CHIRUNDU LOCAL BOARD



STANDARD
BIDDING
DOCUMENT
Procurement
Of
Goods

MARCH 2025

PROCUREMENT REFERENCE No: CLB/ENG/2025/02

Standard Bidding Document BIDDING DOCUMENT FOR THE DOMESTIC

for the Procurement of: PROCUREMENT: SUPPLY AND DELIVERY OF MOTOR

VEHICLE OILS, SPARES AND PARTS

Procurement Reference No: CLB/ENG/2025/02

Procuring Entity: CHIRUNDU LOCAL BOARD

Date of Issue: MARCH 2024

PROCUREMENT REFERENCE No: CLB/ENG/2025/02

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PART 1: BIDDING PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

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Preparation of Bids

You are requested to bid for the supply of the goods specified in the Statement of Requirements below, by completing and returning the following documentation:

- 1. the Bid Submission Sheet in this Part;
- 2. the Statement of Requirements in Part 2;
- 3. a copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
- 4. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe;
- 5. A bid security
- 6. A copy of
 - (i) A detailed Company profile
 - (ii) Current tax clearance certificate
 - (iii)Certificate of incorporation
 - (iv) Proof of payment of tender documents
 - (v) Dealership letter is a must
 - (vi) Proof of payment SPOC fee is a must
 - (vii) Proof of registration with NASSA
 - (viii) VAT Registration

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.

The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

Lots and Packages

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

Number of bids allowed

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is

divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before **14 April 2025** and should be sent on the eGP System https://egp.praz.org.zw

Pre-bid meeting, there is no pre-bidding meeting **Validity of Bids**

The minimum period for which the Bidder's bid must remain valid is 90 days from date of closing from the deadline for the submission of bids.

Submission of Bids

The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.

Date of deadline: 06 MAY 2025 Deadline

Time: 12:00

Submission

eGP System https://egp.praz.org.zw

address:

Means of Submissions must be received on or before 06 MAY 2025 at

acceptance: 1200hrs. Tender submissions made after the closing date

and time will not be accepted.

Bid opening

Bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Delivery Requirements

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2.

Safe Disposal

Not applicable on this tender

Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods
 - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant **INCOTERM**, as stated in the Delivery Schedule;
 - (ii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;
 - (iii) Any other applicable import taxes;
 - (iv) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
 - (v) any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the Schedule of Requirements:

the price of each item comprising the Related Services (inclusive of any applicable taxes).

Bid Security

There is no Bid Security required for this tender

Evaluation of Bids

Bids will be evaluated using the following methodology:

- 1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
- 2. Technical evaluation to determine substantial responsiveness to the specifications in the Statement of Requirements;
- 3. Financial evaluation and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

Bids failing any stage will be eliminated and not considered in subsequent stages.

Review by the Special Procurement Oversight Committee

Not subject to review.

Evaluation criteria

The Procuring Entity's evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies.

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as **non-responsive**.
- (b) **Deviation in payment schedule**: The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.

Eligibility and Qualification Criteria

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidders must specify the documentation that is required to demonstrate the criteria listed below:

- 1. have the legal capacity to enter into a contract;
- 2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances (submission of a declaration is a must)
- 3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
- 4. not have a conflict of interest in relation to this procurement requirement; (submission of a declaration is a must)
- 5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act; (submission of a declaration is a must)
- 6. have the nationality of an eligible country as specified in the Special Conditions of Contract: and
- 7. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations. (proof of registration with PRAZ is a must)
- 8. Participation in this bidding procedure is restricted to Zimbabwean bidders
- 9. Dealership letter is a must
- 10. Bidders must submit all of the below requirements to support the above
 - (a) Company profile
 - (b) Bank statement (for at least 3 months)
 - (c) Tax clearance

- (d) Declaration from the bidder that they are not debarred from participation in public procurement.
- (e) Proof of registration with PRAZ
- (f) Proof of registration with NSSA
- (g) Dealership Letter

Origin of Goods

All goods and related services must have as their country of origin an eligible country, as specified in the Special Conditions of Contract.

Technical Criteria

The Technical Specifications Sheet details the **minimum specification** of the goods required. The goods offered must meet this specification, but **no credit** will be given for exceeding the specification.

Currency

Bids should be priced in United States Dollars payable at Inter bank rate using local currency on the date of payment.

Award of Contract

The lowest evaluated bid, after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document, will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section "THIRD SCHEDULE S.I. 299 of 2020

Right to Reject

The Procuring Entity reserves the right to accept or reject any Bids or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

 the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act;

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	 the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and any conflict of interest on the part of the Bidder must be declared. 						

Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements

arir co	and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives. Bidders must mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information.						
	Procurement Reference Number:						
	Subject of Procurement:						
Ì	Name of Bidder:						
l	Bidder's Reference Number:						
I	Date of Bid:						
tŀ	We offer to supply the items listed in the he prices indicated on the attached Pricerms and conditions stated in your Bidding	e Schedul	e and in accordance with the				
	Ve confirm that we meet the eligibility coidding.	riteria spe	cified in Part 1: Procedures of				
	Ve declare that we are not debarred froubmit are true and correct.	om bidding	g and that the documents we				
Т	The validity period of our bid is: {days} from the date of submission.						
We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment. Bid Authorised by:							
	Signatur	Name					
	e	:					
	Position:	Date:	(DD/MM/YY)				
	Authorised for and on behalf of:						

Signatur e		Name :				
Position:		Date:	(DD/MM/YY)			
Authorised for and on behalf of:						
Compan						

У	
Address:	

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PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

Ite m No	Description of Goods	Quantity ²	Unit Price ³	Total Price ⁴
	MOTOR VEHICLE OILS, SPARES AND PARTS		[to be provided by the Bidder]	[to be provided by the Bidder]
	NISSAN NP300			
1	Tyre	4		
2	Batteries	1		
3	Oil filter	4		
4	Fuel filter	4		
	FRONT END LOADER			
1	Battery	2		
	6CUBIC TIPPER TRUCK			
1	Tyre	2		
	NISSAN NP200			
1	Tyre	8		
	FARMTRAC			
1	Tyre	2		
	OILS & LUBRICANTS			
1	Coolant	201		

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2	Brake fluid	10l	
3	Engine oil	2 drums	
4	Hydraulic oil	2 drums	
5	Gear oil	100l	
	SUB TOTAL		
	ADD VAT		
	GRAND TOTAL		

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

Note 2: The description or quantity must indicate the unit of measure where relevant.

Note 3: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 4: Include any additional costs, such as installation or commissioning.

The price to be quoted in the Price Schedule must be the total price of the bid, excluding any discounts offered.

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Delivery Schedule

Name of Bidder:

Bidder's Reference Number:

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

Ite m No	Description of Goods	Quanti ty	Physic al Unit	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
					{to be provided by the Bidder}
1	NP300N tyres	4	EA	(20 calendar days)	
2	NP300 batteries	1	EA	(20 calendar days)	
3	NP300 oil filter	4	EA	(20 calendar days)	
4	NP300 fuel filter	4	EA	(20 calendar days)	
5	Front end loader battery	2	EA	(20 calendar days)	
6	6 Cubic tipper truck tyre	2	EA	(20 calendar days)	
7	NP200 tyre	8	EA	(20 calendar days)	
8	Farmtrac tyre & tube	2	EA	(20 calendar days)	
9	Coolant	20	litre	(20 calendar days)	
10	Brake fluid	10	litre	(20 calendar days)	
11	Engine oil	200	litre	(20 calendar days)	
12	Hydraulic oil	200	litre	(20 calendar days)	
13	Gear oil	100	litre	(20 calendar days)	

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

The Site for delivery of the goods is C

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the final destination: Std No. 44

Box 05

Chirundu Tel: 0612140632

Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

The Goods and Related Services must comply with following Technical Specifications and Standards:

[Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

а	b	С
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
1	NP300 Tyre 195R15C	
2	NP300 batteries (650)	
3	NP300 Oil filter	
4	NP300 Fuel filter	

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5	Front end loader battery 37B0108 12V 850A 120Ah	
6	6Cubic tipper truck tyre (front)15.180FD	
	6 Cubic tipper truck tyre (back)275/70l 225	
7	NP200 tyre 185/65R15	
8	Farmtrac tyre & tube (front)16.9- 30	
9	Coolant	
10	Brake fluid	
11	Engine oil 15w40	
12	Hydraulic oil ISO VG 68, DIN51524 (PART 2)	
13	Gear oil 80w90	

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected.

Declaration by the Accounting Officer

I declare that	the procu	irement is	based of	on ne	eutral	and 1	fair	technic	cal
requirements	and bidde	er qualifica	ations.						

......

Eng C MCHAKACHA

Acting Accounting Officer of the Procuring Entity

BIDDING DOCUMENT FOR THE DOMESTIC PROCUREMENT: SUPPLY AND

DELIVERY OILS, SPARES AND PARTS

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Bid-Securing Declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference number:	
Date:	[date (in day, month and year format)]
Bidder's Reference Number:	

To: {full name of Procuring Entity}

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from bidding for any contract with a Procuring Entity in Zimbabwe for a period of time to be determined by the Authority, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the Contract.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, either when we receive your notification to us of the name of the successful Bidder, or twenty-eight days after the expiration of our Bid, whichever is the earlier.

Signed	•••••••••••••••••••••••••••••••••••••••	Name :	
In capacity of:	······································	Date:	(DD/MM/YY)
Duly authori	ised for and on behalf of:		
Company		••••••	
Address:	••••••	•••••	
		•••••	
Corporate Se	eal (where		

	3+A1
appropri	alei
~PP. ~P	,

{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all the partners to the Joint Venture that submits the Bid.}

PART 3 CONTRACT

Contract Agree	ment		
Procurement Reference:			
THIS CONTRACT AGREEMENT is made the	day of	, 20	•
BETWEEN			
(1)			
and having its principal place of business at			
(hereinafter called "the Procuring Entity"),	and		
(2) the laws of	, a corpora	tion incorpo	rated under
business at	and havir	ng its princip	al place of
	(hereinaft	ter called "t	he

WHEREAS the Procuring Entity invited Bids for certain Goods. Supply and Delivery of Vehicle oils, spares and parts and has accepted a Bid by the Contractor for the supply and delivery of Vehicle oils, spares and parts in the sum of

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

Contractor").

- In this Agreement words and expressions shall have the same meanings as are 1. assigned to them in the General and Special Conditions of Contract referred to below.
- 2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;

- (f) The Procuring Entity's Notification of Contract Award;
- 3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
- 4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
- 5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

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

For and on behalf of the Procuring Entity

Signed:	•••••••••••••••••••••••••••••••••••••••
Name:	
In the capacity of:	[Title or other appropriate designation]
For and on behalf o	f the Contractor
For and on behalf o	f the Contractor
	f the Contractor

General Conditions of Contract

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

Special Conditions of Contract

Procurement Reference Number:

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

GCC reference	Special Conditions
GCC 7.5	Eligible Countries: Only Zimbabwean companies are eligible.
GCC 8.1	Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be: The Board Secretary, Chirundu Local Board Std No. 44 Box 5, Tel: 0612140632, Email: localboardchirundu2@gmail.com or clb.procurement@gmail.com For the Contractor, the address shall be as given in the Bid and the contact shall be
GCC 19.1	Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. 0.1% per week, up to a maximum of 10%. The terms of liquidated damages are specified in section 88 of the Act.

GCC reference	Special Conditions	
GCC 21.2	Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1	
	The documents to be furnished by the Contractor are:	
	Manufacturer's or Contractor's warranty certificate.	
	Sample provision - For Goods supplied from abroad:	
	Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of Goods sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:	
	 (i) one original and two copies of the Contractor's invoice, showing the Procuring Entity as the consignee; the Contract number, Goods description, quantity, unit price, and total amount. Invoices must be signed in original; 	
	(ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multi modal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;	
	(iii) two copies of the packing list identifying contents of each package;	
	(iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;	
	(v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;	
	(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies [Not applicable to this tender];	
	Sample provision - For Goods from within Zimbabwe	
	Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:	
	(i) one original and two copies of the Contractor's invoice, showing the Regentings Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;	

GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense
GCC 24.1	Performance security [Not applicable to this tender]
GCC 24.4	Reduction of performance security: The Council shall withhold 10% of the total price for 1 month until satisfied with quality and performance of goods.
GCC 25.1	Warranty: The period of the warranty shall be 12 months.
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be <i>14 days</i> .
GCC 29.1	Price adjustments: No price adjustments
GCC 30.1	Terms of Payment: The structure of payments shall be: Sample provision
	Advance payment: [Not applicable to this tender]
	On Delivery:
	(a) 90% to be paid in full on receipt of the Goods and upon submission of the documents specified in GCC Clause 24.
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Public Procurement and Disposal of Public Assets (General)(Amendment) Regulations, 2020 (No. 1) Statutory Instrument 49 of 2020 is due upon the signing of the Contract and the applicable Fee is