

SUPPLY, DELIVERY AND COMMISSION OF MAZDA BT 50 MAZDA BT 50 TOP OF THE RANGE SPECIFICATION AT BROADCASTING AUTHORITY OF ZIMBABWE. TENDER No: BAZ/COMP/DOM/07/2021

DOMESTIC COMPETITIVE BIDDING

**SUPPLY AND DELIVERY OF 1 X
DOUBLE CAB MAZDA BT 50 TOP OF THE RANGE SPECIFICATION,
2021 LATEST EDITION.**



PROCUREMENT REFERENCE NUMBER: BAZ/COMP/DOM/07/2021

PROCURING ENTITY: BROADCASTING AUTHORITY OF ZIMBABWE

PUBLICATION DATE: 05 NOVEMBER 2021

CLOSING DATE: 03 DECEMBER 2021, 10:00 AM



Table of Contents

Part 1: Bidding Procedures

Part 2: Statement of Requirements

**SUPPLY, DELIVERY AND COMMISSION OF MAZDA BT 50 AT BROADCASTING
AUTHORITY OF ZIMBABWE. TENDER No: BAZ/COMP/DOM/07/2021**

PART 1

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.

Procurement Reference Number: BAZ/COMP/DOM/07/2021

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 showing that you are registered with the Procurement Regulatory Authority of Zimbabwe in the supply of new equipment category.

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. 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.

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**.

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 before 18 NOVEMBER 2021 and should be sent to :

The Accounting Officer

27 Boscobel West

Highlands

P.O. Box CY 496

Causeway

Harare

Tel: 263-242-443465/6/7

Email: procurement@baz.co.zw OR solomon@baz.co.zw OR matthias@baz.co.zw

SUPPLY, DELIVERY AND COMMISSION OF MAZDA BT 50 AT BROADCASTING AUTHORITY OF ZIMBABWE. TENDER No: BAZ/COMP/DOM/07/2021

PART 1

BIDDING PROCEDURES

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **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, not later than the date and time of the deadline below. It is the Bidders' responsibility to ensure that they receive a receipt confirming submission of their bid that has 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.

*The Bidder must prepare **one original** copy of documents comprising the Bid and clearly mark it "ORIGINAL." In addition, bidder must submit **two copies of the Bid**, which must be clearly marked "COPY 1 and COPY 2." 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 but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.

Date of deadline: 03 December 2021, 10: 00 AM

Submission address: 27 Boscobel Drive West, Highlands, Harare

Means of acceptance: Sealed bids marked with the tender number and closing date and time to be deposited in the Tender Box at the Broadcasting Authority of Zimbabwe reception. To the attention of **Accounting Officer, Broadcasting Authority of Zimbabwe, 27 Boscobel West drive, Highlands, Harare.**

Bid opening

1 (one) Bidder representative 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.

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.

SUPPLY, DELIVERY AND COMMISSION OF MAZDA BT 50 AT BROADCASTING AUTHORITY OF ZIMBABWE. TENDER No: BAZ/COMP/DOM/07/2021

PART 1

BIDDING PROCEDURES

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

Bid Security

The Bidder must include:

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-compliance.

The 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-Securing Declaration 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 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 evaluated price of bids and to determine the lowest evaluated bid.
4. Bids failing any stage will be eliminated and not considered in subsequent stages.
5. **Review by the Special Procurement Oversight Committee**
This is tender is not subject for review by the Special Procurement Oversight Committee
6. At least three identical copies of the bid document are required and where the copies are not identical, the contents of the bid marked original will alone be considered.

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.

SUPPLY, DELIVERY AND COMMISSION OF MAZDA BT 50 AT BROADCASTING AUTHORITY OF ZIMBABWE. TENDER No: BAZ/COMP/DOM/07/2021

PART 1

BIDDING PROCEDURES

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a favourable deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, no credit will be given for this on the bids evaluation.

