

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISSION  
OF 2023 TO 2024 INSURANCE SERVICES**

**PROCUREMENT REFERENCE NUMBER: RPAZITT.06.2023**

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**RADIATION PROTECTION AUTHORITY OF ZIMBABWE**

**STANDARD BIDDING DOCUMENT**

**FOR THE**

**PROCUREMENT OF NON-CONSULTING SERVICES**

**STANDARD BIDDING DOCUMENT FOR THE PROCUREMENT OF PROVISSION  
OF 2023 TO 2024 INSURANCE SERVICES**

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**Standard Bidding Document for:** Provision of Comprehensive Insurance Services

**Procurement Reference No:** RPAZITT.06.2023

**Procuring Entity:** Radiation Protection Authority of Zimbabwe

**Date of Issue:** April 2023

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## **PART 1: BIDDING PROCEDURES**

### **References**

The definitions used in the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] (“the Act”), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) (“the Regulations”) and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the 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 described in the Statement of Requirements below, by completing and returning the following documentation:

1. the Bid Submission in this Part;
2. Proof of current registration with Procurement Regulatory Authority, this must be for the category being bided for,
3. Proof of current company registration with NSSA,
4. A bid security in the format specified in Part 2,
5. Bidders must submit certified copy of VAT registration certificate, Current ITF 263, all bidders who are not VAT compliant will be rejected,
6. Certified copies of company registration documents that Certificate of Incorporation, CR14/CR5 & CR6,
7. Proof of company physical address in form of Utility bills in the company’s name or a signed lease agreement,
8. Proof of registration with IPEC, failure to do so will lead to automatic disqualification,
9. At least Four (4) traceable trade references for services offered in the same field. The references must be in form of letters on letter head signed by a person at a senior managerial level. The reference letters must not be for services rendered more than ten (10) year ago,
10. Bidder must state the bid validity failure to do so will lead to automatic disqualification.
11. Bids must have table of contents for easy of reference,

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12. Bids must have personal details for the company's Managing Directors, that is full name as it is on the National ID, Residential address as well contact details.

13. Bidders are required to state their business experience in Insurance industry.

As per the requirement of Section 54 of the PPDPA Act Chapter 22:23, this tender will not be submitted to SPOC review. Bidders are not required to pay the SPOC administration fee payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations.

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. 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.

### **Lots and Packages**

The requirement may be divided into lots and packages, if indicated in Part 2, Statement of Requirements.

### **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 requirements are 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 up to the 11<sup>th</sup> of April 2023 and must be sent to [onjovo@rpaz.co.zw](mailto:onjovo@rpaz.co.zw) or Radiation Protection Authority of Zimbabwe P. O. Box Harare or Radiation Protection Authority of Zimbabwe , 18 Armadale Road Borrowdale, Harare

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**Pre-bid meeting**

N/A

**Services to be performed, location(s) and other requirements.**

The services to be performed under the Contract, the location, or locations where these services are to be performed, the times of performance and the manpower, equipment and other resources required and the supervising agent at these locations are stated in the Statement of Requirements in Part 2. Bidders must signify their acceptance of these requirements when submitting their Bid.

The Supervising Agent will have authority on behalf of the Procuring Entity to give directions on the performance of the services and to approve satisfactory completion of these services.

The Bidder, at the Bidder's own responsibility and risk, is invited to a visit to examine the location(s) and its surroundings and obtain all information that may be necessary for preparing the Bid and entering a contract for the Services. The costs of visiting the Site will be at the Bidder's own expense.

**Documents establishing conformity of services.**

To establish the conformity of the Services to the Bidding Document, the Bidder must furnish as part of its Bid a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards.

Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan and Schedule in this Part other standards of quality, provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

**Eligibility and qualification requirements**

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. They must therefore:

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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.

In addition to these eligibility requirements, Bidders must demonstrate that they have the qualifications, resources and experience to perform the contract to satisfactory standards, as indicated in the Statement of Requirements.

