



**DOMESTIC COMPETITIVE BIDDING TENDER**

**CONSTRUCTION OF RETAINING WALL, INSTALLATION OF PALISADE FENCE AND SITE FINISHING WORKS AT BINDURA, NKAYI AND CHIKOMBEDZI**

**PROCUREMENT REFERENCE NUMBER: BAZ/DOM/COMP/03/2022**

**PROCURING ENTITY: BROADCASTING AUTHORITY OF ZIMBABWE**

**PUBLICATION DATE: 29 JULY 2022**

**MANDATORY SITE VISIT DATES AND SITES**

<b>CONSTRUCTION SITE</b>	<b>DATE OF SITE VISIT</b>	<b>TIME</b>
BINDURA, MASHONALAND CENTRAL PROVINCE	16/08/2022	11:00HRS
NKAYI, MATEBELAND NORTH PROVINCE	17/08/2022	14:00HRS
CHIKOMBEDZI, CHIREDDZI, MASVINGO PROVINCE	19/08/2022	14:00HRS

**CLOSING DATE: 02 SEPTEMBER 2022, 10:00 AM ZIMBABWEAN TIME**



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# CONSTRUCTION OF RETAINING WALL, INSTALLATION OF SECURITY PALISADE FENCE AND SITE FINISHING WORKS

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PART I BIDDING PROCEDURES

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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 items 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 of tender document ;
3. completed delivery schedule in part 2 of tender document

### MANDATORY REQUIREMENTS:

1. Copy of CR 14 (List of Directors)
2. Copy of Certificate of Incorporation
3. Copy of valid Current tax clearance
4. Copy of Company profile
5. Copy of valid CIFOZ/ ministry of Local Government/ ZBCA registration in class A,B,C or D.
6. Copy of Financial statements in the past 3 years
7. Copy of Valid **NSSA Registration certificate or clearance**
8. **Signed copy of site visit certificate**
9. Copy of valid registration certificate with the Procurement Regulatory Authority of Zimbabwe Registration in the relevant category.
10. Your bid validity should be at least **90 days** after close of this tender
11. You should state completion period which should be at most 30 days from date of contract signing.
12. You must attach Gann chart on how are you going to complete this works, indicate flow of activities or programmes of works.
13. You must attach Reference letters **minimum of three (3)** customers where you have successfully completed similar works with traceable contacts.
14. Bidders should also be compliant with the new regulations for **FISCAL TAX INVOICE** where necessary.
15. A signed Bid Securing Declaration form
16. Proof of ownership or lease of all machinery you have to use to do these works
17. CV of key personnel
18. Qualifications of key personnel of which a diploma or degree in civil engineering or equivalence is mandatory
19. Evidence of completed works of similar projects in the last 5 years. Broadcasting Authority of Zimbabwe reserves a right to disqualify contractors who have a history of not finishing projects to agreed timelines with any procurement entities.

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**PART I BIDDING PROCEDURES**

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**PARAMETERS TO BE USED FOR EVALUATION**

<b>ITEM</b>	<b>PARAMETER</b>	<b>YES</b>	<b>OR</b>
		<b>NO</b>	
1	Copy of CR 14 (List of Directors)		
2	Copy of Certificate of Incorporation		
3	Copy of valid Current tax clearance		
4	Copy of Company profile		
5	Copy of valid CIFOZ/ ministry of Local Government/ ZBCA registration in class A,B,C or D.		
6	Copy of Financial statements in the past 3 years		
7	Copy of Valid <b>NSSA Registration certificate or clearance</b>		
8	<b>Signed copy of site visit certificate</b>		
9	Copy of current registration certificate with the Procurement Regulatory Authority of Zimbabwe Registration in the relevant category.		
10	Your bid validity should be at least <b>90 days</b> after close of this tender		
11	You should state completion period which should be at most 30 days from date of contract signing.		
12	You must attach Gann chart on how are you going to complete this works, indicate flow of activities or programmes of works.		
13	You must attach Reference letters <b>minimum of three (3)</b> customers where you have successfully completed similar works with traceable contacts.		
14	A signed Bid Securing Declaration form		
15	CV of key personnel		
16	Qualifications of key personnel of which a diploma or degree in civil engineering or equivalence is mandatory		
17	Evidence of completed works of similar projects in the last 5 years. Broadcasting Authority of Zimbabwe reserves a right to disqualify contractors who have a history of not finishing projects to agreed timelines with any procurement entities.		
18	You must attach proof of ownership or proof of lease of the equipment to be used.		