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;

ATTACH THE FOLLOWING MANDATORY DOCUMENTS:

1. Copy of Company profile
2. Copy of Vat Registration certificate
3. Copy of CR 14 (List of Directors) .
4. Copy of Certificate of Incorporation .
5. Copy of Current tax clearance if it is a Zimbabwean company
6. Copy of Valid NSSA Registration or receipt for Zimbabwean Companies.
7. Supplier Registration number certificate that you are registered with the Procurement Regulatory Authority of Zimbabwe in the category of new light motor vehicle—(Goods Category G/N/003) .
8. State payment terms ,the Authority only accept cash on delivery.
9. Signed bid declaration form stating you are not solvent, conflicted and debarred from participating in tendering process in Zimbabwe
10. Attach copy of manufacturer dealership or principal or a letter of undertaking if you the original equipment manufacture
11. Your bid validity should be at least 60 days from date of tender submission (you must indicate this in your bid)
12. Your price should be Delivery Duty Paid, 27 Boscobel West drive, Highlands, Harare.
13. At least three (3) references of similar contracts where you have successfully delivered.
14. State delivery period of which BAZ considers motor vehicle which is ex-stock or delivery should be at most 5 working days after contract signing.

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.

Currency

Bids should be priced in United States Dollars only paid using Nostro Account.

Award of Contract

SUPPLY, DELIVERY AND COMMISSION OF MAZDA BT 50 AT BROADCASTING AUTHORITY OF ZIMBABWE. TENDER No: BAZ/COMP/DOM/07/2021

PART 1

BIDDING PROCEDURES

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 Public Procurement and Disposal of Public Assets (General) (Amendment) Regulations, 2020 (No. 2).

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.**

**SUPPLY, DELIVERY AND COMMISSION OF MAZDA BT 50 AT BROADCASTING
AUTHORITY OF ZIMBABWE. TENDER No: BAZ/COMP/DOM/07/2021**

PART 1

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 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 must 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:	
BAZ/COMP/DOM/07/2021	
Subject of Procurement: Supply and Delivery of Mazda BT 50 double cab, Top of the range specification, 2021 edition	
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:	

**SUPPLY, DELIVERY AND COMMISSION OF MAZDA BT 50 AT BROADCASTING
AUTHORITY OF ZIMBABWE. TENDER No: BAZ/COMP/DOM/07/2021**

PART 2

STATEMENT OF REQUIREMENTS

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

CURRENCY OF BID... UNITED STATES DOLLARS ONLY PAYABLE USING NOSTRO ACCOUNT

Item No¹	Description of Goods	Quantity²	Unit Price³ USD	Total Price⁴ USD
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1	Supply and Delivery of a Mazda BT 50 double cab (top of the range specification, 2021 edition)	01		
	MAZDA BT-50 3.0D 6AT 4WD D/CAB ZR51/RAY 140kW, Auto (top of the range MAZDA specifications, 2021 latest edition)			
			SUB TOTAL	
			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.

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>{ to be provided by the Bidder }</i>
1	Top of the range specification, 2021 edition	1	Each	<i>[ex- stock, at most 5 days delivery period, DDP, BROADCASTING AUTHORITY OF ZIMBABWE]</i>	
	MAZDA BT-50 3.0D 6AT 4WD D/CAB ZR51/RAY 140kW, Auto,				

NB: The Authority may offer first preference to bidders with motor vehicle in stock OR with shortest delivery period.

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 BROADCASTING AUTHORITY OF ZIMBABWE
the final destination:

27 Boscobel West
Highlands
P.O. Box CY 496
Causeway
Harare

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)]

SUPPLY, DELIVERY AND COMMISSIONING OF MAZDA BT 50

A	B	C
<i>Item description</i>	<i>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>
MAZDA BT 50, TOP OF THE RANGE LUXURY SPECIFICATION, 2021 LATEST EDITION,	TOP OF THE RANGE LUXURY SPECIFICATION, 2021 LATEST EDITION,	
Body Type	Double Cab	
Engine Capacity	3 Litre	
Fuel Type	Diesel	
Drive	Common rail	
Cylinders	4	
Fuel injection	Common rail	
Drive	4x4 AUTO	
Aspiration	Turbo Charged	
Power output	140kw	
Transmission	6 speed Auto	
Wheel size	6.5x16"	
Tyre Size	245/75/R16	
Steering	Standard power steering	
brakes	Front Disc	
	Rear -drum	
	Standard ABS	
Suspension	Front coil spring	
	Rear leaf spring	
Seat	Original leather	

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.

Declaration by the Accounting Officer

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

The Accounting Officer of the Procuring Entity

M.CHAKANYUKA

.....

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 bidding for any contract with a Procuring Entity in Zimbabwe for a period of time 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)	

{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all the partners to the Joint Venture that submits the Bid}