

# Government of Zimbabwe

## STANDARD BIDDING DOCUMENT

### for the Procurement of Goods

February 2021



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF LAPTOPS**

**PROCUREMENT REFERENCE NO: NCT/PWT/01/2021**

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<b>Standard Bidding Document for the Procurement of:</b>	Laptops
<b>Procurement Reference No:</b>	NCT/PWT/01/2021
<b>Procuring Entity:</b>	Powertel Communications (Pvt) Ltd
<b>Date of Issue:</b>	19 February 2021

POWERTEL COMMUNICATIONS  
SIGNED [Signature]  
DATE 19/02/2021

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# BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF LAPTOPS

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PART I BIDDING PROCEDURES

## PART I: 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:

### 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;
5. A bid security in the format specified in this Part;
6. A copy of the following administrative documents must be submitted
  - a) Duly signed and stamped Manufacturer/Distributor/Agent Authorisation form/letter where applicable.
  - b) At least three (3) letters of references with contact details from organisations for which similar products have been provided. Powertel reserves the right to verify the letters of trade reference.

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.

### Lots and Packages

The requirement may be divided into lots and packages, if indicated in Part 2, Statement of Requirements. *Bidders may bid for more than one lot. The lots will be awarded independent of each other*



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## 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 09 March 2021 and should be sent to:

The Procurement Manager,  
Powertel Communications (Private) Limited,  
Number 16 Birmingham Road,  
Southerton,  
Harare

E-mail: [fnyamakambo@powertel.co.zw](mailto:fnyamakambo@powertel.co.zw)

All responses to clarifications will be available on the Powertel website.

<http://www.powertel.co.zw/tenders/>

Bidders must regularly check the website until the tender closes for updates and responses to queries.

## Validity of Bids

The minimum period for which the Bidder's bid must remain valid is *sixty (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 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 three (3) complete sets of its Tender, identifying and clearly marking the "ORIGINAL TENDER", "COPY 1 & 2 OF TENDER", as appropriate. Each set must be



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properly bound. Each copy will be a replica of the Original and must contain the same information as the Original. *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:	25 March 2021	Deadline Time:	1000hrs (local Time)
Submission address:	Powertel Communications (Pvt) Ltd Number 16 Birmingham Road Southerton Harare Zimbabwe		
Means of acceptance:	Tenders must be properly addressed to the Procurement Manager and enclosed in sealed envelopes clearly endorsed on the outside with the advertised Tender/Request for Proposal (RFP) Number, tender description and tender closing date. Tenders should be deposited into the tender Box at Powertel Communications, Number 16 Birmingham Road, Southerton, Harare, Zimbabwe, on or before 1000hrs on the closing date.		

### 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.

POWERTEL COMMUNICATIONS  
SIGNED *Dm*  
DATE 19/02/2021

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### 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 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 refundable bid security of Forty Thousand Zimbabwe Dollars (ZWS\$40,000). The bid security shall be payable using any one of the below options:

- Option 1.....A certified Bank Cheque
- Option 2.....A Bank Guarantee
- Option 3.....A cash deposit to the Procurement Regulatory Authority of Zimbabwe

If Option 3 is chosen bidders must also submit proof of payment to PRAZ on non-refundable cash bid bond establishment fee of ZWS\$12,000 for Domestic Bidders or US\$150 for Foreign Bidders in line with Part V of the Public Procurement and Disposal of Public Assets (General)(Amendment) Regulations, 2020 (No.2).

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







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## PART I BIDDING PROCEDURES

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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 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.

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

### 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.

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
- (b) **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 if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids. **Note that Powertel does not accept advance payment and a request for payment in advance by a bidder will be rejected.**

### Domestic Preference

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, will not apply.

### 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.