**NB: THESE PARAMETERS ARE MANDATORY THEY WILL BE USED FOR EVALUATION OF WHICH FAILURE TO AVAIL THEM WILL LEAD TO DISQUALIFICATION.**

**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. **Works are divided into three (3) lots , only one (1) Bid can be submitted and bidders are allowed to bid for a maximum of three (3) lots only. Award will be made per lot.** 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 the **24<sup>th</sup> of August 2022** and should be sent to: [procurement@baz.co.zw](mailto:procurement@baz.co.zw) or [tendai@baz.co.zw](mailto:tendai@baz.co.zw) or

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**PART I BIDDING PROCEDURES**

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**CHIEF EXECUTIVE OFFICER  
27 BOSCOBEL DRIVE WEST  
HIGHLANDS  
HARARE**

**Mandatory Site Visit**

Compulsory site visits conducted by Broadcasting Authority of Zimbabwe as follows;

<b>CONSTRUCTION SITE</b>	<b>DATE OF SITE VISIT</b>	<b>TIME</b>
BINDURA	16/08/2022	11:00HRS
NKAYI	17/08/2022	14:00HRS
CHIKOMBEDZI	19/08/2022	14:00HRS

**Validity of Bids**

The minimum period that the Bidder's bid must remain valid is **ninety (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. 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.

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.

<b>Date of deadline:</b>	<b>02 September 2022</b>	<b>Deadline Time:</b>	<b>1000hrs</b>
<b>Submission address:</b>	<b>27 Boscobel Drive West, Highlands, Harare</b>		
<b>Means of acceptance:</b>	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.		

# CONSTRUCTION OF RETAINING WALL, INSTALLATION OF SECURITY PALISADE FENCE AND SITE FINISHING WORKS

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## PART I BIDDING PROCEDURES

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### **Bid opening**

Bidders' representative for each bidder 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.

### **Time for Completion**

The time for completion of the Works is **thirty (30) days** which is the Intended Time for Completion in GCC 1.1(q) of the Special Conditions of Contract (SCC) in Part 3.

### **Bid Prices and Discounts**

The bid rates and prices must cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the Works and must include all taxes and duties. The whole cost of performing the Works must be included in the items stated, and the cost of any incidental works will be deemed to be included in the prices quoted.

The Bidder must fill in rates and prices for all items of the Works described in the Bill of Quantities or Schedule of Activities. Items against which no rate or price is entered by the Bidder will be deemed to be covered by the rates or prices for other items in the Bill of Quantities or Schedule of Activities.

The price quoted in the Bid Submission Sheet must be the total price of the Bid, excluding discount. The Bidder must quote any discounts and the methodology of its application in the Bid Submission Sheet.

### **Currency**

Tenders should be priced in **United States Dollars**, payment will be made in Zimbabwean Dollars at prevailing Reserve Bank of Zimbabwe auction rate of the day.

### **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 in accordance with section 26 (4) of the Regulations, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

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The Bid Security or 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.

### **Origin of Materials, Equipment and Services:**

All materials, equipment and services to be used in the performance of the contract shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

### **Evaluation of Bids**

Bids will be evaluated using the methodology set out in Part V of the Regulations.

### **Review by the Special Procurement Oversight Committee**

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. This tender will not require Special Procurement Oversight Committee review.

### **Eligibility and Qualification Criteria**

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.

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;
7. passed the minimum qualification criteria indicated in this Part 1; and
8. 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.

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Participation in this bidding procedure is restricted to Zimbabwean bidders, therefore bidders must attach **Certificate of Incorporation** to confirm this.

### **Detailed Evaluation**

The Bids will be examined to confirm that all terms, conditions and requirements of the bidding document have been complied with by the Bidder. The assessment of responsiveness shall be determined in accordance with the criteria in section 28 of the Regulations.

Evaluation of Technical Bids will include an assessment of the Bidder's technical capacity to mobilize key equipment and manpower which is substantially responsive to the Procuring Entity's Requirements.

### **Award of Contract**

The lowest evaluated bid, after the 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 the 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 on receipt of a Letter of Acceptance 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 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 the debarment 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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**PART I 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 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.*

*Bidders should 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: .....{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)

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**PART I      BIDDING PROCEDURES**

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**Authorised for and on behalf of:**

**Company** .....

**Address:** .....

.....

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**PART I BIDDING PROCEDURES**

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**QUALIFICATION CRITERIA**

PQ FORM 1 – Financial Situation

**Historical Financial Performance**

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Partner Legal Name: \_\_\_\_\_ Bidding No.: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

To be completed by the Bidder and, if Joint Venture (JV), by each partner

Financial information in USD equivalent	Information for previous year (USD equivalent)
Information from Balance Sheet	
Total Assets (TA)	
Total Liabilities (TL)	
Net Worth (NW)	
Current Assets (CA)	
Current Liabilities (CL)	
Information from Income Statement	
Total Revenue (TR)	
Profits Before Taxes (PBT)	

- Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the previous year as required above complying with the following conditions:

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- Must reflect the financial situation of the Bidder or partner to a JV, and not sister or parent companies
- Must be audited by a certified accountant
- Must be complete, including all notes to the financial statements
- Must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)

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PQ Form 2. Annual Turnover (Previous year)

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Partner Legal Name: \_\_\_\_\_ Bidding No.: \_\_\_\_\_

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Year	USD
	_____

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PQ Form 3. Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract.

