



ROAD DEVELOPMENT AGENCY

OPEN NATIONAL BIDDING

TENDER NO.: RDA/ONB/ORD/001/025

**TENDER FOR THE SUPPLY, INSTALLATION, COMMISSIONING AND
AFTER-SALES SERVICES FOR OFF-GRID SOLAR SYSTEM FOR THE
LUSAKA PROVINCIAL OFFICE AND SELECTED WEIGHBRIDGES – PHASE**

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ROAD DEVELOPMENT AGENCY (RDA)

Plot No. 33: Government/Fairley Road, Ridgeway
P.O Box 50003
Lusaka-Zambia

1st April 2025



INVITATION FOR BIDS (IFB)

RDA/ONB/ORB/004/24: TENDER FOR THE SUPPLY, INSTALLATION, COMMISSIONING AND AFTER-SALES SERVICES FOR OFF-GRID SOLAR SYSTEM FOR THE LUSAKA PROVINCIAL OFFICE AND SELECTED WEIGHBRIDGES – PHASE 1

The Road Development Agency (RDA) in its 2025 Road Sector Annual Work Plan (RSAWP) has made a provision for the installation of solar power systems for its various premises of operation. Under Phase 1 of the project, the RDA intends to install solar power systems at the Lusaka Provincial Office and six (6) weighbridges namely; Kafue, Chongwe, Mumbwa, Livingstone, Kazungula and Katete.

The RDA now invites bids from eligible and qualified bidders for the Supply, Installation, Commissioning and After-Sales Services for Off-Grid Solar System for the Lusaka Provincial Office and Selected Weighbridges – Phase 1, as follows:

Lot 1	Lusaka Provincial Office, Chongwe, Kafue and Katete Weighbridges
Lot 2	Mumbwa, Livingstone, and Kazungula Weighbridges

Bidding will be conducted through Open National Bidding Procedures in accordance with Section 39 of the Public Procurement Act No.8 of 2020, as amended by Act No.17 of 2023. Bidding is open to both citizen and local bidders; however, local bidders shall be required to partner with citizen bidders as required by Section 39 (3) of the Public Procurement Act No.8 of 2020.

The bidding documents can be accessed from the e-GP system through the ZPPA website (www.zppa.org.zm) and the RDA website (www.rda.org.zm). A Participation Fee of K1,000.00 will be required to be paid by the prospective bidders. The payment of the Participation Fee through the e-GP System.

Mandatory site visits will be conducted by the RDA as follows:

- 1) RDA Lusaka Provincial Office: 16th April 2025 at 09:00 hours
- 2) Mumbwa Weighbridge: 17th April 2025 at 10:00 hours
- 3) Chongwe Weighbridge: 22nd April 2025 at 09:00 hours
- 4) Katete Weighbridge: 23rd April 2025 at 09:00 hours
- 5) Kazungula Weighbridge: 24th April 2025 at 09:00 hours
- 6) Livingstone Weighbridge: 24th April 2025 at 14:00 hours

Bids should be submitted not later than Friday, 9nd May 2025 at 10:30 hours local time through the e-GP System.

Eng. Chilufya Mwenya
Chief Procurement Manager
ROAD DEVELOPMENT AGENCY

SBD for Procurement of Goods

Summary

PART 1 – BIDDING PROCEDURES

Section I. Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts. Section I contains provisions that are to be used without modification.

Section II. Bidding Data Sheet (BDS)

This Section includes provisions that are specific to each procurement and that supplement Section I, Instructions to Bidders.

Section III. Evaluation and Qualification Criteria

This Section specifies the criteria to be used to determine the best-evaluated bid, and the Bidder's qualification requirements to perform the contract.

Section IV. Bidding Forms

This Section includes the forms for the Bid Submission, Price Schedules, Bid Security, and the Manufacturer's Authorization to be submitted with the Bid.

Section V. Eligible Countries

This Section contains information regarding eligible countries.

PART 2 – SUPPLY REQUIREMENTS

Section VI. Schedule of Requirements

This Section includes the List of Goods and Related Services, the Delivery and Completion Schedules, the Technical Specifications and the Drawings that describe the Goods and Related Services to be procured.

PART 3 – CONTRACT

Section VII. General Conditions of Contract (GCC)

This Section includes the general clauses to be applied in all contracts. The text of the clauses in this Section shall not be modified.

Section VIII. Special Conditions of Contract (SCC)

This Section includes clauses specific to each contract that modify or supplement Section VII, General Conditions of Contract.

Section IX: Contract Forms

This Section includes the form for the Agreement, which, once completed, incorporates corrections or modifications to the accepted bid that are permitted under the Instructions to Bidders, the General Conditions of Contract, and the Special Conditions of Contract. The forms for Performance Security and Advance Payment Security, when required, shall only be completed by the successful Bidder after contract award.

Attachment: Invitation for Bids

An "Invitation for Bids" form is provided at the end of the Bidding Documents for information.

BIDDING DOCUMENTS

Issued on: 1st April 2025

TENDER FOR THE SUPPLY, INSTALLATION, COMMISSIONING AND AFTER-SALES SERVICES FOR OFF-GRID SOLAR SYSTEM FOR THE LUSAKA PROVINCIAL OFFICE AND SELECTED WEIGHBRIDGES – PHASE 1

ONB No: RDA/ONB/ORD/001/025

Procuring Entity: ROAD DEVELOPMENT AGENCY

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PART 1 – Bidding Procedures

Section I. Instructions to Bidders

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Section I. Instructions to Bidders

A. General

- 1. Scope of Bid**
- 1.1 The Client **indicated in the Bidding Data Sheet (BDS)**, issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section VI, Schedule of Requirements. The name and identification number of this Open national Bidding (ONB) procurement are **specified in the BDS**. The name, identification, and number of lots of are **provided in the BDS**.
- 1.2 Throughout these Bidding Documents:
- (a) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt;
 - (b) if the context so requires, “singular” means “plural” and vice versa;
 - (c) “day” means calendar day;
 - (d) the term “Contract Manager” refers to the officer, body or institution appointed under Section 76 of the Public Procurement Act of 2020;
 - (e) “Government” refers to the Government of the Republic of Zambia, any Procuring Entity or the relevant approvals authority as defined in the Public Procurement Act of 2020; and
 - (f) “ZPPA” refers to the Zambia Public Procurement Authority.
- 2. Source of Funds**
- 2.1 The Road Development Agency has received financing (hereinafter called “funds”) toward the cost of various regulatory and information road signs. The Road Development Agency intends to apply a portion of the funds to eligible payments under the contract for which these Bidding Documents are issued.
- 2.2 Payments by the Client will be made only at the request of the Contract Manager **named in the BDS**.
- 3. Fraud and Corruption**
- 3.1 It is Government’s policy to require that Procuring Entities (including any beneficiaries of the funds), as well as bidders, suppliers, and suppliers and their agents (whether declared or not), personnel, sub suppliers, sub-consultants, service providers and suppliers under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts.¹ In pursuance of this policy, Government:
- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party²;

¹ In this context, any action taken by a bidder, supplier, supplier, or any of its personnel, agents, sub suppliers, sub-consultants, service providers, suppliers and/or their employees to influence the procurement process or contract execution for undue advantage is improper.

² “Another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes staff and employees of other organizations taking or reviewing procurement decisions.

- (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation¹;
 - (iii) “collusive practice” is an arrangement between two or more parties² designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party³;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of an inspection and audit rights provided for under sub-clause 3.2 below.
- (b) will reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
 - (c) will cancel the portion of the funds allocated to a contract if it determines at any time that representatives of the Client or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive, or coercive practices during the procurement or the execution of that contract, without the Client having taken timely and appropriate action to address such practices when they occur; and
 - (d) will sanction a firm or an individual, at any time, in accordance with prevailing sanctions procedures, including suspending or barring a bidder in accordance with Sections 95, 96 and 97 of the Public Procurement Act No. 8 of 2020 and regulations 230 to 231 of the Public Procurement Regulations of 2022: (i) to be awarded a Government-financed contract; and (ii) to be a nominated^b sub-contractor, consultant, manufacturer or supplier, or service provider

¹ “Party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

² “Parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non-competitive levels.

³ “Party” refers to a participant in the procurement process or contract execution.

^b A nominated sub-contractor, consultant, manufacturer or supplier, or service provider (different names are used depending on the particular bidding document) is one which either has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that are accounted for in the evaluation of the bidder’s pre-qualification application or the bid; or (ii) appointed by the Borrower.

of an otherwise eligible firm being awarded a Government-financed contract. A bidder or supplier aggrieved by such a decision, may appeal in accordance with Section 99 of the Public Procurement Act No. 8 of 2020.

- 3.2 In further pursuance of this policy, Bidders shall permit inspection of any accounts and records and other documents relating to the Bid submission and contract performance, and to have them audited by auditors appointed by Government.
- 3.3 Furthermore, Bidders shall be aware of the provision stated in Sub-Clause 35.1 (a) (iii) of the General Conditions of Contract.

4. Eligible Bidders

4.1 A Bidder, and all parties constituting the Bidder, may have the nationality of any country, subject to the restrictions specified in Section V, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed sub suppliers or suppliers for any part of the Contract including Related Services.

4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

- (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Client to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or
- (b) Submit more than one bid in this bidding process, except for alternative offers permitted under ITB Clause 13. However, this does not limit the participation of sub suppliers in more than one bid;

4.3-4.4 A firm that has been sanctioned by ZPPA in accordance with the above ITB Clause 3.1 (d), shall be ineligible to be awarded a Government-financed contract, or benefit from a Government-financed contract, financially or otherwise, during such period of time as ZPPA shall determine. The list of debarred firms is available at the electronic address specified in the **BDS**.

4.5 Government-owned enterprises shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency of Government.

4.6 Bidders shall provide such evidence of their continued eligibility satisfactory to the Client, as the Client shall reasonably request.

- 5. Eligible Goods and Related Services**
- 5.1 All the Goods and Related Services to be supplied under the Contract and financed by Government may have their origin in any country in accordance with Section V, Eligible Countries.
- 5.2 For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” includes services such as insurance, installation, training, and initial maintenance.
- 5.3 The term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

B. Contents of Bidding Documents

- 6. Sections of Bidding Documents**
- 6.1 The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addendum issued in accordance with ITB Clause 8.

PART 1 Bidding Procedures

- Section I. Instructions to Bidders (ITB)
- Section II. Bidding Data Sheet (BDS)
- Section III. Evaluation and Qualification Criteria
- Section IV. Bidding Forms
- Section V. Eligible Countries

PART 2 Supply Requirements

- Section VI. Schedule of Requirements

PART 3 Contract

- Section VII. General Conditions of Contract (GCC)
- Section VIII. Special Conditions of Contract (SCC)
- Section IX. Contract Forms

- 6.2 The Invitation for Bids issued by the Client is not part of the Bidding Documents.
- 6.3 The Client is not responsible for the completeness of the Bidding Documents and their addendum, if they were not obtained directly from the Client.
- 6.4 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
- 7. Clarification of Bidding Documents**
- 7.1 A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Client in writing at the Client’s address **specified in the BDS**. The Client will respond in writing to any request for clarification,

provided that such request is received no later than twenty-one (21) days prior to the deadline for submission of bids. The Client shall forward copies of its response to all those who have acquired the Bidding Documents directly from it, including a description of the inquiry but without identifying its source. Should the Client deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8 and ITB Sub-Clause 24.2.

