

# **Zimbabwe United Passenger Company**

**STANDARD**

**BIDDING**

**DOCUMENT**

**for the**

**Procurement of  
Compressors**

**DOCUMENT FOR THE COMPETITIVE BIDDING. PROCUREMENT REFERENCE  
No: ZUPCO/ 006/2020. SUPPLY AND DELIVERY OF COMPRESSOR**

**Standard Bidding Document for  
the Procurement of:**

**Procurement Reference  
No:ZUPCO/006/2020**

**Procuring Entity:Zimbabwe  
United Passenger Company**

**Date of Issue:09/03/2020**

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### **PART 1 BIDDING PROCEDURES**

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## **PART 1: BIDDING PROCEDURES**

### **References**

Zimbabwe United Passenger Company (ZUPCO) is the leading market driven Road Passenger transport operator contributing to the economic growth Zimbabwe through the provision of safe and reliable passenger services through customer satisfaction excellent employee development and operation of environmentally friendly vehicles. ZUPCO requires suppliers for Competitive Bidding for the Supply and delivery of Compressors.

**Procurement Reference Number: ZUPCO/06/2020**

### **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 or bid securing declaration in the format specified in this Part;
6. A copy of the following should be attached
  - a. A copy of company profile, certificate of incorporation, CR06 and CR14 to show that they have the legal capacity to enter into the said procurement contract
  - b. ZIMRA tax certificate and valid tax clearance
  - c. Three trade references letters

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.

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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 20 January 2020 and should be sent to ZUPCO Accounting Officer, ZUPCO Head Office, 109 Belvedere road, Harare.

#### Validity of Bids

The minimum period for which the Bidder's bid must remain valid is *at least sixty days, in the case of bids from domestic bidders* 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 one original of the documents comprising the Bid and clearly mark it "ORIGINAL." In addition, THE BIDDER MUST SUBMIT 2 MORE COPIES which must be clearly marked "COPY." 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: 03/03/2020

Deadline

Time: 10:00

Submission address: ZUPCO Head office ,109 Belvedere road ,Ground floor ,reception area, Harare

Means of acceptance: bids are to be placed in a marked Tender box at the reception

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#### **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.

#### **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 either:

A bid security of

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#### **TENDER SECURITY/BID BOND**

Bidders must submit a refundable Bid Security of ZWL\$5 500.00, valid for 90 Days, together with their bid in line with Section 26 of the Procurement Regulations (S.I.49 OF 2020). The Bid Security shall be payable using the below Options: -

- Option 1 ----- A Certified Bank Cheque
- Option 2 ----- A Bank Guarantee
- Option 3 ----- A Cash Deposit to the PRAZ

**If Option 3 is chosen bidders must also submit proof of payment to PRAZ of non-refundable cash bid bond establishment fee of RTGS \$ 1684 in line with Part 1V of the Procurement Regulations (S.I.5 of 2018).**

#### **Failure to comply with the above will lead to automatic disqualification**

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

Bid Security or Bid 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

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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:** The bidders must state back up spares including electric motor and pumping unit. 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. 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:**

- taking the bid prices, as read out when the bids were opened, and
- correcting and arithmetical errors, in accordance with section 51 and the methodology, if any stated in the bidding documents
  
- any payment schedule offered by the bidder
  
- delivery time
- availability of service, spare parts and related training
- cost of inland transport and insurance to the specific pumps

### **Domestic Preference**

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, will/will not 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 *5%*
- (c) Eligibility for the margin of preference will be based on the following factors .
- (d) Documentation required from the Bidder as evidence of eligibility for the margin of preference is/are:.

### **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 :

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;

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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 ZWL\$ . The currency of evaluation will be ZWL\$.

#### **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.

#### **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.

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#### **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.

**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

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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	Quantity	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	Oil in rotary Screw Compressor with 5.5-550 KW.			03/04/2020	
2	High Temperature Resistant				
3	Dryer				
4	Pressure				
5					
6					
7					
8					
9					

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 the final destination:

*109 Belvedere Road Harare and 220A Khami Road Bulawayo*

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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)]*

A	B	C
<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 <u>and</u> compliance of items to detail in column b}</i>
1	Oil in rotary srew compressor with a drier	
	High resistant temperature	
	5,5-550Kw	
	Pressure output upto 10 bar	
2	Pressure output upto 30 bar	
	High resistant temperature	
	Oil in rotary screw compressor with a drier	
	5,5-550kw	

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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.

.....  
.....  
.....

*The Accounting Officer*

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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: .....[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.

<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> .....	
.....	
.....	

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**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.}*

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