

# STANDARD BIDDING DOCUMENT FOR THE CONSTRUCTION OF 32 LETTABLE SHOPS

## PROCUREMENT REF NO: RM/P02/2024

This Standard Bidding Document (SBD) has been prepared with a view to forming an Open Framework Agreements (FA) with contractors for the construction of 32 Lettable shops by RAILMED with one or more contractors with or without second-stage competition.

Category of the requirement is Construction & Civil Works

All stages of the procurement up to the award of the framework agreement, the contracts to be concluded under it and the performance of both shall be governed by Public Procurement and Disposal of Public Assets Act [Chapter 22:23] (No. 5/2017), hereinafter referred to as the “Act” or “PPDPA Act”, and the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018, as amended) hereinafter referred to as the “Regulations”, as well as other applicable legislation of Zimbabwe.

The framework agreement will be formed through competitive bidding organized for this purpose, according to section 30(3) (a) of the PPDPA Act. All contracts based on the framework agreement shall be awarded in accordance with the procedures set forth in framework agreement, in accordance with section 30(3) (b) of the PPDPA Act.

SBD for the Procurement of	Construction of 32 Lettable Shops
Procurement Reference No.	RM/P02/2024
Date of Issue	11 September 2024
Procuring Entity	RAILMED
Location of Works	Railmed Plaza, 87 Robert Mugabe Way, BULAWAYO +263 292 2889430 <a href="mailto:ochonzi@railmed.co.zw">ochonzi@railmed.co.zw</a> / <a href="mailto:railmedhc@gmail.com">railmedhc@gmail.com</a>

### Eligible Bidders

In accordance with section 28 of the Act, to be eligible to participate in public procurement and to be qualified for the proposed contract, Bidders are required to meet the criteria described below. They must provide any available documentation and certify their eligibility in the Bidding Forms *as per* Section 3 of this BD.

- CR14 form/ Official document showing lists and full names of Company Directors
- CR 6 form/ Official document showing physical address of Business
- Certificate of Incorporation
- Valid tax clearance covering year 2024
- Company profile
- Current National Social Security Authority certificate
- Valid PRAZ certificate
- have the legal capacity to enter the procurement contract.

- not have a conflict of interest in relation to this procurement requirement.
- Participation in this bidding procedure is open to Zimbabweans only.

### ***Detailed Evaluation***

The Bids will be examined to confirm that all terms, conditions and requirements of the bidding document have been compiled 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 Railmed'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 7 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act.

### ***Right to Reject***

Railmed 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***

Railmed requires that Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. Railmed will reverse 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. Railmed 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.

### **Preparation of bids**

The Bidder shall bear all costs associated with the preparation and submission of its Bid, in relation to this Primary Procurement process (and if successful any Secondary Procurement process) and RAILMED, shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.

### ***Language of Bid***

The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Lead procuring Entity, the Procuring Entity or the Responsible Contracting Entity, shall be written in English.

### ***Documents Comprising the Bid***

Bidders are requested to bid for the construction of 32 lettable shops, by completing and returning the following documentation:

- The Bid document.
- The Priced Bill of Quantities or Schedule of Activities supported by an equipment schedule, manpower schedule and a financial disbursement schedule.
- A copy of documentation necessary to demonstrate eligibility in terms of section 28 (1) of the regulations.
- The completed qualification forms provided in this Part 1;
- A copy of Certificate of incorporation, CR 14, CR6 and valid tax clearance

You are advised to carefully read the complete Bidding Document, as well as the Special Conditions of Contract in Part 3: Contract, 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 and the Bidder's name and any reference number.

### ***Letter of Bid and Bill of Quantities***

- The Letter of Bid and Bill of Quantities shall be prepared clearly stating the cost and units of materials as well as precisely indicating the labour fees as an independent item within the Bidding Forms.
- Bidders shall provide their prices for Goods in the respective Price Schedules:
- 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 The Bidder shall indicate any unconditional discounts and the methodology for their application in the Letter of Bid;
- Prices shall be quoted as specified in each Price Schedule included in Bidding Forms. The disaggregation of price components is required solely for the purpose of facilitating the comparison of Bids by the Procuring Entity.

### ***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.

### ***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.

### ***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.

Date of deadline: 19/09/2024 Deadline Time: 10.00Hr

Submission address: Railmed House, No.6, 8th Avenue,  
R. Mugabe Way/ J. Tongogara Street  
Bulawayo

Means of acceptance: Sealed bids are to be delivered to the Administration Clerk  
between 0800hr and 1630hr during working days.

### ***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.

### ***Time for Completion***

The time for completion of the Works is 60 days which is the Intended Time for Completion.

## 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 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)
<b>Authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	

## SCOPE OF BID

Construction of 32 lettable shops as per designs approved by Bulawayo City Council.

## PRICING INSTRUCTIONS

- 1) Bills of Quantities covering broad scope of work is attached. The Contractor is expected to price each item provided, except were instructed otherwise. The rates provided by the bidder will be verified for their reasonableness. The employer reserves the right to adjust the final prices once the tenderer has been found to have complied with other tender conditions.

## PRICING SCHEDULE / BILLS OF QUANTITIES

- 2) The rates and prices offered by the tenderer must be physically written into the pricing schedule or Bills of Quantities of this tender document, completed in full and signed. Failure to do so could disqualify the tender.
- 3) All items in the Bills of Quantities must be priced, subject to the following: a) Where pricing for any item is intentionally included in the rate or Price of another item, this must always be clearly indicated so and cross-referenced to the item in question in the Bills of Quantities. Tenders showing unpriced items without due reference to where the omitted prices are included in other items in the Bills of Quantities, could result in the disqualification of the tender.
- 4) Summarising parts or sections of the Bills of Quantities into single lump sums or rates without providing the breakdown of pricing of items as per the Bills of Quantities is not acceptable and could result in disqualification of the tender.
- 5) Where an item is encountered against which no Price or rate is entered, and it can be reasonably attributed to error on the part of the tenderer that item will be treated as covered by other Prices or rates in the Bills of Quantities.
- 6) Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words will govern.
- 7) Where there is an error in the line items total resulting from the product of the unit rate, the rate shall govern and the line item total shall be corrected.
- 8) For the purposes of this Bill of Quantities, the following words shall have the meanings hereby assigned to them:

<b>UoM</b>	:	The unit of measurement for each item of work as defined in the Standardized, Project or Particular Specifications
<b>Quantity</b>	:	The number of units of work for each item
<b>Unit Price</b>	:	The payment per unit of work at which the Tenderer tenders to do the work
<b>Total Price</b>	:	The quantity of an item multiplied by the tendered unit price of the (same) item
<b>Sum</b>	:	The cumulative amount tendered, the extent of which is described in the Bill of Quantities, the Specifications or elsewhere, but of which the quantity of work is not measured in units

*Bill Of Quantities*

Item No	Description of Works	Quantity	UoM	Unit Price	Total Price
<b>Sum</b>					
<b>Contingency *</b>					
<b>Grand Total</b>					