- 8. Amendment of Bidding Documents**
- 8.1 At any time prior to the deadline for submission of bids, the Client may amend the Bidding Documents by issuing addendum.
- 8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Client.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Client may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 24.2

C. Preparation of Bids

- 9. Cost of Bidding**
- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- 10. Language of Bid**
- 10.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Client, shall be written in English. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language **specified in the BDS**, in which case, for purposes of interpretation of the Bid, such translation shall govern.

- 11. Documents Comprising the Bid**
- 11.1 The Bid shall comprise the following:
- (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;
 - (b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 21, if required;
 - (c) Written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 22;
 - (d) Documentary evidence in accordance with ITB Clause 16 establishing the Bidder's eligibility to bid;
 - (e) Documentary evidence in accordance with ITB Clause 17, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;
 - (f) Documentary evidence in accordance with ITB Clauses 18 and 30, that the Goods and Related Services conform to the Bidding Documents;

- (g) Documentary evidence in accordance with ITB Clause 19 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and
- (h) Any other document **required in the BDS.**
- 12. Bid Submission Form and Price Schedules**
- 12.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 12.2 The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms.
- 13. Alternative Bids**
- 13.1 Unless otherwise **specified in the BDS**, alternative bids shall not be considered.
- 14. Bid Prices and Discounts**
- 14.1 The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules shall conform to the requirements specified below.
- 14.2 All lots and items must be listed and priced separately in the Price Schedules.
- 14.3 The price to be quoted in the Bid Submission Form shall be the total price of the bid, excluding any discounts offered.
- 14.4 The Bidder shall quote any unconditional discounts and indicate the method for their application in the Bid Submission Form.
- 14.5 The terms EXW, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce, as specified in the **BDS.**
- 14.6 Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Client. This shall not in any way limit the Client's right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V Eligible Countries. Prices shall be entered in the following manner:
- (a) For Goods manufactured in the Zambia:
- (i) the price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs duties and sales and other taxes already

- paid or payable on the components and raw material used in the manufacture or assembly of the Goods;
 - (ii) any sales tax and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and
 - (iii) The price for inland transportation, insurance, and other local services required to convey the Goods to their final destination (Project Site) specified in the **BDS**.
- (b) For Goods manufactured outside Zambia, to be imported:
 - (i) the price of the Goods, quoted CIP named place of destination, in Zambia, or CIF named port of destination, as specified in the **BDS**;
 - (ii) the price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the **BDS**;
 - (iii) in addition to the CIP prices specified in (b)(i) above, the price of the Goods to be imported may be quoted FCA (named place of destination) or CPT (named place of destination), if so specified in the **BDS**;
- (c) For Goods manufactured outside Zambia, already imported:
[For previously imported Goods, the quoted price shall be distinguishable from the original import value of these Goods declared to customs and shall include any rebate or mark-up of the local agent or representative and all local costs except import duties and taxes, which have been and/or have to be paid by the Client. For clarity the bidders are asked to quote the price including import duties, and additionally to provide the import duties and the price net of import duties which is the difference of those values.]
 - (i) the price of the Goods, including the original import value of the Goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid or to be paid on the Goods already imported.
 - (ii) the custom duties and other import taxes already paid (need to be supported with documentary evidence) or to be paid on the Goods already imported;
 - (iii) the price of the Goods, obtained as the difference between (i) and (ii) above;
 - (iv) any sales and other taxes which will be payable on the Goods if the contract is awarded to the Bidder; and
 - (v) The price for inland transportation, insurance, and other local services required to convey the Goods from the named place of destination to their final destination (Project Site) specified in the **BDS**.
- (d) 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:

- (i) The price of each item comprising the Related Services (inclusive of any applicable taxes).
- 14.7 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the **BDS**. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITB Clause 30. However, if in accordance with the **BDS**, prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.
- 14.8 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS**, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction in accordance with ITB Sub-Clause 14.4 provided the bids for all lots are submitted and opened at the same time.
- 15. Currencies of Bid**
- 15.1 The Bidder shall quote in Zambian Kwacha the portion of the bid price that corresponds to expenditures incurred in Zambian Kwacha, unless otherwise specified in the **BDS**.
- 15.2 The Bidder may express the bid price in the currency of any country in accordance with Section V, Eligible countries. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three currencies in addition to Zambian Kwacha.
- 16. Documents Establishing the Eligibility of the Bidder**
- 16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.
- 17. Documents Establishing the Eligibility of the Goods and Related Services**
- 17.1 To establish the eligibility of the Goods and Related Services in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Price Schedule Forms, included in Section IV, Bidding Forms.
- 18. Documents Establishing the Conformity of the Goods and Related Services**
- 18.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Schedule of Requirements.

- 18.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.
- 18.3 The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the BDS** following commencement of the use of the goods by the Client.
- 18.4 Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Client in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Client's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements.

**19. Documents
Establishing the
Qualifications
of the Bidder**

- 19.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Client's satisfaction:
- (a) that, if a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Zambia;
 - (b) that, if **required in the BDS**, in case of a Bidder not doing business within Zambia, the Bidder is or will be (if awarded the contract) represented by an Agent in Zambia equipped and able to carry out the Supplier's maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and
 - (c) That the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

**20. Period of
Validity of Bids**

- 20.1 Bids shall remain valid for the period **specified in the BDS** after the bid submission deadline date prescribed by the Client. A bid valid for a shorter period shall be rejected by the Client as non- responsive.
- 20.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Client may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 21, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not

be required or permitted to modify its bid, except as provided in ITB Sub-Clause 20.3.

21. Bid Security

20.3 In the case of fixed price contracts, if the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction.

21.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, if required, as **specified in the BDS**.

21.2 The Bid Security shall be in the amount specified in the BDS and denominated in Zambian Kwacha or a freely convertible currency, and shall:

- (a) At the bidder's option, be in the form of either a letter of credit, or a bank guarantee from a banking institution, or a bond issued by a surety;
- (b) Be issued by a reputable institution selected by the bidder and located in any eligible country. If the institution issuing the bond is located outside Zambia, it shall have a correspondent financial institution located in Zambia to make it enforceable.
- (c) Be substantially in accordance with one of the forms of Bid Security included in Section IV, Bidding Forms, or other form approved by the Client prior to bid submission;
- (d) Be payable promptly upon written demand by the Client in case the conditions listed in ITB Clause 21.5 are invoked;
- (e) Be submitted in its original form; copies will not be accepted;
- (f) Remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 20.2;

21.3 If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 21.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 21.1, shall be rejected by the Client as non-responsive.

21.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 44.

21.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 20.2; or
- (b) If the successful Bidder fails to:
 - (i) Sign the Contract in accordance with ITB Clause 43;

- (ii) Furnish a Performance Security in accordance with ITB Clause 44.

21.6 The Bid Security or Bid- Securing Declaration of a 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 or Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent mentioned in Section IV “Bidding Forms,” Bidder Information Form Item 7.

21.7 If a bid security is **not required in the BDS**, and

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Letter of Bid Form, except as provided in ITB 20.2, or
- (b) if the successful Bidder fails to: sign the Contract in accordance with ITB 43; or furnish a performance security in accordance with ITB 44; the Client may, **if provided for in the BDS**, declare the Bidder disqualified to be awarded a contract by the Client for a period of time **as stated in the BDS**.

22. Format and Signing of Bid

22.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it “ORIGINAL.” In addition, the Bidder shall submit copies of the bid, in the number specified in the **BDS** and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.

22.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

22.3 Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

D. Submission and Opening of Bids

23. Submission, Sealing and Marking of Bids

23.1 Bidders may always submit their bids by mail or by hand. When so specified in the **BDS**, bidders shall have the option of submitting their bids electronically.

- (a) Bidders submitting bids by mail or by hand, shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB Clause 13, in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 23.2 and 23.3.
- (b) Bidders submitting bids electronically shall follow the electronic bid submission procedures specified in the **BDS**.

23.2 The inner and outer envelopes shall:

- (a) Bear the name and address of the Bidder;
- (b) be addressed to the Client in accordance with ITB Sub-Clause 24.1;
- (c) bear the specific identification of this bidding process indicated in ITB 1.1 and any additional identification marks as **specified in the BDS**; and
- (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 27.1.

23.3 If all envelopes are not sealed and marked as required, the Client will assume no responsibility for the misplacement or premature opening of the bid.

24. Deadline for Submission of Bids

24.1 Bids must be received by the Client at the address and no later than the date and time **specified in the BDS**.

24.2 The Client may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Client and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. Late Bids

25.1 The Client shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 24. Any bid received by the Client after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

26. Withdrawal, Substitution, and Modification of Bids

26.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 23, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 22.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) submitted in accordance with ITB Clauses 22 and 23 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and
- (b) Received by the Client prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 24.

26.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 26.1 shall be returned unopened to the Bidders.

26.3 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 on the Bid Submission Form or any extension thereof.

27. Bid Opening

The Client shall conduct the bid opening in public at the address, date and time **specified in the BDS**. Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB Sub-Clause 23.1, shall be as **specified in the BDS**.

First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding bid will be opened. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Client may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 25.1.

The Client shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts, and alternative offers if they were permitted; and the presence or absence of a Bid Security or Bid-Securing Declaration, if one was required. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time, and posted online when electronic bidding is permitted.

E. Evaluation and Comparison of Bids

28. Confidentiality

28.1 Information relating to the examination, evaluation, comparison, and post qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.

28.2 Any effort by a Bidder to influence the Client in the examination, evaluation, comparison, and post qualification of the bids or contract award decisions may result in the rejection of its Bid.

28.3 Notwithstanding ITB Sub-Clause 28.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Client on any matter related to the bidding process, it should do so in writing.

29. Clarification of Bids

29.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Client may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Client shall not be considered. The Client's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Client in the Evaluation of the bids, in accordance with ITB Clause 31.

30. Responsiveness of Bids

30.1 The Client's determination of a bid's responsiveness is to be based on the contents of the bid itself.

30.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) Affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) Limits in any substantial way, inconsistent with the Bidding Documents, the Client's rights or the Bidder's obligations under the Contract; or
- (c) If rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

30.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Client and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

31. Nonconformities, Errors, and Omissions

31.1 Provided that a Bid is substantially responsive, the Client may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

31.2 Provided that a bid is substantially responsive, the Client may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

31.3 Provided that the Bid is substantially responsive, the Client shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Client there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

31.4 If the Bidder that submitted the best-evaluated Bid does not accept the correction of errors, its Bid shall be rejected.

32. Preliminary Examination of Bids

32.1 The Client shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.

32.2 The Client shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.

- (a) Bid Submission Form, in accordance with ITB Sub-Clause 12.1;
- (b) Price Schedules, in accordance with ITB Sub-Clause 12.2;
- (c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 21, if applicable.

33. Examination of Terms and Conditions; Technical Evaluation

33.1 The Client shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.

33.2 The Client shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 18, to confirm that all requirements specified in Section VI, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

33.3 If, after the examination of the terms and conditions and the technical evaluation, the Client determines that the Bid is not substantially responsive in accordance with ITB Clause 30, it shall reject the Bid.

- 34. Conversion to Single Currency** 34.1 For evaluation and comparison purposes, the Client shall convert all bid prices expressed in amounts in various currencies into an amount in a single currency **specified in the BDS**, using the selling exchange rates established by the source and on the date **specified in the BDS**.
- 35. Domestic Preference** 35.1 Domestic preference shall not be a factor in bid evaluation, unless otherwise **specified in the BDS**.
- 36. Evaluation of Bids** 36.1 The Client shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.
- 36.2 To evaluate a Bid, the Client shall only use all the factors, methodologies and criteria defined in ITB Clause 36. No other criteria or methodology shall be permitted.
- 36.3 To evaluate a Bid, the Client shall consider the following:
- (a) Evaluation will be done for Items or Lots, as **specified in the BDS**; and the Bid Price as quoted in accordance with clause 14;
 - (b) Price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 31.3;
 - (c) Price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.4;
 - (d) Adjustments due to the application of the evaluation criteria **specified in the BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria;
 - (e) Adjustments due to the application of a margin of preference, in accordance with ITB Clause 35 if applicable.
- 36.4 The Client's evaluation of a bid will exclude and not take into account:
- (a) In the case of Goods manufactured in Zambia, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder;
 - (b) in the case of Goods manufactured outside Zambia, already imported or to be imported, customs duties and other import taxes levied on the imported Good, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder;
 - (c) Any allowance for price adjustment during the period of execution of the contract, if provided in the bid.
- 36.5 The Client's evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB Clause 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, unless otherwise specified in Section III, Evaluation and Qualification Criteria. The factors, methodologies and criteria to be used shall be as specified in ITB 36.3 (d).

- 36.6 If so **specified in the BDS**, these Bidding Documents shall allow Bidders to quote separate prices for one or more lots, and shall allow the Client to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the best-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria.
- 37. Comparison of Bids** 37.1 The Client shall compare all substantially responsive bids to determine the best-evaluated bid, in accordance with ITB Clause 36.
- 38. Post qualification of the Bidder** 38.1 The Client shall determine to its satisfaction whether the Bidder that is selected as having submitted the best-evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
- 38.2 The determination shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, pursuant to ITB Clause 19.
- 38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Client shall proceed to the next best-evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily.
- 39. Client’s Right to Accept Any Bid, and to Reject Any or All Bids** 39.1 The Client reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.
- F. Award of Contract**
- 40. Award Criteria** 40.1 The Client shall award the Contract to the Bidder whose offer has been determined to be the best-evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
- 41. Client’s Right to Vary Quantities at Time of Award** 41.1 At the time the Contract is awarded, the Client reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Schedule of Requirements, provided this does not exceed the percentages **specified in the BDS**, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

- 42. Notification of Award**
- 42.1 Prior to the expiration of the period of bid validity, the Client shall notify the successful Bidder, in writing, that its Bid has been accepted.
- 42.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.
- 42.3 The Client shall publish in all applicable physical and online publications the results identifying the bid and lot numbers and the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) name and evaluated prices of each Bid that was evaluated; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award, unsuccessful bidders may request in writing to the Client for a debriefing seeking explanations on the grounds on which their bids were not selected. The Client shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.
- 42.4 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 44, the Client will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 21.4.
- 43. Signing of Contract**
- 38.1 Promptly after notification, the Client shall send the successful Bidder the Agreement and the Special Conditions of Contract.
- 38.2 Within twenty-eight (28) days of receipt of the Agreement, the successful Bidder shall sign, date, and return it to the Client.
- 38.3 Notwithstanding ITB 43.2 above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Client, to the Republic of Zambia, or to the use of the products/goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products/goods, systems or services, the Bidder shall not be bound by its bid, always provided, however, that the Bidder can demonstrate to the satisfaction of the Client that signing of the Contact Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract.
- 44. Performance Security**
- 44.1 Within twenty-eight (28) days of the receipt of notification of award from the Client, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section IX Contract forms, or another Form acceptable to the Client. The Client shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the

Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 21.4.

- 44.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Client may award the Contract to the next best-evaluated Bidder, whose offer is substantially responsive and is determined by the Client to be qualified to perform the Contract satisfactorily.

Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	<p>The Client is: Road Development Agency (RDA) The name of the bidding process is: Supply, Installation, Commissioning and After-Sales Services fr Off-Grid Solar System for the Lusaka Provincial Office and Selected Weighbridges – Phase 1</p> <p>The tender identification number is: RDA/ONB/ORD//001/025</p> <p>The number of Lots is: Two (2)</p>
ITB 2.2	<p>The Contract Manager is: The Director & Chief Executive Officer of the Road Development Agency or any other Officer duly appointed by him/her.</p>
ITB 4.1	<p>The tender has been advertised through Open National Bidding Procedures in accordance with Section 39 of the Public Procurement Act No.8 of 2020, as amended by Act No.17 of 2023. Bidding is open to both citizen and local bidders; however, local bidders shall be required to partner with citizen bidders as required by Section 39 (3) of the Public Procurement Act No.8 of 2020 Bidders are required to submit official PACRA shareholding documents to show proof of their eligibility.</p>
ITB 4.3-4.4	<p>A list of firms debarred from participating in Government-financed projects is available at http://www.ppa.org.zm</p>
B. Contents of Bidding Documents	
ITB 7.1	<p>For Clarification of bid purposes only, the Client’s address is:</p> <p>Road Development Agency, P.O. Box 50003, Fairley Road, Lusaka.</p> <p>Telephone No. +260211253088 Facsimile: +260-1-253404/251420 Email: mhankuba@roads.gov.zm and copied to mchilufya@roads.gov.zm</p> <p>Or through the e-GP system</p> <p>The Road Development Agency will respond in writing to any request for clarification, provided that such request is received no later than seven (7) days prior to the deadline for submission of bids.</p>
C. Preparation of Bids	
ITB 9.1	<p>Mandatory site visits will be conducted by RDA as follows:</p> <ol style="list-style-type: none"> 1) RDA Lusaka Provincial Office: 16th April 2025 at 09:00 hours 2) Mumbwa Weighbridge: 17th April 2025 at 10:00 hours 3) Chongwe Weighbridge: 22nd April 2025 at 09:00 hours 4) Katete Weighbridge: 23rd April 2025 at 09:00 hours 5) Kazungula Weighbridge: 24th April 2025 at 09:00 hours

	6) Livingstone Weighbridge: 24 th April 2025 at 14:00 hours
ITB 10.1	The Language of the bid is: English
ITB 11.1 (h)	The Bidder shall submit the following additional documents in its bid: <ul style="list-style-type: none"> • Company Registration/Incorporation Certificate • Valid Tax Clearance Certificate • Valid National Pension Scheme Authority compliance certificate • Valid Worker’s Compensation Compliance Certificate • For Citizen Bidders (Stand-alone or Partnering): PACRA shareholding documents and Certified Copies of National Registration Cards for all shareholders • Written authorisation to sign the bid • Proof of payment of Participation Fee • Site Visit Certificate
ITB 14.5	The Incoterms edition is: Incoterms 2010
ITB 14.6	Price quoted shall be Delivered Duty Paid (DDP) to the respective installation sites.
ITB 14.7	The prices quoted by the Bidder shall not be adjustable.
ITB 14,8	Bidders are allowed to bid for any or for both Lots , however, only one contract can be awarded to any one bidder.
ITB 15.1	Bidders should to quote the whole price in Zambian Kwacha
ITB 15.2	All bids should be denominated completely in Zambian Kwacha and all payments will be made in Zambian Kwacha
ITB 18.3	Period of time the Goods are expected to be functioning: 12 months including maintenance (preventative and corrective) and technical support (on-site and/or remote), continued online system and performance monitoring
ITB 19.1 (a)	Manufacturer’s authorization is required
ITB 19.1 (b)	After sales service is required
ITB 20.1	The bid validity period shall be 150 days
ITB 21.1	Bid shall include a Bid Security using the form for bid security (Bank guarantee or bid bond) included in Section IV Bidding Forms. The bid security shall be in an amount of not less 2% of the Bid Sum, and valid for 28 days beyond the date of bid validity
ITB 22.2	The authorization to sign the bid shall be a written Power of Attorney, clearly stating the appointed representative, specimen signature and names, signatures and positions of the appointing authorities.
D. Submission and Opening of Bids	
ITB 23.1 ITB 23.1 (b)	Bids shall be submitted electronically through the e-GP system at www.zppa.org.zm
ITB 23.2 ITB 23.3	Not applicable
ITB 24.1	Bids shall be submitted electronically through the e-GP system at www.zppa.org.zm :

	The deadline for the submission of bids is: Date: Friday, 9th May 2025 Time: 10:30 hours Zambian Time
ITB 27	The bid opening shall take place through the e-GP system. Date: Friday, 9th May 2025 Time: 11:00 hours local time
E. Evaluation and Comparison of Bids	
ITB 34.1	Not applicable – All bids should be denominated in Zambian Kwacha
ITB 35.1	A margin of preference shall apply to bids submitted by Citizen Bidders
ITB 36.3 (d)	Not applicable
ITB 36.6	Bidders are allowed to bid for any or both Lots . Where a bidder bid for more than one Lot, the Bidder should quote separate prices for each Lot . The Procuring Entity will award only one Lot to any one Bidder, taking into account the best combination of pricing for the Procuring Entity.
F. Award of Contract	
ITB 41.1	The maximum percentage by which quantities may be increased is: 20% The maximum percentage by which quantities may be decreased is: 20%

Section III. Evaluation and Qualification Criteria

1. Evaluation Criteria (ITB 36.3 (d))

The Procuring Entity's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14.6, one or more of the following factors as specified in ITB Sub-Clause 36.3(d) and in BDS referring to ITB 36.3(d), using the following criteria and methodologies:

Not applicable

2. Multiple Contracts (ITB 36.6)

Pursuant to Sub-Clause 36.6 of the Instructions to Bidders, if the Goods are grouped in multiple contracts (Lots), evaluation will be as follows:

The Purchaser shall:

- (a) *evaluate only Lots that include 100% of the quantities specified in ITB Sub Clause 14.8*
- (b) *take into account:*
 - (i) *the lowest-evaluated bid for each lot and*
 - (ii) *award only one Lot to any one Bidder, considering the best combination of pricing for the two Lots*

Margin of preference (ITB 35.1)

The best-evaluated bid shall be determined after application of the following preference treatment at the Financial or Commercial Evaluation stage, by way of a discount, as follows:

For evaluation purposes only, the corrected bid sums of Citizen Bidders will be discounted by 7.5% in determining the final evaluated prices which shall be used to rank the bids.

3. Post-qualification Requirements (ITB 38.2)

After determining the responsiveness of the bid in accordance with ITB Sub-Clause 33.1, the Procuring Entity shall carry out the post-qualification of the Bidder in accordance with ITB Clause 34, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

(a) *Financial Capability*

The Bidder shall furnish documentary evidence that it meets the following financial requirement(s):

- i. Access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit from the bank or any certified financial institution, and other financial means, other than contractual advance payments, to meet the amount of K900,000.00*
- ii. Audited Financial Statements for the last three (3) years*

(b) *Experience and Technical Capacity*

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirement(s):

- i. Average annual volume of sales/installations of at least K2,500,000.00 in the last 5 years*
 - ii. At least three (3) previous Orders, procurements or contracts which have been fully executed of a similar nature or size*
- (a) *The Bidder shall furnish documentary evidence (such as brochures, test certificates, declarations) to demonstrate that the Goods it offers meet the **Specifications provided under Section IV of this Solicitation Document.***
- (b) *Detailed description of “After-sales service and support “and how it will be provided*

Section IV. Bidding Forms

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Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

OIB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information
<ul style="list-style-type: none"> <i>Name: [insert Authorized Representative's name]</i> <i>Address: [insert Authorized Representative's Address]</i> <i>Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers]</i> <i>Email Address: [insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>
<input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.
<input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1.
<input type="checkbox"/> In case of government owned entity from Zambia, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

Joint Venture Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

Date: *[insert date (as day, month and year) of Bid Submission]*

OIB No.: *[insert number of bidding process]*

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Party year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
6. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of government owned entity from Zambia, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

ONB No.: *[insert number of bidding process]*

Invitation for Bid No.: *[insert No of IFB]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Client]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: _____ *[insert the number and issuing date of each Addenda];*
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services _____ *[insert a brief description of the Goods and Related Services];*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: _____ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*
- (d) The discounts offered and the methodology for their application are:

Discounts. If our bid is accepted, the following discounts shall apply. _____ *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

Methodology of Application of the Discounts. The discounts shall be applied using the following method: _____ *[Specify in detail the method that shall be used to apply the discounts];*

- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 44 and GCC Clause 18 for the due performance of the Contract;
- (g) We, including any subsuppliers or suppliers for any part of the contract, have nationality from eligible countries _____ *[insert the nationality of the Bidder, including that of all parties that comprise the Bidder, if the Bidder is a JV, and the nationality each subsupplier and supplier]*
- (h) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
- (i) Our firm, its affiliates or subsidiaries—including any subsuppliers or suppliers for any part of the contract—has not been declared ineligible by ZPPA or any other international agency’s official regulations, in accordance with ITB Sub-Clause 4.3;

- (j) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(If none has been paid or is to be paid, indicate “none.”)

- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the best-evaluated bid or any other bid that you may receive.

Signed: _____ *[insert signature of person whose name and capacity are shown]*
 In the capacity of _____ *[insert legal capacity of person signing the Bid Submission Form]*

Name: _____ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: _____ *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Client in the Schedule of Requirements.]*

Price Schedule: Goods Manufactured Outside Zambia, to be Imported (For each Lot)

(Group C bids, goods to be imported) Currencies in accordance with ITB Sub-Clause 15						Date: _____ ONB No: _____ Alternative No: _____ Page N° _____ of _____		
1	2	3	4	5	6	7	8	9
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price DDP [<i>insert place of destination</i>] in accordance with ITB 14.6(b)(i)	DDP Price per line item (Col. 5x6)	Price per line item for inland transportation and other services required in Zambia to convey the Goods to their final destination specified in BDS	Total Price per Line item (Col. 7+8)
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price DDP per unit]</i>	<i>[insert total DDP price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[insert total price of the line item]</i>
							Total Price	

Name of Bidder [*insert complete name of Bidder*] Signature of Bidder [*signature of person signing the Bid*] Date [*Insert Date*]

Price Schedule: Goods Manufactured Outside Zambia, already imported (For Each Lot)

(Group C bids, Goods already imported)
Currencies in accordance with ITB Sub-Clause 15

Date: _____
OIB No: _____
Alternative No: _____
Page N° _____ of _____

1	2	3	4	5	6	7	8	9	10	11	12
Line Item N°	Description of Goods	Country of Origin	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price including Custom Duties and Import Taxes paid, in accordance with ITB 14.6(c)(i)	Custom Duties and Import Taxes paid per unit in accordance with ITB 14.6(c)(ii), [to be supported by documents]	Unit Price net of custom duties and import taxes, in accordance with ITB 14.6 (c) (iii) (Col. 6 minus Col.7)	Price per line item net of Custom Duties and Import Taxes paid, in accordance with ITB 14.6(c)(i) (Col. 5×8)	Price per line item for inland transportation and other services required in Zambia to convey the goods to their final destination, as specified in BDS in accordance with ITB 14.6 (c)(v)	Sales and other taxes paid or payable per item if Contract is awarded (in accordance with ITB 14.6(c)(iv)	Total Price per line item (Col. 9+10)
<i>[insert number of the item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per unit]</i>	<i>[insert custom duties and taxes paid per unit]</i>	<i>[insert unit price net of custom duties and import taxes]</i>	<i>[insert price per line item net of custom duties and import taxes]</i>	<i>[insert price per line item for inland transportation and other services required in Zambia]</i>	<i>[insert sales and other taxes payable per item if Contract is awarded]</i>	<i>[insert total price per line item]</i>
										Total Bid Price	

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Price Schedule: Goods Manufactured in Zambia (For Each Lot)

Zambia		(Group A and B bids) Currencies in accordance with ITB Sub-Clause 15						Date: _____	
								OIB No: _____	
								Alternative No: _____	
								Page N° _____ of _____	
1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Delivery Date as defined by Incoterms	Quantity and physical unit	Unit price EXW	Total EXW price per line item (Col. 4×5)	Price per line item for inland transportation and other services required in Zambia to convey the Goods to their final destination	Cost of local labor, raw materials and components from with origin in Zambia % of Col. 5	Sales and other taxes payable per line item if Contract is awarded (in accordance with ITB 14.6(a)(ii))	Total Price per line item (Col. 6+7)
<i>[insert number of the item]</i>	<i>[insert name of Good]</i>	<i>[insert quoted Delivery Date]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert EXW unit price]</i>	<i>[insert total EXW price per line item]</i>	<i>[insert the corresponding price per line item]</i>	<i>[Insert cost of local labor, raw material and components from within the Purchase's country as a % of the EXW price per line item]</i>	<i>[insert sales and other taxes payable per line item if Contract is awarded]</i>	<i>[insert total price per item]</i>
								Total Price	

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Price and Completion Schedule - Related Services (For each Lot)

Currencies in accordance with ITB Sub-Clause 15					Date: _____	
					ONB No: _____	
					Alternative No: _____	
					Page N° _____ of _____	
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in Zambia to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
<i>[insert number of the Service]</i>	<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>
Total Bid Price						

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

[Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ *[Name and Address of Client]*

Date: _____

BID GUARANTEE No.: _____

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) Has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Client during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

Signature(s)

Bid Security (Bid Bond)

[The Surety shall fill in this Bid Bond Form in accordance with the instructions indicated.]

BOND NO. _____

BY THIS BOND *[name of Bidder]* as Principal (hereinafter called “the Principal”), and *[name, legal title, and address of surety]*, **authorized to transact business in Zambia**, as Surety (hereinafter called “the Surety”), are held and firmly bound unto *[name of Client]* as Obligated (hereinafter called “the Client”) in the sum of *[amount of Bond]*⁶ *[amount in words]*, for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Bid to the Client dated the ___ day of _____, 20___, for the construction of *[name of Contract]* (hereinafter called the “Bid”).

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) withdraws its Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Client during the period of Bid validity; (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the Performance Security, if required, in accordance with the Instructions to Bidders.

then the Surety undertakes to immediately pay to the Client up to the above amount upon receipt of the Client’s first written demand, without the Client having to substantiate its demand, provided that in its demand the Client shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Bid validity as stated in the Invitation to Bid or extended by the Client at any time prior to this date, notice of which extension(s) to the Surety being hereby waived.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this ___ day of _____ 20__.

Principal: _____ Surety: _____
 Corporate Seal (where appropriate) _____

(Signature) (Signature)
(Printed name and title) (Printed name and title)

⁶ The amount of the Bond shall be denominated in Zambian Kwacha or the equivalent amount in a freely convertible currency.

Manufacturer's Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the **BDS**.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

ONB No.: *[insert number of bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Client]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Section V. Eligible Countries

Eligibility for the Provision of Goods, Works and Services in Zambia

1. In accordance with Section 61 of the Public Procurement Act No. 12 of 2008 and Clause 155 of the Public Procurement Regulations of 2011, the Government permits firms and individuals from all countries to offer goods, works and services for Government-financed projects. As an exception, firms of a Country or goods manufactured in a Country may be excluded if:
 - (i): as a matter of law or official regulation, the Government prohibits commercial relations with that Country, provided that the Cooperating Partners involved are satisfied that such exclusion does not preclude effective competition for the supply of the Goods required, or
 - (ii): by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government prohibits any import of goods from that Country or any payments to persons or entities in that Country.
2. For the information of bidders, at the present time firms, goods and services from the following countries are excluded from this bidding:
 - (a) With reference to paragraph (i) above: *None*
 - (b) With reference to paragraph (ii) above: *None*

PART 2 – Supply Requirements

Section VI. Schedule of Requirements

Contents

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Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding documents by the Client, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule, for which a form is provided in Section IV. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract pursuant to ITB Clause 41.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to Bidders pursuant to the *Incoterms* rules (i.e., EXW, or CIF, DDP, FOB, FCA terms—that “delivery” takes place when goods are delivered **to the carriers**), and (b) the date prescribed herein from which the Client’s delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit).

1. List of Goods and Delivery Schedule (Lot 1)

Line Item N°	Description of Goods	Quantity	Physical unit	Final (Project Site) Destination as specified in BDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [<i>to be provided by the bidder</i>]
1	550W Solar Panels i) Lusaka ii) Chongwe iii) Kafue iv) Katete	70 35 70 35	No. No. No. No.	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
2	Provision for roof mounting structure	1	Lot	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
3	Technical cabinet (house technical and electrical components)	1	Lot	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
4	Solar Battery charger/controller	4	No.	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
5	AC battery charger (if required)	4	No.	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
6	Lithium Battery bank i) Lusaka (48V-140kWh) ii) Chongwe (48V-60kWh) iii) Kafue (48V-140kWh) iv) Katete (48V-60kWh)	1 1 1 1	No. No. No. No.	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
7	Battery Management System High Voltage	4	No.	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	

8	Battery Wrack Cabinet	4	No.	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
9	Mounting Kit	1	Lot	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
10	Battery Combiner Kit	4	No.	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
11	PV Cable Kit Red & Black	1	Lot	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
12	AC Cable Kit	1	Lot	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
13	AC DB Protection Kit	4	No.	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	
14	Hybrid Inverter On & Off Grid. Bi-directional with Remote Monitoring i) Lusaka (35-40kVA) ii) Chongwe (20kVA) iii) Kafue (35-40kVA) iv) Katete (20kVA)	1 1 1 1	No. No. No. No.	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	4 weeks	8 weeks	

The delivery schedule expressed as weeks stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, or (ii) to the carrier at the port of shipment when the contract is placed on FOB or CIF terms, or (iii) to the first carrier when the contract is placed on FCA or DDP terms. In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.

2. List of Related Services and Completion Schedule (Lot 1)

Service	Description of Service	Quantity	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
1	Detailed site assessment, including assessment report	1	Lump Sum	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	30 days from delivery of goods
2	Site preparation and civil works	1	Lump Sum	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	
3	Ancillaries & protections	1	Lump Sum	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	
4	Rewiring of existing electric installation	1	Lump Sum	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	
5	Transportation to the installation sites	1	Lump Sum	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	
6	Installation and Commissioning of the Solar System	1	Lump Sum	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	
7	Training on operations and maintenance of the Solar System and training materials and operation manuals	1	Lump Sum	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	
8	Anti-theft and anti-tampering measures	1	Lump Sum	RDA Lusaka Regional Office, Sheki Sheki Road, Lusaka, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	

3. List of Goods and Delivery Schedule (Lot 2)

Line Item N°	Description of Goods	Quantity	Physical unit	Final (Project Site) Destination as specified in BDS	Delivery (as per Incoterms) Date		
					Earliest Delivery Date	Latest Delivery Date	Bidder's offered Delivery date [<i>to be provided by the bidder</i>]
1	550W Solar Panels i) Livingstone ii) Mumbwa iii) Kazungula	35 35 35	No. No. No.	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
2	Provision for roof mounting structure	1	Lot	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
3	Technical cabinet (house technical and electrical components)	1	Lot	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
4	Solar Battery charger/controller	4	No.	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
5	AC battery charger (if required)	4	No.	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
6	Lithium Battery bank i) Livingstone ii) Mumbwa iii) Kazungula	48V-60kWh 48V-60kWh 48V-60kWh	Lot Lot Lot	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
7	Battery Management System High Voltage	4	No.	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
8	Battery Wrack Cabinet	4	No.	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
9	Mounting Kit	1	Lot	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
10	Battery Combiner Kit	1	Lot	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
11	PV Cable Kit Red & Black	1	Lot	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
12	AC Cable Kit	1	Lot	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	

13	AC DB Protection Kit	1	Lot	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	
14	Hybrid Inverter On & Off Grid. Bi-directional with Remote Monitoring i) Livingstone (20kVA) ii) Mumbwa (20kVA) iii) Kazungula (20kVA)	1 1 1	No. No. No.	Livingstone, Mumbwa & Kazungula Weighbridges	4 weeks	8 weeks	

The delivery schedule expressed as weeks stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, or (ii) to the carrier at the port of shipment when the contract is placed on FOB or CIF terms, or (iii) to the first carrier when the contract is placed on FCA or DDP terms. In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place

4. List of Related Services and Completion Schedule (Lot 2)

Service	Description of Service	Quantity	Physical Unit	Place where Services shall be performed	Final Completion Date(s) of Services
1	Detailed site assessment, including assessment report	1	Lump Sum	Livingstone, Mumbwa & Kazungula Weighbridges	15 days from delivery of goods
2	Site preparation and civil works	1	Lump Sum	Livingstone, Mumbwa & Kazungula Weighbridges	
3	Ancillaries & protections	1	Lump Sum	Livingstone, Mumbwa & Kazungula Weighbridges	
4	Rewiring of existing electric installation	1	Lump Sum	Livingstone, Mumbwa & Kazungula Weighbridges	
5	Transportation to the installation sites	1	Lump Sum	Livingstone, Mumbwa & Kazungula Weighbridges	
6	Installation and Commissioning of the Solar System	1	Lump Sum	Livingstone, Mumbwa & Kazungula Weighbridges	
7	Training on operations and maintenance of the Solar System and training materials and operation manuals	1	Lump Sum	Livingstone, Mumbwa & Kazungula Weighbridges	
8	Anti-theft and anti-tampering measures	1	Lump Sum	Livingstone, Mumbwa & Kazungula Weighbridges	

TECHNICAL SPECIFICATIONS

1 General

The scope of the project includes:

- (i) Design, supply, installation, testing commissioning and user training of Off Grid Solar System for the sites shown in Table 1.

Table 1: Solar System Requirements for Sites

Name of Site	Requirements
Lusaka Region and five (5) weighbridges: Kafue, Chongwe, Mumbwa, Livingstone & Kazungula	35kVA with total battery capacity for 48V – 140kWh. AC inverter 35-40kVA.
Katete Weighbridge	15kVA with total battery capacity for 48V – 60kWh. AC inverter 20kVA.

- (ii) After-sales services of 1 year including maintenance (preventative and corrective) and technical support (on-site and/or remote), continued online system and performance monitoring.
- (iii) Training on operations and maintenance (operator and end-user), including provision of operation and maintenance documentation.
- (iv) Spare parts for 1 year (list of spare parts is to be included as part of the technical proposal).

2 Functionalities and General Requirements

Off Grid Solar System with battery to consist of PV generator (Solar Panels), module mounting structure, Maximum Power Point Tracking (MPPT) battery charger, battery inverter, surge overvoltage protection, Lithium battery bank with Battery Management System (BMS) battery Management system, data logger with its sensors, and system monitoring.

The contractor is required to document the technical requirements for conducting an energy audit and installing a solar system at the specified locations. This documentation must be completed and approved prior to the commencement of any work.

The electrical systems to be assessed at the Lusaka Region and Weigh Stations are primarily categorized into the following:

- (i) Lighting: General and task-specific lighting systems.
- (ii) Air Conditioning: Limited to server rooms only.
- (iii) Office Equipment: Includes computers, printers, photocopiers, and other essential office devices.

3 Operational

The system will operate as follows:

- The system will be an off-grid Solar System with backup generators, supplying electricity directly to the building.
- The sites will be powered by the Solar System as the primary power source and the national grid (ZESCO) as the backup and on some instances for charging the batteries.
- All system components must meet guarantee/warranty terms and high-quality standards to ensure long-term sustainability of the Solar System. To achieve this, the local conditions have to be taken into consideration.

- The system will be constructed such that a user can perform routine maintenance and an electrician can easily perform system diagnostics or replace components.
- The contractor will provide the most appropriate system integration, components, assembly, and packaging that meet all specifications.

4 Photo Voltaic Modules

(i) Technical Standards and Compliance

The solar system to be installed must adhere to the following internationally recognized standards to ensure quality, safety, and reliability:

- a) IEEE 1262
 - *Title:* Recommended Practice for Qualifications of Photovoltaic Modules.
 - *Requirement:* The photovoltaic modules must meet the qualification standards for performance, durability, and environmental reliability as specified in IEEE 1262.
 - b) IEC 61215
 - *Title:* Crystalline Silicon Terrestrial Photovoltaic Modules – Design Qualification and Type Approval.
 - *Requirement:* The design and type approval process for photovoltaic modules must comply with IEC 61215 to ensure long-term stability and performance under varying environmental conditions.
 - c) IEC 61730-1 and IEC 61730-2
 - *Title:* Photovoltaic Module Safety Qualification – Requirements for Construction and Testing.
 - *Requirement:* The photovoltaic modules must meet the safety requirements for construction and testing as outlined in these standards to ensure safe operation in all intended applications.
- (ii) Contractor Responsibilities for Compliance
- a) Documentation:
 - Provide evidence of compliance with the above standards, including test reports and certifications from accredited manufacturers.
 - b) Quality Assurance:
 - Ensure all photovoltaic modules and related components are procured from manufacturers that adhere to these standards.
 - c) Installation and Testing:
 - Perform installation and on-site testing in alignment with the specified standards to verify system performance and safety.

The solar panel should be prepared for installation in harsh environment, meet high safety standards (Class II) to ensure reliable performance

The available space must be assessed by the contractor to accommodate the selected Solar PV modules with adequate room for maintenance.

The available roof space for the PV installation for the RDA Lusaka region is approximately 832 m² (Material Laboratory = 512m² and Workshop Stores = 320m²). The space must be modified with a PV mounting allowing the installation of all photovoltaic panels for the provision of a total installed power of 35 kVA for RDA Lusaka Region.

For the weigh stations, an appropriate site for installing Solar System shall be identified in consultation with the weighbridge operatives.

5 Inverters and miscellaneous accessories

(i) Inverter Specifications

The inverter must be appropriately rated to handle the maximum load of the solar system. A hybrid connected inverter from a reputable manufacturer is required. The inverter must have the following characteristics:

a) General Features

- Pure sine wave current output: Ensures compatibility with sensitive electronic devices.
- High conversion efficiency: Optimizes energy transfer and minimizes losses.
- Maximum Power Point Tracking (MPPT): Enhances energy harvest under varying solar irradiance conditions.
- MPPT efficiency: Greater than 95%.
- Wide voltage input range: Accommodates fluctuations in input voltage.
- Frequency transformer isolation: Improves safety and operational reliability.
- Comprehensive protection functions: Includes overvoltage, overcurrent, short circuit, and thermal protection for high system reliability.
- Various communication interfaces: Ensures easy integration and monitoring.
- Simple installation and operation: Designed for user-friendly setup and maintenance.
- Settable protection and operational factors: Allows customization to suit local grid and load requirements.

b) Technical Parameters

a) DC Side

- Maximum DC Voltage: 48 Vdc
- Maximum Power Voltage Tracking Range: 9–68 Vdc
- Maximum Input Loops: 1

b) AC Side

- Rated Voltage: 230 Vac
- Rated Frequency: 50 Hz
- Total Current Waveform Distortion Rate: ≤ 0.99 (at rated power)
- Maximum System Efficiency: 96%

c) Protection Grade

- IP20 (indoor installation)

d) Power Consumption

- Internal Power Consumption at Night: 0 W

e) Environmental Specifications

- Operating Temperature Range: -20°C to $+40^{\circ}\text{C}$
- Cooling Method: Forced air cooling
- Relative Humidity: 0–95%, non-condensing

f) Display and Communication

- Display: LCD for real-time monitoring and configuration
- Communication Interfaces: RS232/485, Ethernet, Wi-Fi, 4G/5G

(i)

c) Miscellaneous Accessories

Installation Components:

- Mounting brackets and supports suitable for the local environment (e.g., roof-mounted or ground-mounted systems).
- Weather-resistant cables and connectors.

Safety Features:

- Surge protection devices (SPD) for DC and AC sides.
- DC and AC disconnect switches.

Monitoring and Control:

- Integrated or external energy management systems compatible with the inverter's communication protocols.

Additional Requirements:

- Accessories and equipment must be specified based on the installed photovoltaic (PV) capacity and the local conditions, including the roof structure and layout.

(ii) Electric Power Requirements

a) General Power Compatibility

The system must be compatible with the onsite distribution system, including:

- Single-phase voltage systems.
- Three-phase voltage systems.

Power capacity must be measured at the inverter AC output using the photovoltaic (PV) array as the energy source.

b) System Hardware Requirements

The system must include all necessary hardware for the complete solar PV installation, such as:

- Mounting systems.
- Wiring, conduits, and connections.
- Inverters and charge controllers.

c) Compliance with Codes and Standards

i. Local Electrical Codes

All systems must be designed and installed in compliance with applicable local electrical codes and safety standards.

ii. Component Certifications

Modules: Certified to *UL 1703 - "Flat-Plate Photovoltaic Modules and Panels"* or equivalent.

Inverters: Must comply with the following or equivalents:

- *IEEE 929-2000*: Recommended Practice for Utility Interface of Photovoltaic Systems.
- *UL 1741*: Standard for Static Inverters and Charge Controllers for use in Photovoltaic Systems.

Other Technical Codes:

- *ANSI Z21.83*: Solar PV performance and safety.
- *IEEE 1547*: Interconnections or equivalent standards.

iii. Structural and Environmental Requirements

- All structures and structural elements, including array structures, must comply with applicable CV Building Codes and standards.
- The structural design must ensure a minimum 25-year design life and consider corrosion prevention at connections between dissimilar metals.
- The design must facilitate easy and cost-effective roof repairs or replacements for rooftop installations.

(iii) Enclosure and Safety

(ii) Inverters, Charge Controllers, and Accessories:

- Must be housed inside technical cabinets with a minimum NEMA 12 enclosure or equivalent to ensure protection against dust and drips.

Wiring and Connections:

- All components must be suited for the environmental conditions where they will be installed (e.g., temperature, humidity, and UV exposure).

(iv) Rooftop Installation Guidelines

For rooftop installations with no parapet or a parapet less than 1.5 meters in height:

- A 2-meter safety zone must be maintained from the roof edge to the PV system.
- Clear paths must be maintained around all rooftop equipment for safe access and maintenance.

(v) Performance and Safety

- The system must use UL or ETL-listed components, including mounting systems, to ensure safety and compliance.
- All applicable CV Building Codes and requirements must be met.
- Special attention should be given to system performance under environmental stress and operational safety for both personnel and equipment.

6 Cables, Wiring and Electrical Connectors

All external wiring, cabling, insulation material, junction boxes and combiner boxes must be UV-resistant, and terminals should be protected against dust and moisture. The wiring installation shall be both physically robust against bumping and tugging, and electrically robust. All wiring and connectors should have a design lifetime of 20 years.

(a) Junction Boxes and External Enclosures

All junction boxes shall be rated as specified. Any junction boxes used externally shall have bottom entry glands, and with drip loop installed externally. They shall be located to facilitate inspections with sufficiently long wiring loops internally.

(b) Electrical Connectors and Cable-Ends

All wiring must be neatly done and secured by means of appropriate fasteners at regular intervals. Wiring lengths shall be sufficiently looped to allow ease of connection and disconnection in the case of component replacement, and for maintenance. Any wiring connections whether internal, external, high voltage or low voltage shall be inside accessible junction boxes. No visible connections. Conductor lugs should be used to terminate all DC wiring. Lugs and connectors should be crimped or soldered, and mechanically and electrically sound. All DC electrical connections shall be treated with corrosion inhibiting paste.

(c) External wiring

All external wiring and cabling shall be straight and aligned vertically or horizontally, and cables firmly attached to the walls or cable trays at least every 500mm. Cable entries into buildings shall be made good, and with drip loops as necessary.

(d) Certification

All AC wiring shall be as per applicable electricity standards.

7 Earthing

The bonding of equipment should prevent dangerous voltage differentials arising between metallic equipment during fault conditions and provide alternative conduction paths to power cables should ground surges from nearby lightning strikes arise. The main earth point for the system shall be a systems earth electrode. It shall be located directly below each array structure.

The earth electrode shall be the common point for the casings of all balance of system components, and the array structure. The risk of lightning strikes varies according to location. However, for this site location the basic guidelines shall apply, as the electrical distribution is contained within one building.

(a) Earth Electrode

Bare copper or bare galvanized steel, in stranded, strip or rod form earth rods should be used. The down conductors shall be connected to copper or galvanized/stainless earth spikes of minimum length 1200mm. The spikes shall be driven vertically into the ground till buried to a depth of 300mm. If necessary, several spikes shall be interconnected as a trench earth to achieve the required resistance of below 10 ohm.

(b) Earth Connections

16mm² bare copper straps shall be used as earth straps to bind components to the earth electrode. Under no circumstances shall connection points, bolts, screws, etc. be used for bonding or earthing be utilized for any other purpose. It shall be the responsibility of the Contractor to supply and fit earth terminals or clamps on equipment that must be earthed where these are not provided.

(c) PV Array Structure Earthing

Each array structure shall always be bonded directly to the earth electrode. If there is electrical discontinuity between module frames and the array structure, then 16mm² conductors shall be utilized for bonding the module frames to the structure. Since there are two PV arrays, it is recommended that a trench earth be used to bond the individual earth spikes together underground.

(d) Equipment Earthing and Bonding

All metal other equipment and casings (as outlined below) shall be bonded together, as they are inter-connected by the power cables. The bonding shall be made using copper conductors of 10mm² minimum. A separate conductor shall be used specifically for that purpose.

- The array structure shall be bonded directly to the main earth electrode with a resistance of less than 1.7 Ohms.
- The inverter casings shall be bonded (directly or indirectly) to the main earth electrode with a resistance of less than 1.7 Ohms.
- The resistance between any enclosures in any one location, shall be less than 0.2 Ohms.
- The earth resistance of the earth electrode shall be less than 10 Ohms.

8 Lightning and Surge Protection

Lightning protection is designed inherently into the system configurations, earthing, and some level of surge protection is built into the inverters themselves. For added protection, there is a need for additional protection or surge arrestors on the inverter DC inputs. This shall take the form of Class 2 protection on the DC cables in the PV Array junction box or Enclosure.

To protect against surge overvoltage from the utility side it is required to install an SPD (Surge Protective Device) as near to the inverter as possible. This equipment will leak the energy of the overvoltage to the ground. For this reason, it is essential that earth terminals be of a good quality and moreover, it is required that all of the earth terminals be properly connected so as to assure equipotentiality. The required SPD has to be able to discharge high currents caused by an induced overvoltage, for that reasons, it needs to be a type 2 according with IEC 61643 standard. To ensure safety of the equipment, it needs to be at least 40kA as maximum current (Imax). The inverter is a very sensitive equipment, the SPD needs to have been tested, in addition, as a type 3. The type 3 SPDs are specially designed to protect the most sensitive equipment's.

9 Labelling, Safety Signs and Notices

There shall be labelling and signage as appropriate. All notices, labels or signs shall be durable and not removable except by determined and deliberate action. The inscriptions shall be legible and indelible. Where possible, standard approved symbolic safety signage shall be used. All distribution board labels shall be professional quality signage.

10 Compliance with Regulations and Codes

The entire installation must be carried out in accordance with the latest revisions and amendments of IEC & ISO international standards, and the standards currently in force in Zambia. (IEC 62548 latest edition: Installation and safety requirements for photovoltaic generators).

Where compliance is required in terms of codes and regulations, which is not already covered elsewhere in the Specifications, variations required after contract award and site visits shall be covered by contract variation orders if any.

11 Electrical PV Acceptance and Commissioning Tests

The Acceptance Tests shall depend on the exact equipment supplied. Essentially, the Project Coordinator shall test the systems for electrical performance as specified. Quality of equipment and quality of installation inspections shall also be part of the Acceptance Tests.

12 Other Services

The Contractor shall develop a simplified training manual (with graphic illustrations) in basic solar PV system maintenance and security and shall conduct a one-day training in the maintenance and security of solar PV systems for selected representatives of RDA.

13 Certification

RDA shall certify completion and operational acceptance of the installation by issuance of completion and operational acceptance certificates respectively.

14 Certificate of Completion

RDA shall be issued a Certificate of Completion by the Client after completing the services in accordance with all the terms and conditions of the Service Contract.

15 Certificate of Operational Acceptance

RDA shall be issued a Certificate of Operational Acceptance one month after the issuance of Certificate of Completion, which shall be defect liability period of the service.

16 GENERAL REQUIREMENTS

- Solar array will be roof mounted
- The batteries, power electronics and ancillaries shall be in a technical cabinet and shall be pre-assembled and tested before delivery.
- OFF Grid Solar System will operate with batteries and must be designed with necessary features to supply directly the power generated by PV to the loads while simultaneously charging the batteries for later usage.
- The battery banks of this system should be sized to provide an autonomy ranging between 1.5 and 3 days of the rainy season or over cast.
- The equipment's manufacturer shall be a reputable entity and active in the solar sector for at least 5 years. It must have a quality (at least ISO 9001) and Environmental (at least ISO 14001) management system certification.

- All equipment installed shall be labelled with the equipment's brand name, model and other. The label should be highly discreet and unobtrusive, and readable only from very near distances of less than 1m.
- The supplier shall carry out all civil and electrical works for solar solutions to be compatible with the existing electrical systems and distribution lines. They shall also ensure that each & every piece of electrical equipment & apparatus shall be connected to the main earth bus by means of branch main connection of earth continuity conductors.
- For the actual work to be carried out at the contractor needs to execute the work in consultation with RDA officer.
- The contractor shall provide all necessary components except otherwise specified, and accessories as well as manpower, etc., at the Supplier's own expense to install complete operational units. The equipment shall conform in capability, strength, quality and workmanship to the accepted industry standards and relevant international quality standards. Any additional works not covered above, but necessary for the functioning of the system and required as per specification incorporated. The works of minor nature, which are not mentioned, shall be incorporated by the contractor.
- The contractor shall perform a detailed site assessment and confirm the suitability of the solution. Further, the contractor will inspect the solution and/or components prior to the installation and prepare an installation plan to collate the amount of work to be done.
- Erection and commissioning of the supplied system on the specified site and do any other work urgently required as per site conditions.
- The contractor should remove the waste of works undertaken including the trash and dirt resulting from the works and attend to any snags caused by workmanship.
- The site should be returned to its initial state of cleanliness.

17 PROJECT DELIVERABLES

Deliverable 1:

- a) Detailed Planned Schedule of works.
- b) Detailed site survey report, including:
 - (i) Identification for components' location(s),
 - (ii) Review and calculation of consumption profile given by RDA (appliances and daily use, including surge loads),
 - (iii) Selection of a suitable mounting system that does not compromise the integrity of the roof/ground.
- c) Design sizing and documentation, including (where applicable):
 - (i) Site specific layout of the solar array.
 - (ii) Appropriate sizing in piping lengths and sections for the entire installation.
 - (iii) Bill of Material (BoM) inclusive of technical specifications for the main components.
 - (iv) Shop Drawings (e.g. single line diagram, wiring layout including distances; protections; components etc.).
- d) A Health, Safety and Environmental Management Plan.
- e) A description of the proposed performance and acceptance testing procedure that will be undertaken during commissioning phase.
- f) A letter certifying the compliance with requirements on warranties, spare parts and standards, etc.

- g) In case the PV modules are roof-mounted, supplier will take responsibility for structural integrity of the roof.

Deliverable 2:

- a) Pre-assembling and wiring: mounting of inverters, controllers and the likes done as much as possible in a factory environment.
- b) Supply and delivery of the equipment at respective site with all components needed for project delivery and operation.

Deliverable 3:

- a) Installation of complete Solar System with all components required for operation, and implementation of all related performance testing.
- b) Formal signed User Acceptance Test (UAT) and Commissioning of the Solar PV Plant, etc. Report shall be approved by the Project representatives beforehand.
- c) Submission of final Technical Report, inclusive of:
 - (iii) As-built drawings,
 - (iv) Technical description of the final solution
 - (v) Testing/Commissioning report (inclusive of final testing and values),
 - (vi) Complete bill of materials (BOM),
 - (vii) Warranty certification/documentation for the main components.
- d) Training on Operation and Maintenance (O&M) of the installed equipment for RDA representatives (end users and beneficiaries' staff maintenance crews) and provision of training materials and O&M manuals. Inclusive of:
 - i. Basics on the Solar PV system commissioned (components and operation)
 - ii. Basic shutting-down procedures (in case it is necessary)
 - iii. Operation and Maintenance of the solar PV system (for future hand-over after maintenance period)
 - iv. Integration with gensets (where applicable)
 - v. All basic issues that might occur and the relevant trouble shooting
 - vi. A special focus should be on using the online monitoring system and troubleshooting of basic errors and problems that occur frequently.
- e) Signaling labelling:
 - i. All components shall be labelled in English
 - ii. Signs or labelling warning about safety hazards, e.g. smoking, water contact, etc.
 - iii. Emergency shutdown procedures (visual information) shall be provided.
 - iv. Panel with up keeping and operating instructions for the beneficiary shall be installed.
 - v. Visual Material.

Deliverable 4:

- a) System monitoring inclusive of reporting as part of the maintenance service.
- b) After-sales services of 1 year: including maintenance (preventative and corrective) and technical support (on-site and/or remote) including continued online monitoring. This is inclusive of appropriate escalation or system modification procedures.
- c) The awarded contractor must remain at the disposal of the beneficiary for at least two months (stabilization period) after handover/commissioning to assist in answering any technical or other related questions.
- d) Warranty and O&M for 12 months:
 - i. System Warranty: Required warranty period for all PV systems is 1 year from commissioning date. It should include monitoring, technical support and maintenance. This should be provided in the form of a warranty certificate/statement. During the referred warranty period, contractor shall further bear the cost of transporting equipment from its operating site to workshop appointed for provision of warranty services

- ii. Warranty certification/documentation for the PV System Main Components including summary overview of warranty arrangements (technical and logistical).
- iii. Overview of available warranty extension options for main components.
- iv. Cost associated with warranty replacements during the warranty period will be borne by the contractor.
- v. Cost associated with the maintenance and technical support for the PV system during maintenance subscription will be borne by the contractor.

18 COMPONENT SPECIFICATIONS

The following specifications shall be used as a guide to meet or exceed all requirements herein. Modifications of or additions to standard equipment of less size or capability to meet these requirements will not be acceptable.

Sites: RDA Lusaka Region & Weighbridges: Kafue, Livingstone, Kazungula, Mumbwa and Chongwe

Sn.	Description	Requirements	Observation/Quality Assurance
1	Site Assessment	Contractor must conduct further site assessment	To fine tune adjust system design and to facilitate the planning of logistics/installation
2	Off grid solar system	35KVA	
2.1	Solar Panels	70 panels (550 W each)	Mono Crystalline modules with 10 years manufacturer guarantee.
2.2	Mounting structure(s)	Required	To be fixed on the roof.
2.3	Technical cabinet	Required	Lockable, ventilated and waterproof
2.4	Solar Battery charger/controller	Optional	Unless not part of Hybrid Inverter MPPT solar input
2.5	AC Battery charger	Optional	Automatic when genset is working. Unless not part of Hybrid Inverter
2.6	Battery bank	For 48V - 140 kWh Lithium	>90% DOD 4000 cycles guarantee
2.7	Battery Management system	Optional	Protection from over-charge Protection from under-charge Battery-balancing Ability to report SOC Unless not part of Hybrid Inverter.
2.8	Inverter continuous service	35-40kVA	5 years warranty
2.9	Monitoring	Local and remote	Remote monitoring system through GSM connectivity including SIM cards, annual subscription for one year, modem, data management/reporting.
3	Rewiring of existing electric installation	Required	To segregate non-critical loads and critical loads. The PV systems to power only the critical loads. Other loads categorized as non-critical –

Sn.	Description	Requirements	Observation/Quality Assurance
			such as air conditioners – must be powered exclusively by gensets (if any) or other external electricity source.
4	Guarantee and O&M		System guarantee of 12 months, including two preventive maintenance visits and as many repairs as required.

Site: Katete Weighbridge

Sn.	Description	Requirements	Observation/Quality Assurance
1	Site Assessment	Contractor must conduct further site assessment	To fine tune adjust system design and to facilitate the planning of logistics/installation
2	Off grid solar system	15KVA	
2.1	Solar Panels	35 panels (550 W each)	Mono Crystalline modules with 10 years manufacturer guarantee.
2.2	Mounting structure(s)	Required	To be fixed on the roof.
2.3	Technical cabinet	Required	Lockable, ventilated and waterproof
2.4	Solar Battery charger/controller	Optional	Unless not part of Hybrid Inverter MPPT solar input
2.5	AC Battery charger	Optional	Automatic when genset is working. Unless not part of Hybrid Inverter
2.6	Battery bank	For 48V - 60kWh Lithium	>90% DOD 4000 cycles guarantee
2.7	Battery Management system	Optional	Protection from over-charge Protection from under-charge Battery-balancing Ability to report SOC Unless not part of Hybrid Inverter.
2.8	Inverter continuous service	20kVA	5 years warranty
2.9	Monitoring	Local and remote	Remote monitoring system through GSM connectivity including SIM cards, annual subscription for one year, modem, data management/reporting.
3	Rewiring of existing electric installation	Required	To segregate non-critical loads and critical loads. The PV systems to power only the critical loads. Other loads categorized as non-critical – such as air conditioners – must be

			powered exclusively by gensets (if any) or other external electricity source.
4	Guarantee and O&M		System guarantee of 12 months, including two preventive maintenance visits and as many repairs as required.

PART 3 - Contract

Section VII. General Conditions of Contract

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Section VII. General Conditions of Contract**1. Definitions**

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- (a) “Contract” means the Contract Agreement entered into between the Client and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
- (c) “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) “Day” means calendar day.
- (e) “Completion” means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) “GCC” means the General Conditions of Contract.
- (g) “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Client under the Contract.
- (h) “Government” means the Government of the Republic of Zambia or any other Government agency duly mandated to carry out specialized functions of Government.
- (i) “Client” means the entity purchasing the Goods and Related Services, as specified in the **SCC**.
- (j) “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
- (k) “SCC” means the Special Conditions of Contract.
- (l) “Subsupplier” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
- (m) “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Client and is named as such in the Contract Agreement.
- (n) “The Project Site,” where applicable, means the place named in the **SCC**.

2. Contract Documents

2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

3. Fraud and Corruption

3.1 If the Client determines that the Supplier and/or any of its personnel, or its agents, or its Subsuppliers, consultants, service providers, suppliers and/or their employees has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Client may, after giving 14 days notice to the Supplier,

terminate the Supplier's employment under the Contract and cancel the contract, and the provisions of Clause 35 shall apply as if such expulsion had been made under Sub-Clause 35.1.

- (a) For the purposes of this Sub-Clause:
- (i) “corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party⁷;
 - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation⁸;
 - (iii) “collusive practice” is an arrangement between two or more parties⁹ designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party¹⁰;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights provided for under Clause 11 [Inspections and Audits by the Government].

3.2 Should any employee of the Supplier be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the purchase of the Goods, then that employee shall be removed.

4. Interpretation

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Incoterms

- (a) Unless inconsistent with any provision of the Contract, the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.
- (b) The terms EXW, DDP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the SCC and published by the International Chamber of Commerce in Paris, France.

4.3 Entire Agreement

⁷ “Another party” refers to a public official acting in relation to the procurement process or contract execution. In this context, “public official” includes World Bank staff and employees of other organizations taking or reviewing procurement decisions.

⁸ “Party” refers to a public official; the terms “benefit” and “obligation” relate to the procurement process or contract execution; and the “act or omission” is intended to influence the procurement process or contract execution.

⁹ “Parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non-competitive levels.

¹⁰ “Party” refers to a participant in the procurement process or contract execution.

The Contract constitutes the entire agreement between the Client and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

4.4 Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.5 Nonwaiver

- (a) Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.
- (b) Any waiver of a party's rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.

4.6 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

5. Language

- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Client, shall be written in the language specified in the **SCC**. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.
- 5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

6. Joint Venture, Consortium or Association

- 6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Client for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Client.

7. Eligibility

- 7.1 The Supplier and its Subsuppliers shall have the nationality of an eligible country. A Supplier or Subsupplier shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.
- 7.2 All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized

- article results that differs substantially in its basic characteristics from its components.
- 8. Notices**
- 8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC**. The term “in writing” means communicated in written form with proof of receipt.
- 8.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.
- 9. Governing Law**
- 9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Republic of Zambia, unless otherwise specified in the **SCC**.
- 10. Settlement of Disputes**
- 10.1 The Client and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Client or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC**.
- 10.3 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- (b) The Client shall pay the Supplier any monies due the Supplier.
- 11. Inspections and Audit by Government**
- 11.1 The Supplier shall permit, and shall cause its Subsuppliers and consultants to permit, the Government and/or persons appointed by the Government to inspect the Supplier’s offices and all accounts and records relating to the performance of the Contract and the submission of the bid, and to have such accounts and records audited by auditors appointed by the Government if requested by the Government. The Supplier’s and its Subsuppliers and consultants’ attention is drawn to Clause 3 [Fraud and Corruption], which provides, inter alia, that acts intended to materially impede the exercise of the inspection and audit rights provided for under this Sub-Clause 11.1 constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to Zambia Public Procurement Authority’s prevailing sanctions procedures).
- 12. Scope of Supply**
- 12.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.
- 13. Delivery and Documents**
- 13.1 Subject to GCC Sub-Clause 33.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the **SCC**.
- 14. Supplier’s Responsibilities**
- 14.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 12, and the Delivery and Completion Schedule, as per GCC Clause 13.

- 15. Contract Price** 15.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the **SCC**.
- 16. Terms of Payment** 16.1 The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the **SCC**.
16.2 The Supplier's request for payment shall be made to the Client in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 13 and upon fulfillment of all other obligations stipulated in the Contract.
16.3 Payments shall be made promptly by the Client, but in no case later than sixty (60) days after submission of an invoice or request for payment by the Supplier, and after the Client has accepted it.
16.4 The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the bid price is expressed.
16.5 In the event that the Client fails to pay the Supplier any payment by its due date or within the period set forth in the **SCC**, the Client shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the **SCC**, for the period of delay until payment has been made in full, whether before or after judgment or arbitration award.
- 17. Taxes and Duties** 17.1 For goods manufactured outside Zambia, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Zambia.
17.2 For goods Manufactured within Zambia, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Client.
17.3 If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Zambia, the Client shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.
- 18. Performance Security** 18.1 If required as specified in the **SCC**, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the **SCC**.
18.2 The proceeds of the Performance Security shall be payable to the Client as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
18.3 As specified in the **SCC**, the Performance Security, if required, shall be denominated in the currency (ies) of the Contract, or in a freely convertible currency acceptable to the Client; and shall be in one of the format stipulated by the Client in the **SCC**, or in another format acceptable to the Client.
18.4 The Performance Security shall be discharged by the Client and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the **SCC**.
- 19. Copyright** 19.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Client by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Client directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party

20. Confidential Information

20.1 The Client and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subsupplier such documents, data, and other information it receives from the Client to the extent required for the Subsupplier to perform its work under the Contract, in which event the Supplier shall obtain from such Subsupplier an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 20.

20.2 The Client shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Client for any purpose other than the performance of the Contract.

20.3 The obligation of a party under GCC Sub-Clauses 20.1 and 20.2 above, however, shall not apply to information that:

- (a) The Client or Supplier need to share with Government or other institutions participating in the financing of the Contract;
- (b) Now or hereafter enters the public domain through no fault of that party;
- (c) Can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; or
- (d) Otherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.

20.4 The above provisions of GCC Clause 20 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

20.5 The provisions of GCC Clause 20 shall survive completion or termination, for whatever reason, of the Contract.

21. Subcontracting

21.1 The Supplier shall notify the Client in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

21.2 Subcontracts shall comply with the provisions of GCC Clauses 3 and 7.

22. Specifications and Standards

22.1 Technical Specifications and Drawings

- (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
- (b) The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Client, by giving a notice of such disclaimer to the Client.
- (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those

specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Client and shall be treated in accordance with GCC Clause 33.

23. Packing and Documents

23.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

23.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the **SCC**, and in any other instructions ordered by the Client.

