



**INVITATION TO COMPETITIVE BIDDING CMED 09/DOM/2022:
FOR THE SUPPLY AND DELIVERY OF MAZDA BT 50 MOTOR
VEHICLES**

CLOSING DATE : 29 SEPTEMBER 2022 @1000HOURS

Bidding document: Supply and Delivery of Mazda BT 50 Motor Vehicles

Procurement Reference No: CMED09/DOM/2022

Procuring Entity: CMED (PVT) LTD

Date of Issue: 2 September 2022

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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 the bidder.

Procurement Reference Number: Domestic Procurement (DOM) 09-2022

Preparation of Bid

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 and requirements:

1. the Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. Proof of registration with the Procurement Regulatory Authority of Zimbabwe
4. A copy of
 - i. *Current Tax Clearance Certificate*
 - ii. *Copy of CR14 showing Company Directors*
 - iii. *Certificate of Incorporation*
 - iv. *Proof of authorized dealership/distributorship for specific vehicle make*
 - v. *At least three (3) trade references where similar products were successfully delivered.*
5. Price Validity period which is 60 days (bidder should state)
6. Proof of payment of SPOC fees
7. Bidder must state payment terms
8. Bidder must state delivery period

Bidders are also required to pay the administration fee of **ZWL\$15 000.00**, payable 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. This fee is paid directly to the Procurement Regulatory Authority of Zimbabwe (PRAZ) to the following accounts;

Non-Refundable (Local)

Payment Instructions:

Bank Name:	Commercial Bank of Zimbabwe
Account Name:	Procurement Regulatory Authority of Zimbabwe
Account Number:	01141064850020
Branch:	Kwame Nkrumah

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 and the Bidder's name and any reference number.

Bid Security

The Bidder must include Bid Security of **ZWL\$30,000.00** in *either* of the following forms;

Option 1 ----- A certified Bank Cheque in the CMED (Pvt) Ltd name.

Option 2 -----A Bank Guarantee in the CMED (Pvt) Ltd name

Option 3 ----- A Cash Deposit to PRAZ

PART 1 BIDDING PROCEDURES

The bid security shall be valid for a period of 60 days after the end of the bidding period. 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.

If a bidder chooses options 2 or 3, the following should be noted;

Option 2

Submission of bank guarantee

A standard bank Guarantee of **ZWL\$30,000.00** which is valid for 60 days, obtainable from a reputable Registered Commercial Bank.

Please note: The required Bank Guarantee should include the following features and be redeemable in Zimbabwe in order for it to be considered valid:

1. Letterhead of registered commercial bank (i.e. the Supplier of the Bank Guarantee
2. The Header has to clearly state that it is a Bank Guarantee.
3. Purpose of the Bank Guarantee to be clearly stated.
4. The date when the Common Seal of the said Surety was effected should be clearly shown.
5. Conditions of the said Obligations must be stated.
6. The physical address of the Surety should be given.
7. The validity period of the Bank Guarantee must be clearly stated.
8. Signature of surety and the date when it was endorsed must be clearly shown.
9. It must be an original document that is date stamped.
10. Bid Bonds from Insurance Companies are not acceptable.
11. All foreign Bank Guarantee to be confirmed by a local corresponding Commercial bank in Zimbabwe.

The Bank Guarantee of the unsuccessful bidders will be released immediately after the award of the tender while that of the winning bidder will only be released after submission of the Performance Bond as specified in the tender document section 1.9

Option 3

If **Option 3** is chosen bidders must pay **ZWL\$30,000.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZWL\$12,000.00** that shall be non-refundable for cash bid bond establishment fee in line with Part 1V of the Procurement Regulations (S.I.5 of 2018) and Public Procurement and Disposal of Public Assets (General) (Amendment) Regulations, 2020 (No. 2). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited into the following account numbers:

1. NON-REFUNDABLE (LOCAL)

BANK NAME: COMMERCIAL BANK OF ZIMBABWE
ACCOUNT NAME: PROCUREMENT REGULATORY AUTHORITY OF
ZIMBABWE

PART 1 BIDDING PROCEDURES

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).

