

**BIDDING DOCUMENT FOR THE PROCUREMENT: SUPPLY AND DELIVERY OF  
VARIOUS OFFICE FURNITURE  
PROCUREMENT REFERENCE NO: RPAZITT.03.2023**

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**RADIATION PROTECTION AUTHORITY OF ZIMBABWE**

**STANDARD BIDDING DOCUMENT FOR THE**

**PROCUREMENT OF GOODS**

**BIDDING DOCUMENT FOR THE PROCUREMENT: SUPPLY AND DELIVERY OF  
VARIOUS OFFICE FURNITURE  
PROCUREMENT REFERENCE NO: RPAZITT.03.2023**

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**Standard Bidding Document for the Procurement of: VARIOUS OFFICE  
FURNITURE**

**Procurement Reference No: RPAZITT.03.2023**

**Procuring Entity: RADIATION PROTECTION AUTHORITY OF ZIMBABWE**

**Date of Issue: 20 February 2023**

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**PART 1 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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**Mandatory Requirements**

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 certified copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations; (Certificate of Incorporation, CR14, CR6)
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 proof of Current Registration with Procurement Regulatory Authority
7. Bidders are required to submit certified copies of VAT certificate and valid ITF 263.
8. Bidders are required to submit at least four (4) trade references in form of letters signed by a person at a senior managerial level and the service rendered must be in the same industry, (Furniture industry). The reference must also not be for work done more than, ten (10) years ago.
9. You are also required to state the bid validity, failure to do so will result in the rejection of the bids.
10. Bidders are required to submit bids together with samples failure to do so will lead to rejection of the bids.
11. Bids must contain a table of contents for easy of reference
12. Bidders are also required to submit proof of company's physical address in form of Legally Certified Lease Agreement or a current utility bill in the name of the company and the bill must not be more than three (3) months old.
13. Bidders must submit proof of company registration with NSSA.
14. You are also required to attach clearly visible pictures for the furniture you are intending to supply.

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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. 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**

Bidders may bid for all the items on the Invitation to Tender Document, and can be awarded all the items if it is the lowest bidder to specifications.

### **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 27 February 2023 and should be sent to (smudonhi@rpaz.co.zw), Procurement Management Unit, Radiation Protection Authority of Zimbabwe, 1 McCaw Drive, Avondale Harare

### **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 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 and must be submitted in triplicates.



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- (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 either:

A bid security of US\$500.00 is required from the bidder on the submission of bids, *in* the following form

- I. a certified bank cheque; or
- II. a bank guarantee; or
- III. a cash deposit to the Authority; or If you choose this option you are also required to pay a non-refundable establishment fee of ZWL\$12,000.00 to the Authority (PRAZ). Only Certificates will be considered, Proof of Payments will be considered as non-compliant.

**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. Compliance to instructions to bidders

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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.
- (c) **Cost of major replacement components, mandatory spare parts, and service:**  
Bidders must state the unit prices for these items. The total cost of these items and quantities will be added to the Bid price, for evaluation purposes only.
- (d) **Specific additional criteria:**  
Compliance to mandatory requirements and instructions to bidders

### **Domestic Preference**

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, will/will apply.

- (a) The percentage of preference to be given to domestic providers is 10%.
- (b) Any additional preference to be given to women-owned businesses is 5%.
- (c) Eligibility for the margin of preference will be based on the following factors, if the business is wholly owned by Zimbabweans for (a) above and for (b) is all the executives of the business are local Zimbabwean women.
- (d) Documentation required from the Bidder as evidence of eligibility for the margin of preference is/are: Certified CR14 and CR6

### **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.



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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.

Participation in this bidding procedure is open to Zimbabwean.

**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. The currency of evaluation will be United States Dollars. Bids priced in other currencies will be rejected. Payment will be done in ZWL\$ using the prevailing inter-bank rate on the date of payment. *Payment will only be done after delivery and acceptance of the products and production of Fiscal Tax Invoice.*

**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.

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**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 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 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: ..... {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.

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**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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**PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

**List of Goods and Price Schedule**

Currency of Bid:.....

<b>Item No<sup>1</sup></b>	<b>Description of Goods</b>	<b>Quantity<sup>2</sup></b>	<b>Unit Price<sup>3</sup></b>	<b>Total Price<sup>4</sup></b>
			<i>[to be provided by the Bidder]</i>	<i>[to be provided by the Bidder]</i>
1	President Desk L-Shaped (Executive)	6		
2	Executive Leather Chairs	6		
3	Executive visitors' chairs	12		
4	Workstations	2		
5	Fabric swivel chairs	10		
6	Fabric Visitors Chairs	8		
7	Heaters	12		
8	Filing Cabinets	3		
9	Computer Desks	3		

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	QNTY	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	President Desk L-Shaped (Executive)	6	1	One week from signing of contract	
2	Executive Leather Chairs	6	1	One week from signing of contract	
3	Executive visitors' chairs	12	1	One week from signing of contract	
4	Workstations	2	1	One week from signing of contract	
5	Fabric swivel chairs	10	1	One week from signing of contract	
6	Fabric Visitors Chairs	8	1	One week from signing of contract	
7	Heaters	12	1	One week from signing of contract	
8	Filling Cabinets	3	1	One week from signing of contract	
9	Computer Desks	3	1	One week from signing of contract	

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 Radiation Protection Authority of Zimbabwe, 1 McCaw Drive, Avondale 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)]*

<b>a</b>	<b>b</b>	<b>c</b>
<i>Item No</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>
1	3300 x 1150 x 800mm desk with a mahogany veneer finish, 150mm thick sculptured top with leather inlay, 2000 x 550 x 700mm freestanding credenza used as a L-Extension, 3 Drawer mobile pedestal with central locking	
2	Top grain leather, gas lifts with heavy duty tilt mechanism, 5-star steel base covered with stretch resistant cover, polyurethane arm rest with leather padding swivel chair	
3	Chrome or black sled base, leather finish, chrome sculptured arm rest with leather finish, matching visitors chair	
4	Four-seater workstations that can be dismantled into single seaters, 3 drawer credenzas with central looking, light oak finish	
5	Gas lifts with heavy duty tilt mechanism, 5-star steel base covered with stretch resistant cover, fabric finish, wide sculptured polyurethane arm rest, swivel chair	
6	Chrome or black sled base, leather finish, chrome sculptured arm rest with fabric finish, visitors chair	
7	Overheat protection, tip over switch, 1500W and three (3) thermostat settings, heater	
8	Four drawer light metal filing cabinets with central locking system.	
9	1.8mx0.9mx0.76 desk with 6/5 drawers fixed, mahogany or light Oak finish, desk.	

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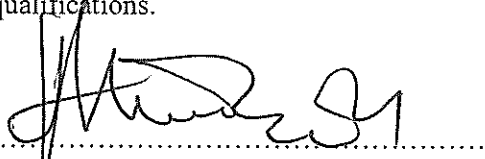
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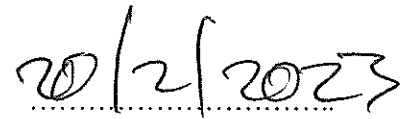
The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. **Bidders are required to include technical literature to 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.



.....  
**MR. L. MAZURU ( ACTING CHIEF EXECUTIVE OFFICER)**



.....  
**DATE**