Participation in this bidding procedure is open to Zimbabwean.

## **Validity of Bids**

The minimum period that 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 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.

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The Bidder must prepare one original of the documents comprising the Bid and clearly mark it “ORIGINAL.” In addition, the Bidder must state the number of copies of the Bid and must mark each of them clearly “COPY.” In the event of any discrepancy between the original and the copies, the original shall 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 document of the amended bid submission deadline.

Date of deadline: **14 April 2023**

Deadline time: 10:00hrs

Submission address: Radiation Protection Authority of Zimbabwe, 18 Armadale Road Borrowdale, Harare

Means of acceptance: Sealed and well labelled bids must be registered on the tender submission register and placed in a Tender box at our reception area. Bidders must make sure that their bids before they leave.

## **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.

## **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 in the Price Schedule included in Part 2: Statement of Requirements.

## **Bid Security**

The Bidder must include either:



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A bid security of USD500.00 or its ZWL\$ equivalent using the prevailing bank rate is required from bidder in the following form

- I. a certified bank cheque; or
- II. a bank guarantee; or
- III. a cash deposit to the Authority; if a bidder chooses this option, he/she is also required to pay a non-refundable establishment fee of US\$150.00 to the Procurement Regulatory Authority of Zimbabwe, where the bid security will also be paid to.

### **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 Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. Technical evaluation to determine their 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.

### **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 is not applicable on this tender.

### **Currency**

Tenders should be priced in United States Dollars and payments will be done in United State Dollars into domestic Nostro Accounts. Tenders should be strictly priced in United States Dollars bids priced in other currency will be rejected. The currency of evaluation will be United States Dollars. Bids in other currencies will be rejected.

### **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

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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 Bid 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 debarment and other 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 Price Schedule and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, otherwise you commit to complying fully with these Requirements.*

*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 perform the services listed in the Statement of Requirements to the indicated specifications and standards, 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.

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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:** .....

.....

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**List of Services and Price Schedule**

Procurement Reference Number: \_\_\_\_\_

Bidder's Name: \_\_\_\_\_

Bidder's Reference Number: \_\_\_\_\_

*Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.*

Currency of Quotation/Contract: \_\_\_\_\_

Item No <sup>1</sup>	Description of Services	Assets Value	Unit of Measure	Unit Rate	Total Price <sup>2</sup>
1	Motor Vehicles	691,000.00	US\$		
2	Computer equipment	71,950.00	US\$		
3	Communication Equipment	23,488.00	US\$		
4	Furniture, Fittings and Fixtures	45,919.00	US\$		
5	Technical Equipment	344,373.00	US\$		
				<b>Other additional costs (specify)</b>	
				<b>VAT</b>	
				<b>Total</b>	

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

Note 2: Include any additional costs, such as hire or purchase of equipment to perform the services. **AND ON VEHICLES ALSO INCLUDE VEHICLE TOWING SERVICES.**

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Proposed Methodology, Work Plan and Schedule

{State the methodology and work plan you would propose to do in terms of claims processing and time frames, that is from notification of accident or incident. Failure to do so will result in the rejection of the bids. }

Part 2: Statement of Requirements

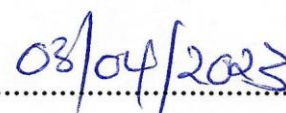
The following specific requirements for the Non-Consulting Services to be procured complement, supplement, or amend the provisions in the Bidding Procedures. Whenever there is a conflict, the provisions set out below prevail over those in the Bidding Procedures.

Item No <sup>1</sup>	Description of Services	Input Quantity	COST IN USD
1	Motor Vehicles	As er attached register	
2	Computer Equipment	As per attached register	
3	Communication Equipment	As per attached register	
4	Furniture, Fittings and Fixtures	As per attached register	
5	Technical Equipment	As per attached register	

Declaration by the Accounting Officer

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

  
.....

  
.....

SignatureChief Executive Officer (MR. J. CHIPURU)

Date

.....END.....