Source of financing	Amount (USD)
1.	
2.	
3.	
4.	

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**PART I BIDDING PROCEDURES**

PQ FORM 4. Experience

General Experience

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Partner Legal Name: \_\_\_\_\_ Bidding No.: \_\_\_\_\_

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Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Bidder
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____ -
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____ -
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____ -
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____ -

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Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Bidder
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____ -
_____	_____		Contract name: Brief Description of the Works performed by the Bidder: Name of Purchaser: Address:	_____ -

\*List calendar year for years with contracts with at least nine (9) months' activity per year starting with the earliest year



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**PART I BIDDING PROCEDURES**

PQ Form 5. Specific Experience

Bidder's Legal Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Partner Legal Name: \_\_\_\_\_ Bidding No.: \_\_\_\_\_

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<b>Similar Contract Number: ___ [insert specific number] of ___ [insert total number of contracts required].</b>	<b>Information</b>		
Contract Identification	_____		
Award date	_____		
Completion date	_____		
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Total contract amount	_____		UGX _____ —
If partner in a JV or subcontractor, specify participation of total contract amount	_____ %	_____	UGX _____
Procuring Entity's Name:	_____		
Address:	_____ _____ _____		
Telephone/fax number:	_____		
E-mail:	_____		

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**PQ Form 5a. Specific Experience (cont.)**

Bidder's Legal Name: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_ pages

JV Partner Legal Name: \_\_\_\_\_

<b>Similar Contract No. __[insert specific number] of __[insert total number of contracts] required</b>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 2.4.2a) of Section III (Evaluation and Qualification Criteria):	
Amount	_____
Physical size	_____
Complexity	_____
Methods/Technology	_____
Physical Production Rate	_____

# **CONSTRUCTION OF RETAINING WALL, INSTALLATION OF SECURITY PALISADE FENCE AND SITE FINISHING WORKS**

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**PART II      PROCURING ENTITY'S REQUIREMENTS**

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## **PART 2: PROCURING ENTITY'S REQUIREMENTS**

### **Scope of Works**

**Procurement Reference Number: BAZ/DOM/COMP/03/2022**

**Brief Description of Works            : Construction of retaining wall, installation of security palisade fence and site finishing works**

**Location of Works:                    : Construction sites**

**Commencement Date                    : December 2020**

**Completion Periods Required        :Thirty (30) days**

# CONSTRUCTION OF RETAINING WALL, INSTALLATION OF SECURITY PALISADE FENCE AND SITE FINISHING WORKS

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## Specifications

The Works are to be performed in accordance with the following attached specifications;

Lot No.	Site Name	Works
1.	Bindura (see attached site plan)	<ul style="list-style-type: none"><li>• Installation of palisade fence and double gate (with razor wire and H beams)</li><li>• Applying of apron</li><li>• Construction of equipment foundations (plinth, rebar inclusive)</li><li>• Site finishing works with 75mm concrete allowing for grouting on bases</li><li>• Where applicable, supply and construct retaining wall</li></ul>
2.	Nkayi (see attached site plan)	<ul style="list-style-type: none"><li>• Installation of palisade fence and double gate (with razor wire and H beams)</li><li>• Applying of apron</li><li>• Construction of equipment foundations (plinth, rebar inclusive)</li><li>• Site finishing works with 75mm concrete allowing for grouting on bases</li><li>• Where applicable, supply and construct retaining wall</li></ul>
3.	Chikombedzi (see attached site plan)	<ul style="list-style-type: none"><li>• Installation of palisade fence and double gate (with razor wire and H beams)</li><li>• Applying of apron</li><li>• Construction of equipment foundations (plinth, rebar inclusive)</li><li>• Site finishing works with 75mm concrete allowing for grouting on bases</li><li>• Where applicable, supply and construct retaining wall</li></ul>

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*\*See attached drawings for each site*

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## Schedule of Activities

Name of Bidder:

Bidder's Reference Number:

Currency of Bid: \_\_\_USD\_\_\_\_\_

Item No	Activities of Works	Unit	Total Price
1.	BINDURA	Lump-sum	
2.	NKAYI	Lump-sum	
3.	CHIKOMBEDZI	Lump-sum	
	TOTAL BEFORE VAT		
	14.5% VAT (IF ANY)		
		<b>Grand Total</b>	

# CONSTRUCTION OF RETAINING WALL, INSTALLATION OF SECURITY PALISADE FENCE AND SITE FINISHING WORKS

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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:	.....
Bidder’s Reference Number:	

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 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.

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

# CONSTRUCTION OF RETAINING WALL, INSTALLATION OF SECURITY PALISADE FENCE AND SITE FINISHING WORKS

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## **PART II      PROCURING ENTITY'S REQUIREMENTS**

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*{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.}*

### **Declaration by the Accounting Officer**

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

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Eng. T.N.H. Kapumha