Zimbabwe.

**Validity of Bids**

The minimum period for which the Bidder's bid must remain valid is *60 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. It is the Bidder's responsibility to ensure that they have completed the bid submission register.

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

**Bids should be submitted in triplicate with one (1) original copy marked "ORIGINAL" and two (2) copies each marked "COPY" All 3 copies should be in sealed envelopes clearly marked with the details of the tender, and should be deposited in a tender box situated at the below given address. In the event of any discrepancy between the original and the copies, the original will prevail.**

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

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|                           |   |
|---------------------------|---|
| <b>DEADLINE DATE</b>      | <b>22 OCTOBER 2021</b>  |
| <b>DEADLINE TIME</b>      | <b>10:00 AM</b>   |
| <b>SUBMISSION ADDRESS</b> | <b>THE ACTING CHIEF EXECUTIVE<br/>OFFICER,BROADCASTING AUTHORITY OF<br/>ZIMBABWE,<br/>27 BOSCOBEL WEST DRIVE,HIGHLANDS<br/>HARARE</b> |

Means of acceptance: Bids in the sealed envelopes shall be deposited in a tender box situated at the above address. All the bidders should ensure that their bids are recorded in the tender submission register on submission, and should be issued with a receipt.

**Bid opening**

Bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

**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.

**Delivery Requirements**

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2 which is 6 weeks or better. Bidders offering a delivery period in excess of 6 weeks may be rejected.

**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 below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods
  - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
  - (ii) the custom duties to be paid on the Goods on entry into Zimbabwe, if not already included;
  - (iii) Any other applicable import taxes;
  - (iv) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
  - (v) any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the

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Schedule of Requirements: the price of each item comprising the Related Services (inclusive of any applicable taxes).

**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 Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the lowest evaluated price of bids.

Broadcasting Authority of Zimbabwe will enter into Contract with one bidders and ranking will be based on price.

**Evaluation criteria**

The Procuring Entity's evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies.

**Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and is subject to negotiation with the Procuring Entity.

**Eligibility and Qualification Criteria**

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. 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 (for Zimbabwean companies only)
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 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 (for Zimbabwean companies only)

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

**Origin of Goods**

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

**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. No alternatives to technical specifications given shall be accepted for evaluation.

**Currency**

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Tenders should be priced in United states dollars payable at reserve bank of Zimbabwe (RBZ) interbank rate of the day.

**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 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 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. 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 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 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**

*{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 will 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 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.

We confirm that we have the legal capacity to enter into a procurement contract.

**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:**

|   |                              |
|---|------------------------------|
| <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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|                            |  |       |
|----------------------------|--|-------|
|                            |  | ..... |
| 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> |
|----------------------|---|-----------------------|-------------------------|--------------------------|
| 1                    | Panel beating of ISUZU KB 300, ADV 7460 | 01                    |                         |                          |
|                      | VAT 14.5%                               |                       |                         |                          |
|                      | TOTAL                                   |                       |                         |                          |

Note 1: Lots and packages should be shown as separate items.

Note 2: The description or quantity must indicate the unit of measure where relevant.

Note 3: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 4: 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.

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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}.*

| 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> |
| 1       | Panel beating of ISUZU KB 300, ADV 7460 | 01       | au            | Within 2 weeks of contract signing                                 |                                       |

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 the final destination: | 27 BOSCOBEL WEST DRIVE, HIGHLANDS, HARARE |

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**PART 3 CONTRACT**

**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)]*

**Commented [NB1]:**

| <i><b>a</b></i>       | <i><b>B</b></i>   | <i><b>C</b></i>  |
|-----------------------|---|--|
| <i><b>Item No</b></i> | <i><b>Item description and full technical Specification required (including applicable standards)</b></i> | <i><b>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</b></i> |
| 1                     | Pannel beating of ISUZU KB 300, ADV 7460  |  |
| 2                     | Bidder to comply with Specifications  |  |

**Declaration by the Accounting Officer**

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

.....