24. Insurance

24.1 Unless otherwise specified in the **SCC**, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the **SCC**.

25. Transportation

25.1 Unless otherwise specified in the **SCC**, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.

26. Inspections and Tests

26.1 The Supplier shall at its own expense and at no cost to the Client carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC**.

26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subsupplier, at point of delivery, and/or at the Goods' final destination, or in another place as specified in the **SCC**. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subsupplier, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Client.

26.3 The Client or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 26.2, provided that the Client bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

26.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Client. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Client or its designated representative to attend the test and/or inspection.

26.5 The Client may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be

made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.

26.6 The Supplier shall provide the Client with a report of the results of any such test and/or inspection.

26.7 The Client may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Client, and shall repeat the test and/or inspection, at no cost to the Client, upon giving a notice pursuant to GCC Sub-Clause 26.4.

26.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Client or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.

27. Liquidated Damages

27.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Client may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those SCC. Once the maximum is reached, the Client may terminate the Contract pursuant to GCC Clause 35.

28. Warranty

28.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

28.2 Subject to GCC Sub-Clause 22.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.

28.3 Unless otherwise specified in the SCC, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the SCC, or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.

28.4 The Client shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Client shall afford all reasonable opportunity for the Supplier to inspect such defects.

28.5 Upon receipt of such notice, the Supplier shall, within the period specified in the SCC, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Client.

28.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the SCC, the Client may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Client may have against the Supplier under the Contract.

29. Patent Indemnity

29.1 The Supplier shall, subject to the Client's compliance with GCC Sub-Clause 29.2, indemnify and hold harmless the Client and its employees and

officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Client may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:

- (a) The installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- (b) The sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

29.2 If any proceedings are brought or any claim is made against the Client arising out of the matters referred to in GCC Sub-Clause 29.1, the Client shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Client's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.

29.3 If the Supplier fails to notify the Client within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Client shall be free to conduct the same on its own behalf.

29.4 The Client shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

29.5 The Client shall indemnify and hold harmless the Supplier and its employees, officers, and Subsuppliers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Client.

30. Limitation of Liability

30.1 Except in cases of criminal negligence or willful misconduct,

- (a) the Supplier shall not be liable to the Client, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Client and
- (b) the aggregate liability of the Supplier to the Client, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Client with respect to patent infringement

31. Change in Laws and Regulations

31.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place in Zambia where the Site is located (which shall be deemed to include

any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 15.

32. Force Majeure

32.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

32.2 For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Client in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

32.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Client in writing of such condition and the cause thereof. Unless otherwise directed by the Client in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

33. Change Orders and Contract Amendments

33.1 The Client may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Client;
- (b) The method of shipment or packing;
- (c) The place of delivery; and
- (d) The Related Services to be provided by the Supplier.

33.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier's receipt of the Client's change order.

33.3 Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

33.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

34. Extensions of Time

34.1 If at any time during performance of the Contract, the Supplier or its subsuppliers should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 13, the Supplier shall promptly notify the Client in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Client shall evaluate the situation and may at its discretion extend

the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

34.2 Except in case of Force Majeure, as provided under GCC Clause 32, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 34.1.

35. Termination

35.1 Termination for Default

- (a) The Client, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
 - (i) If the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Client pursuant to GCC Clause 34;
 - (ii) if the Supplier fails to perform any other obligation under the Contract; or
 - (iii) If the Supplier, in the judgment of the Client has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Client terminates the Contract in whole or in part, pursuant to GCC Clause 35.1(a), the Client may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Client for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

35.2 Termination for Insolvency.

- (a) The Client may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Client.

35.3 Termination for Convenience.

- (a) The Client, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Client's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Client at the Contract terms and prices. For the remaining Goods, the Client may elect:
 - (i) to have any portion completed and delivered at the Contract terms and prices; and/or
 - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

36. Assignment

36.1 Neither the Client nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party.

**37. Export
Restriction**

37.1 Notwithstanding any obligation under the Contract to complete all export formalities, any export restrictions attributable to the Client, to the Republic of Zambia, or to the use of the products/goods, systems or services to be supplied, which arise from trade regulations from a country supplying those products/goods, systems or services, and which substantially impede the Supplier from meeting its obligations under the Contract, shall release the Supplier from the obligation to provide deliveries or services, always provided, however, that the Supplier can demonstrate to the satisfaction of the Client that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the export of the products/goods, systems or services under the terms of the Contract. Termination of the Contract on this basis shall be for the Client's convenience pursuant to Sub-Clause 35.3.

Section VIII. Special Conditions of Contract (SSS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC.

GCC 1.1(i)	The Client is: ROAD DEVELOPMENT AGENCY (RDA)				
GCC 1.1 (n)	The Project Sites/Final Destination are: <table border="1" data-bbox="427 573 1449 689"> <tr> <td>Lot 1</td> <td>Lusaka Region, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges</td> </tr> <tr> <td>Lot 2</td> <td>Livingstone, Mumbwaand Kazungula Weighbridges</td> </tr> </table>	Lot 1	Lusaka Region, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges	Lot 2	Livingstone, Mumbwaand Kazungula Weighbridges
Lot 1	Lusaka Region, Chongwe Weighbridge, Kafue Weighbridges and Katete Weighbridges				
Lot 2	Livingstone, Mumbwaand Kazungula Weighbridges				
GCC 5.1	The language of the contract is: English				
GCC 8.1	<p>Client:</p> <p>Road Development Agency, P.O. Box 50003, Lusaka, Zambia</p> <p>Attention: The Director & Chief Executive Officer Cable address: n/a Telex: n/a Facsimile: +260 211 253404, +260 211 251420</p> <p>Supplier: _____ Attention: _____ Facsimile: (+260) _____ E-mail (where permitted): _____</p>				
GCC 9.1	The governing law is: Laws of the Republic of Zambia				
GCC 10.2	<p>The governing rules shall comply with the Arbitration Act No. 19 of 2009 of the laws of Zambia.</p> <p>The parties shall make every effort to resolve amicably by direct informal negotiations, any disagreements or disputes arising between them under or in connection with the agreement.</p> <p>If after twenty-eight (28) days, parties have failed to resolve their disagreement of dispute by such mutual consultation, then either party may give notice to the other party of its intention to commence arbitration, as hereafter provided, as to the matter in dispute, and no arbitration in respect to this matter may be commenced unless such notice is given.</p> <p>Any dispute or disagreement shall be finally settled by arbitration administered by the Lusaka International Arbitration administered by the Lusaka International Arbitration Centre (LIAC) in accordance with the LIAC Arbitration Rules. The decision of the Arbitrators shall be final and binding on the parties.</p>				

	<p>The parties shall jointly appoint an Arbitrator. Should the parties fail to appoint an Arbitrator within fourteen (14) days of notice requiring them to appoint an Arbitrator, the LIAC shall appoint the Arbitrator.</p> <p>The place of arbitration shall be: Lusaka, Zambia .</p>
GCC 13.1	<p>Not applicable.</p> <p>Payment will be done after installation and operationalizing of the system</p>
GCC 15.1	Price adjustment shall not apply.
GCC 16.1	<p>Payment for the Goods and Services shall be made as follows:</p> <p>(i) Ninety (90) percent of the Contract Price shall be paid within forty-five (45) days after completion of the installations and operationalizing of the system.</p> <p>(ii) Ten (10) percent of the Contract Price shall be paid one month after the issuance of Certificate of Completion, which shall be defects liability period of the service.</p>
GCC 16.4	The currency of payment shall be the Zambian Kwacha
GCC 16.5	<p>Interest be charged if payments are delayed for more than 56 days after the due date.</p> <p>The interest shall be Simple Interest and the rate shall be the prevailing Bank of Zambia Monetary Policy Rate</p>
GCC 18.1	A Performance Security in the amount of 10% of the Contract Sum shall be required.
GCC 18.3	The Performance Security shall be in the form as per form provided under Section IX – Contract Forms.
GCC 26.1	Inspections and tests prior to shipment shall be carried out pre-shipment certificate issued by a member accredited to the International Standards Organization (ISO) for the purpose of inspections for conformity to specifications. Upon delivery the Purchaser or his agent shall conduct a delivery inspection and final acceptance shall be upon issuance of an acceptance certificate.
GCC 27.1	The liquidated damage shall be 1.5% per week
GCC 27.1	The maximum amount of liquidated damages shall be 10% of the contract price
GCC 28.3	<p>The period of validity of the Warranty shall be 12 months from the date of delivery and acceptance of the Goods.</p> <p>For purposes of the Warranty, the place(s) of final destination(s) shall be: Road Development Agency Lusaka Regional Office</p>
GCC 28.5	The period for replacement shall be within 30 days from date of notification.

Attachment: Price Adjustment Formula

If in accordance with GCC 15.2, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- P_1 = adjustment amount payable to the Supplier.
 P_0 = Contract Price (base price).
 a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
 b = estimated percentage of labor component in the Contract Price.
 c = estimated percentage of material component in the Contract Price.
 L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
 M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Client are as follows:

- $a = [insert\ value\ of\ coefficient]$
 $b = [insert\ value\ of\ coefficient]$
 $c = [insert\ value\ of\ coefficient]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = $[insert\ number\ of\ weeks]$ weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Client will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

Section IX. Contract Forms

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1. Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT is made

the *[insert: **number**]* day of *[insert: **month**], [insert: **year**]*.

BETWEEN

- (1) *[insert complete name of Client]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of] Zambia*, *[or corporation incorporated under the laws of]* the Republic of Zambia and having its principal place of business at *[insert address of Client]* (hereinafter called “the Client”), and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Client invited bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency(ies)]* (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 respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Client and the Supplier, 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 Supplier’s Bid and original Price Schedules
 - (f) The Client’s Notification of Award
 - (g) Minutes of contract negotiations
3. This Contract 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 Client to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Client to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Client hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of 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 *[insert the name of the Contract governing law country]* on the day, month and year indicated above.

For and on behalf of the Client

Signed: *[insert signature]*
[insert full name]

in the capacity of *[insert title or other appropriate designation]*
in the presence of *[insert name & title of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*
[insert full name]

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert name & title of official witness]*

2. Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: *[insert date (as day, month, and year) of Bid Submission]*
OIB No. and title: *[insert no. and title of bidding process]*

Bank's Branch or Office: *[insert complete name of Guarantor]*

Beneficiary: *[insert complete name of Client]*

PERFORMANCE GUARANTEE No.: *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)¹¹ in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,¹² and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

[signatures of authorized representatives of the bank and the Supplier]

¹¹ The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Client.

¹² Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee. The Client should note that in the event of an extension of the time to perform the Contract, the Client would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Client might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Client's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

3. Bank Guarantee for Advance Payment

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]

Date: *[insert date (as day, month, and year) of Bid Submission]*
 OIB No. and title: *[insert number and title of bidding process]*

[bank's letterhead]

Beneficiary: *[insert legal name and address of Client]*

ADVANCE PAYMENT GUARANTEE No.: *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank]*, have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)¹³ in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods. It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date¹⁴]*.

This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s) of authorized]

¹³ The bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Client.

¹⁴ Insert the Delivery date stipulated in the Contract Delivery Schedule. The Client should note that in the event of an extension of the time to perform the Contract, the Client would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Client might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six months][one year], in response to the Client's written request for such extension, such request to be presented to us before the expiry of the Guarantee."