Evaluation of Bid

The bid will be evaluated using the following methodology:

- 1) Preliminary evaluation** the preliminary evaluation shall consider bidder's compliance with the tender requirements by submitting the following mandatory requirements:

	Attributes	Compliance Status Compliant – N Not Compliant – NC
1.	Certificate of Incorporation	
2.	Signed bid submission sheet	
3.	CR14/CR6 showing company directors	
4.	Current Tax Clearance Certificate	
5.	Proof of authorised dealership/distributorship for respective vehicle make	
6.	At least three written trade references in the form of official letters from client companies where successful supply and delivery of motor vehicles was done	
7.	Validity period of tender of 60 days (Bidder must state)	
8.	Proof of registration as a supplier with Procurement Regulatory Authority of Zimbabwe under the relevant category	
9.	Proof of payment of SPOC fees	
10.	Bidder must state payment terms	
11.	Bidder must state delivery period	
12.	Valid NSSA certificate	

2) Technical evaluation.

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. The technical evaluation shall consider bidder's compliance with the technical specifications of the tender given below. The technical specifications of the project are broken down into technical components ALL of which must be complied with.

PART 1 BIDDING PROCEDURES

Bidders are required to include technical literature (Technical specifications sheet) to positively support the details provided.

Lot	Attribute	Compliance Status Compliant – C Non-Compliant – NC
1	MAZDA BT50 4X4 DOUBLE CAB	
	Engine Displacement : 2 999-3 000cc	
	Maximum power : 140kW@2 600rpm	
	Maximum torque : 450Nm@1 600-2 600rpm	
	Engine Type : 4 DOHC	
	Transmission type : 4 x 4 Manual	
	Number of gears : Six (6)	
	Fuel type : Diesel	
	Fuel tank capacity : 70-80 ltrs	
	Rim size & type : 18" Aluminium Alloy	
	GVM : 3 000-3 200kgs	
	Overall length : 5 250-5 300mm	
	Wheelbase : 3 120-3 200mm	
	Ground clearance : 240mm	
	Seat material : Fabric	
	Aircon : Automatic	
	Radio : 7" Display with Bluetooth & Wi-Fi	
	Headlights : LED, DRL, Manual Levelling	
	Warranty : 100 000km or 3 years	
	Keyless Entry : Standard	

3) Financial Criteria

The financial evaluation will focus on the bid price and its competitiveness against prevailing market prices for the similar products.

Eligibility and Qualification Criteria

PART 1 BIDDING PROCEDURES

Bidder is 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, Bidder 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;
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.

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.

Payment Terms

The contract price will be paid within thirty (30) days after the date of delivery and acceptance of goods. However the supplier may give their proposed payment terms and in the event that advance payment is required, the supplier must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.

Right to Reject

The Procuring Entity reserves the right to accept or reject any Bid or to cancel the procurement process and reject the bid 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.

Bid Submission Sheet

{Note to Bidder: 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.

Bidder must mark as “CONFIDENTIAL” information in the Bid 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:

Signature **Name:**

Position: **Date:**(DD/MM/YY)

Authorised for and on behalf of:

Company

Address:

.....

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

Currency of Bid: US\$

Lot	Description of Goods	Quantity	Unit Price (US\$) Local Component	Total Price (US\$) Local Component	Unit Price (US\$) Foreign Component	Total Price (US\$) Foreign Component
			Incl. Duty & VAT	Incl. Duty & VAT		
1	Mazda BT50 4x4 Double Cab	04				

PLEASE NOTE THAT THE FOREIGN COMPONENT WILL BE PAID DIRECTLY INTO MANUFACTURER'S ACCOUNT AND THE LOCAL COMPONENT WILL BE PAID AT THE PREVAILING INTERBANK RATE INTO THE SUPPLIER'S ACCOUNT ON THE DATE OF PAYMENT.

Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

{Note to Bidder: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

	Description of Goods	Quantity	Physical Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
					<i>{to be provided by the Bidder}</i>
1	Mazda BT50 4x4 Double cab	04	Each	12-14 weeks (DDP)	

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

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:
 [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)]*

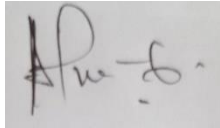
Lot	Attribute	Compliance Status Compliant – C Non-Compliant – NC
1	MAZDA BT50 4X4 DOUBLE CAB	
	Engine Displacement : 2 999-3 000cc	
	Maximum power : 140kW@2 600rpm	
	Maximum torque : 450Nm@1 600-2 600rpm	
	Engine Type : 4 DOHC	
	Transmission type : 4 x 4 Manual	
	Number of gears : Six (6)	
	Fuel type : Diesel	
	Fuel tank capacity : 70-80 ltrs	
	Rim size & type : 18" Aluminium Alloy	
	GVM : 3 000-3 200kgs	
	Overall length : 5 250-5 300mm	
	Wheelbase : 3 120-3 200mm	
	Ground clearance : 240mm	
	Seat material : Fabric	
	Aircon : Automatic	
	Radio : 7" Display with Bluetooth & Wi-Fi	
	Headlights : LED, DRL, Manual Levelling	
	Warranty : 100 000km or 3 years	
	Keyless Entry : Standard	

BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF MAZDA BT 50 MOTOR VEHICLES
PROCUREMENT REFERENCE NO: CMED 09/ DOM/2022

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 (Technical specifications sheet) to positively support the details provided in column c.**

Declaration by the Accounting Officer

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



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PART 3 CONTRACT

Contract Agreement

Procurement Reference:

THIS CONTRACT AGREEMENT is made the *[insert: date]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) **CMED (PRIVATE) LIMITED**, a company registered in term of the laws of Zimbabwe, of and having its principal place of business at *Corner Herbert Chitepo Avenue & Rekai Tangwena Street, Harare*, (hereinafter called “the Procuring Entity”), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called “the Contractor”).

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., *supply and delivery of Mazda BT 50 Motor Vehicles for CMED Head Office* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor’s Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity’s Notification of Contract Award;
 - (g) *[Add here any other document(s)]*.
3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed:

Name:

In the capacity of: *[Title or other appropriate designation]*

For and on behalf of the Contractor

Signed:

Name:

In the capacity of: *[Title or other appropriate designation]*

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number:

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC reference	Special Conditions
GCC 7.5	Eligible Countries: All countries are eligible.
GCC 8.1	Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be: Eng. D. Mhaka, Managing Director CMED (Pvt) Ltd Cnr R. Tangwena/H. Chitepo, Harare, Zimbabwe Switchboard:+263 242 759 549 For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i>
GCC 19.1	Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.

<p>GCC 21.2</p>	<p>Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1. Suitable Export packaging.</p> <p>The documents to be furnished by the Contractor are:</p> <ol style="list-style-type: none"> 1. A negotiable bill of lading when the goods are coming by sea 2. An airway bill, when the goods are coming by Air 3. A road consignment note, when the goods are coming by road 4. Insurance certificate, <p><u>For Goods from outside Zimbabwe</u></p> <p>Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of Goods sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:</p> <ol style="list-style-type: none"> (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original; (ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements; (iii) two copies of the packing list identifying contents of each package; (iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary; (v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied; (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies [<i>pre-shipment inspection is not required</i>]; <p><u>For Goods from within Zimbabwe</u></p> <p>Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:</p> <ol style="list-style-type: none"> (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original; (ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;
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- (iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;
- (iv) four copies of the packing list identifying contents of each package;
- (v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied;
- (vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies (where inspection is required);

The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.

GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured in accordance with the specified Incoterms.
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: 100% inspection on technical compliance.
GCC 24.1	Performance security: The Supplier shall provide a performance security (bond) amounting to 10% of the contract price by submitting to the Purchaser, a bank guarantee endorsed by a registered Commercial Bank in Zimbabwe within 14 (fourteen) days of contract signature.
GCC 24.4	Reduction of performance security.
GCC 25.1	Warranty: The period of the warranty shall be 3 years/100 000km
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be 30 days.
GCC 29.1	Price adjustments: The following price adjustments are applicable. When the application of price adjustment would modify the initial price by more than twenty per centum or would modify the balance owing under the contract by more than twenty per centum, the procuring entity may terminate the contract
GCC 30.1	Terms of Payment: The structure of payments shall be: Acceptance: In the event that advance payment is required, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee is