

# ***GOVERNMENT OF ZIMBABWE***

## **STANDARD BIDDING DOCUMENT**

### **FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT MATERIALS AND OTHER ELECTRICAL PRODUCTS**

**APRIL 2025**

**SUBJECT TO AVAILABILITY OF FUNDING**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT  
MATERIALS AND OTHER ELECTRICAL PRODUCTS – CHITUNGWIZA  
MUNICIPALITY**

**PROCUREMENT REFERENCE NO: TENDER ENG/06/25**

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**STANDARD BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF  
TOWER LIGHT MATERIALS AND OTHER ELECTRICAL PRODUCTS**

**PROCUREMENT REFERENCE NO: ENG/06/25**

**PROCURING ENTITY: CHITUNGWIZA MUNICIPALITY**

**DATE OF ISSUE: 14 APRIL 2025**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT  
MATERIALS AND OTHER ELECTRICAL PRODUCTS – CHITUNGWIZA  
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**PART 1 BIDDING PROCEDURES**

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**PART 1: BIDDING PROCEDURES**

**References:**

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

**Procurement Reference Number:**

**Preparation of Bids**

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

1. the Bid Submission Sheet in this Part;
2. A bid securing declaration in the format specified in this Part; the completed qualification form provided in this Part 1;
3. A copy of documentation necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
  - A copy of Valid PRAZ certificate of the correct category
  - Valid NSSA certificate
  - Valid Tax Clearance
  - Company Registration Documents: Certificate of Incorporation, CR14, CR6, and or CR 5
4. 3 months bank statement
5. Company profile;
6. A signed declaration showing that there is no conflict of interest in relation to this procurement requirement.
7. State bid validity of not less than sixty (60) days.
8. Submit at least 3(three) trade reference letters of similar supplies.
9. State payment terms (Council shall pay in 7 working days after delivery and inspection of the goods).

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.

# **BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT MATERIALS AND OTHER ELECTRICAL PRODUCTS– CHITUNGWIZA MUNICIPALITY**

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## **PART 1 BIDDING PROCEDURES**

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### **Number of bids allowed**

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

### **Clarification**

Clarification of the bidding document may be requested in writing by any Bidder and should be sent to;

The Head of Procurement Management Unit

Chitungwiza Municipality

Harare

Or via Email to [procurement@chitungwiza.org](mailto:procurement@chitungwiza.org) , contact number 0719 410 440

Such queries should be submitted within 1 day from the date of publication and responses to questions / queries will be made in writing to all prospective bidders at least 1 day before tender closing.

### **Pre-bid meeting**

There is no compulsory pre-bid meeting for this tender.

### **Validity of Bids**

The minimum period for which the Bidder's bid must remain valid is **60 days** from the deadline for the submission of bids.

### **Submission of Bids**

Bids must be submitted electronically through electronic Government Procurement System, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their bid that has correct details of the Bidder and the number of the Bid.

The Bidder must mark Bidder's name and address and the Procurement Reference Number.

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

Date of deadline: **14<sup>th</sup> of May 2025**

Deadline Time: **10:00hrs**

Submission address: [6004 Tilcor Road Zengeza 2 Chitungwiza]

Means of acceptance: ***Electronically through electronic Government Procurement System.***

### **Bid opening**

Will be done in the e-GP System.

### **Withdrawal, amendment or modification of Bids**

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

**Delivery Requirements**

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

**Bid Prices and Discounts**

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

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

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

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

**Bid Security**

A “Bid-Securing Declaration” using the form included in Part 2.

Any bid not accompanied by a Bid Securing Declaration, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive.

The Bid- Securing Declaration of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid-Securing Declaration must be in the names of all intended partners.

**Evaluation of Bids**

Bids will be evaluated using the following methodology:

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

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

### **Evaluation criteria**

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

**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.

### **Domestic Preference**

Domestic preference will not be applicable in this procurement project.

### **Eligibility and Qualification Criteria**

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

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. not have a conflict of interest in relation to this procurement requirement;
5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act;
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. Have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.

Participation in this bidding procedure is restricted to Zimbabwean bidders.

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**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. The currency of evaluation will be United States Dollars. Payments shall be made in ZiG using the prevailing RBZ auction rate of the day on the date of payment.

**Award of Contract**

The lowest evaluated bid which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

**Right to Reject**

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

**Corrupt Practices**

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

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act;
2. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and
3. any conflict of interest on the part of the Bidder must be declared.



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**PART 1 BIDDING PROCEDURES**

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**Bid Submission Sheet**

*{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.}*

*Bidders must mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information}.*

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder’s Reference Number:

Date of Bid:

We offer to supply the items listed in the attached Statement of Requirements, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

The validity period of our bid is: ..... {days} from the date of submission.

We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

**Bid Authorised By:**

**Signature** ..... **Name:** .....

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

**Authorised for and on behalf of:**

**Company** .....

**Address:** .....

.....

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**PART 2 STATEMENT OF REQUIREMENTS**

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## **PART 2: STATEMENT OF REQUIREMENTS**

Name of Bidder:

Bidder's Reference Number:

### **List of Specifications**

Currency of Bid: USD\$ payable in ZIG

Item 1	Description of Goods	Quantity <sup>2</sup>	Unit Price <sup>3</sup>	Total Price <sup>4</sup>
	<b>TOWER LIGHT MATERIALS</b>		<i>[to be provided by the Bidder] (before duty, Vat and all local taxes )</i>	<i>[to be provided by the Bidder] before duty, Vat and all local taxes )</i>
1.	GES Lamp holders porcelain	200		
2.	400W H.P.S son "T" Lamp	200		
3.	400W H.P.S Ballast	200		
4.	70\400W H.P.S Igniter	200		
5.	25A Daylight Switch WSACO Blue	100		
6.	D3210 220V Coil Contactor	100		
7.	400W H.P.S Floodlights Fitting	200		
8.	P.G Clamps (25\50mm Cu-Fe)	100		
9.	Number One Completely with shroud	50		
10	Number Two Completely with Shroud	40		
11	Number Three Completely with Shroud	30		
12	3M Insulation Tape (Red, Black, Yellow, Blue & Green	25 Each		
13	Brass Lamp Holders	150		
14	13A Double Socket Outlet	100		
15	13A Single Socket	50		
16	9W LED BC Bulbs	200		
17	9W LED ES Bulbs	100		
18	4Foot LED Bulbs	150		
19	5Foot LED Bulbs	100		
20	25Foot LED Fitting Double	20		

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**PART 2 STATEMENT OF REQUIREMENTS**

21	4Foot LED Fitting Double	30		
22	5Way Adaptor with surge protection	50		
23	60A TPI Isolate Hein	10		
24	60A TP MCB Hein	10		
25	30A TP MCB Hein	10		
26	30A SP MCB Hein	40		
27	20A SP MCB Hein	60		
28	5A SP MCB Hein	100		
29	Round Bulkhead Fitting	20		
30	1Gang2Way Switches	50		
31	2Gang2Way Switches	30		
32	3Gang2Way Switches	20		
33	4Gang2Way Switches	15		
34	5Gang2Way Switches	10		
35	1,5mm Single core red cable	800m		
36	1,5mm Single core black cable	800m		
37	1,5mm Single core green\yellow cable	800m		
38	2,5mm Single core red cable	500m		
39	2,5mm Single core black cable	500m		
40	2,5mm Single core green\yellow cable	500m		
41	6mm Single core red cable	100m		
42	6mm Single core black cable	100m		
43	4mm Single core earth cable	100m		
44	16mm 2 core SWA cable	120m		
45	16mm 3 core SWA cable	100m		
46	16mm 4 core SWA cable	80m		
47	6mm 3 core SWA cable	200m		
48	1,5mm 3 core flex cable	300m		
49	2,5mm 3 core flex cable	300m		
50	2.5mm 4 core flex cable	400m		
51	1,5mm 4 core flex cable	400m		

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52	50mm x 3mm extension screws	200		
53	4 x 40 wood screws	600		

NB: For all equipment an Original Equipment Manufacturer (OEM) certificate should be included in the bidding document

Note 1: The description or quantity must indicate the unit of measure where relevant.

Note 2: Unit and total prices must be for delivery through to the final destination stated in Part 1.

Note 3: 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}.*

<b>Lot No</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Physical Unit</b>	<b>Delivery Date Required by Procuring Entity and applicable INCOTERM</b>	<b>Bidder's offered Delivery period</b>
1.	GES Lamp holders porcelain	200	each	5 days	
2.	400W H.P.S son "T" Lamp	200	each	5 days	
3.	400W H.P.S Ballast	200	each	5 days	
4.	70\400W H.P.S Igniter	200	each	5 days	
5.	25A Daylight Switch WSACO Blue	100	each	5 days	
6.	D3210 220V Coil Contactor	100	each	5 days	
7.	400W H.P.S Floodlights Fitting	200	each	5 days	
8.	P.G Clamps (25\50mm Cu-Fe)	100	each	5 days	
9.	Number One Completely with shroud	50	each	5 days	
10.	Number Two Completely with Shroud	40	each	5 days	
11.	Number Three Completely with Shroud	30	each	5 days	
12.	3M Insulation Tape (Red, Black, Yellow, Blue & Green	25 Each	each	5 days	
13.	Brass Lamp Holders	150	each	5 days	
14.	13A Double Socket Outlet	100	each	5 days	
15.	13A Single Socket	50	each	5 days	
16.	9W LED BC Bulbs	200	each	5 days	
17.	9W LED ES Bulbs	100	each	5 days	
18.	4Foot LED Bulbs	150	each	5 days	
19.	5Foot LED Bulbs	100	each	5 days	
20.	25Foot LED Fitting Double	20	each	5 days	

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21.	4Foot LED Fitting Double	30	each	5 days	
22.	5Way Adaptor with surge protection	50	each	5 days	
23.	60A TPI Isolate Hein	10	each	5 days	
24.	60A TP MCB Hein	10	each	5 days	
25.	30A TP MCB Hein	10	each	5 days	
26.	30A SP MCB Hein	40	each	5 days	
27.	20A SP MCB Hein	60	each	5 days	
28.	5A SP MCB Hein	100	each	5 days	
29.	Round Bulkhead Fitting	20	each	5 days	
30.	1Gang2Way Switches	50	each	5 days	
31.	2Gang2Way Switches	30	each	5 days	
32.	3Gang2Way Switches	20	each	5 days	
33.	4Gang2Way Switches	15	each	5 days	
34.	5Gang2Way Switches	10	each	5 days	
35.	1,5mm Single core red cable	800m	each	5 days	
36.	1,5mm Single core black cable	800m	each	5 days	
37.	1,5mm Single core green\yellow cable	800m	each	5 days	
38.	2,5mm Single core red cable	500m	each	5 days	
39.	2,5mm Single core black cable	500m	each	5 days	
40.	2,5mm Single core green\yellow cable	500m	each	5 days	
41.	6mm Single core red cable	100m	each	5 days	
42.	6mm Single core black cable	100m	each	5 days	
43.	4mm Single core earth cable	100m	each	5 days	
44.	16mm 2 core SWA cable	120m	each	5 days	
45.	16mm 3 core SWA cable	100m	each	5 days	
46.	16mm 4 core SWA cable	80m	each	5 days	
47.	6mm 3 core SWA cable	200m	each	5 days	
48.	1,5mm 3 core flex cable	300m	each	5 days	
49.	2,5mm 3 core flex cable	300m	each	5 days	
50.	2.5mm 4 core flex cable	400m	each	5 days	

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51.	1,5mm 4 core flex cable	400m	each	5 days	
52.	50mm x 3mm extension screws	200	each	5 days	
53.	4 x 40 wood screws	600	each	5 days	

This procurement is subject to availability of funding. Delivery will be as and when funding is available, the delivery period shall be measured from the date of receipt of an official purchase order after contract signing.

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**PART 2 STATEMENT OF REQUIREMENTS**

## **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)]*

<b>a</b>	<b>B</b>	<b>c</b>
<b>Item</b>	<b>Item description and full technical Specification required (including applicable standards)</b>	<b>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</b>
1.	GES Lamp holders porcelain	
2.	400W H.P.S son "T" Lamp	
3.	400W H.P.S Ballast	
4.	70\400W H.P.S Igniter	
5.	25A Daylight Switch WSACO Blue	
6.	D3210 220V Coil Contactor	
7.	400W H.P.S Floodlights Fitting	
8.	P.G Clamps (25\50mm Cu-Fe)	
9.	Number One Completely with shroud	
10	Number Two Completely with Shroud	
11	Number Three Completely with Shroud	
12	3M Insulation Tape (Red, Black, Yellow, Blue & Green	
13	Brass Lamp Holders	
14	13A Double Socket Outlet	
15	13A Single Socket	
16	9W LED BC Bulbs	



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17	9W LED ES Bulbs	
18	4Foot LED Bulbs	
19	5Foot LED Bulbs	
20	25Foot LED Fitting Double	
21	4Foot LED Fitting Double	
22	5Way Adaptor with surge protection	
23	60A TPI Isolate Hein	
24	60A TP MCB Hein	
25	30A TP MCB Hein	
26	30A SP MCB Hein	
27	20A SP MCB Hein	
28	5A SP MCB Hein	
29	Round Bulkhead Fitting	
30	1Gang2Way Switches	
31	2Gang2Way Switches	
32	3Gang2Way Switches	
33	4Gang2Way Switches	
34	5Gang2Way Switches	
35	1,5mm Single core red cable	
36	1,5mm Single core black cable	
37	1,5mm Single core green\yellow cable	
38	2,5mm Single core red cable	
39	2,5mm Single core black cable	
40	2,5mm Single core green\yellow cable	
41	6mm Single core red cable	

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42	6mm Single core black cable	
43	4mm Single core earth cable	
44	16mm 2 core SWA cable	
45	16mm 3 core SWA cable	
46	16mm 4 core SWA cable	
47	6mm 3 core SWA cable	
48	1,5mm 3 core flex cable	
49	2,5mm 3 core flex cable	
50	2.5mm 4 core flex cable	
51	1,5mm 4 core flex cable	
52	50mm x 3mm extension screws	
53	4 x 40 wood screws	

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. **Bidders are required to include technical literature to positively support the details provided in column c.**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT  
MATERIALS AND OTHER ELECTRICAL PRODUCTS – CHITUNGWIZA  
MUNICIPALITY**

**PROCUREMENT REFERENCE NO: TENDER ENG/06/25**

**PART 2      STATEMENT OF REQUIREMENTS**

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**Declaration by the Accounting Officer**

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

**For and on behalf of**

**Chitungwiza Municipality**

\_\_\_\_\_  
**Acting Town Clerk**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT  
MATERIALS AND OTHER ELECTRICAL PRODUCTS – CHITUNGWIZA  
MUNICIPALITY**

**PROCUREMENT REFERENCE NO: TENDER ENG/06/25**

**PART 2 STATEMENT OF REQUIREMENTS**

## **Bid-Securing Declaration**

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

Procurement Reference number:

Date: .....[date (in day, month and year format)]

Bidder's Reference Number:

To: {full name of Procuring Entity}

We, the undersigned, declare that:

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

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

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

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

<b>Signed</b> .....	<b>Name:</b> .....
<b>In capacity of:</b> .....	<b>Date:</b> .....(DD/MM/YY)
<b>Duly authorised for and on behalf of:</b>	
<b>Company</b> .....	
<b>Address:</b> .....	
.....	
<b>Corporate Seal (where appropriate)</b>	

*{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.}*

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT  
MATERIALS AND OTHER ELECTRICAL PRODUCTS– CHITUNGWIZA  
MUNICIPALITY**

**PROCUREMENT REFERENCE NO: TENDER ENG/06/25**

**PART 3      CONTRACT**

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## **PART 3 CONTRACT**

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT  
MATERIALS AND OTHER ELECTRICAL PRODUCTS– CHITUNGWIZA  
MUNICIPALITY**

**PROCUREMENT REFERENCE NO: TENDER ENG/06/25**

**PART 3      CONTRACT**

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## **Contract Agreement**

**Procurement Reference: TENDER ENG/06/25**

THIS CONTRACT AGREEMENT is made the ..... day of .....,  
.....

BETWEEN

- (1) *[Chitungwiza Municipality], a [ insert description of type of legal entity, for example, an agency of the Ministry of .... of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe] and having its principal place of business at [insert full postal address of Procuring Entity] (hereinafter called “the Procuring Entity”), and*
- (2) *[insert name of Contractor], a corporation incorporated under the laws of [insert: country of Contractor] and having its principal place of business at [insert full postal address of Contractor] (hereinafter called “the Contractor”).*

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT  
MATERIALS AND OTHER ELECTRICAL PRODUCTS– CHITUNGWIZA  
MUNICIPALITY**

**PROCUREMENT REFERENCE NO: TENDER ENG/06/25**

**PART 3      CONTRACT**

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

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

**For and on behalf of the Procuring Entity**

Signed: .....

Name:

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

**For and on behalf of the Contractor**

Signed: .....

Name:

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

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT  
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MUNICIPALITY**

**PROCUREMENT REFERENCE NO: TENDER ENG/06/25**

**PART 3      CONTRACT**

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## **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: **TENDER ENG/06/25**

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

<b>GCC reference</b>	<b>Special Conditions</b>
<b>GCC 7.5</b>	<b>Eligible Countries:</b> Zimbabwe.
<b>GCC 8.1</b>	<p><b>Notices:</b> Any notice shall be sent to the following addresses:</p> <p>For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be <b>Chitungwiza Municipality</b></p> <p>For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i></p>
<b>GCC 19.1</b>	<p><b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Act shall apply.</p> <p>If the Supplier fails to perform any or all of its obligations within the time period(s) as agreed, Chitungwiza Municipality shall, without prejudice to its other remedies under this agreement, deduct from the Contract Price, as liquidated damages, a sum equivalent to 0.5% of the contract price for each day of delay until actual delivery, up to a maximum deduction of 10% of the Contract Price.</p> <p>The Supplier shall not be relieved of its liability for performance under this agreement by virtue of payment under this provision.</p> <p>In the event that Chitungwiza Municipality terminates the agreement for delay, the Supplier shall be liable for liquidated damages accruing until Chitungwiza Municipality reasonably obtains delivery or performance of a similar procurement requirement from another contractor, and these liquidated damages are in addition to liability for any extra costs of entering into another agreement with that other contractor.</p> <p>The supplier shall not be charged liquidated damages when the delay in delivery or performance is beyond the Supplier's control and is not caused by fault or negligence on the part of the Supplier, its employees or agents.</p>



**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT MATERIALS AND OTHER ELECTRICAL PRODUCTS– CHITUNGWIZA MUNICIPALITY**

**PROCUREMENT REFERENCE NO: TENDER ENG/06/25**

**PART 3 CONTRACT**

GCC reference	Special Conditions
GCC 21.2	<p><b>Packing, Marking and Documentation:</b> The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1 <i>[not applicable]</i></p> <p>The documents to be furnished by the Contractor are:</p> <p>Manufacturer's or Contractor's warranty certificate</p> <p><b>Sample provision - For Goods supplied from abroad:</b></p> <p>Upon shipment, the Contractor shall notify the Procuring Entity and the insurance company in writing of the full details of the shipment. In the event of Goods sent by airfreight, the Contractor shall notify the Procuring Entity a minimum of forty-eight (48) hours ahead of dispatch, the name of the carrier, the flight number, the expected time of arrival, and the waybill number. The Contractor shall email and then send by courier the following documents to the Procuring Entity, with a copy to the insurance company:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(ii) one original and two copies of the negotiable, clean, on-board through bill of lading marked "freight prepaid" and showing Procuring Entity as the consignee and Notify Party as stated in the Contract, with delivery through to final destination as per the Schedule of Requirements and two copies of non-negotiable bill of lading, road consignment note, truck or air waybill, or multimodal transport document, marked "freight prepaid" and showing delivery through to final destination as per the Schedule of Requirements;</li> <li>(iii) two copies of the packing list identifying contents of each package;</li> <li>(iv) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;</li> <li>(v) one original of the manufacturer's or Contractor's Warranty Certificate covering all items supplied;</li> <li>(vi) original copy of the Certificate of Inspection furnished to the Contractor by the nominated inspection agency and six copies <i>[state whether inspection is required]</i>;</li> <li>(vii) <i>[any other procurement-specific documents required for delivery/payment purposes]</i>.</li> </ul> <p><b>Sample provision - For Goods from within Zimbabwe</b> Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:</p> <ul style="list-style-type: none"> <li>(i) one original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;</li> </ul>
	<p style="text-align: center;"><b>Page 25 of 26</b></p> <ul style="list-style-type: none"> <li>(ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee</li> </ul>

**BIDDING DOCUMENT FOR THE SUPPLY AND DELIVERY OF TOWER LIGHT MATERIALS AND OTHER ELECTRICAL PRODUCTS– CHITUNGWIZA MUNICIPALITY**

**PROCUREMENT REFERENCE NO: TENDER ENG/06/25**

**PART 3 CONTRACT**

<b>GCC reference</b>	<b>Special Conditions</b>
<b>GCC 22.1</b>	<b>Insurance:</b> The Goods shall be insured <i>[not applicable]</i> .
<b>GCC 23.1 &amp; 23.2</b>	<b>Inspections and tests:</b> the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: <b><i>TOWER LIGHT MATERIALS AND OTHER ELECTRICAL PRODUCTS.</i></b>
<b>GCC 24.1</b>	<b>Performance security:</b> The Contractor shall provide a performance security of <i>10 per cent</i> of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe or a foreign Bank through correspondence with a Bank located in Zimbabwe or from another financial institution acceptable to the Procuring Entity. The format shall be based on the template following the Special Conditions of Contract in this Part
<b>GCC 24.4</b>	<b>Reduction of performance security</b> <i>[Not applicable]</i>
<b>GCC 25.1</b>	<b>Warranty:</b> The period of the warranty shall be 6 months.
<b>GCC 25.6</b>	<b>Failure to remedy a defect:</b> The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be <i>7 days</i> .
<b>GCC 29.1</b>	<b>Price adjustments:</b> Price adjustments shall not be accepted.
<b>GCC 30.1</b>	<b>Terms of Payment:</b> The structure of payments shall be: <i>Payment shall be made within 3 days after successful delivery and completion of the goods</i>
<b>GCC 31.1</b>	<b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract.