

**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND
COMMISSIONING OF A FORESTRY MANAGEMENT SYSTEM**

PROCUREMENT REFERENCE NO: ATZ045/2025



STANDARD BIDDING DOCUMENT

**THE SUPPLY, DELIVERY, INSTALLATION
AND COMMISSIONING OF A FORESTRY
MANAGEMENT SYSTEM**

ATZ045/2025

CLOSING DATE 30 /06/2025

BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF A FORESTRY MANAGEMENT SYSTEM

PROCUREMENT REFERENCE NO: ATZ045/2025

Standard Bidding Document for the Procurement of: THE SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF A FORESTRY MANAGEMENT SYSTEM

Procurement Reference No: ATZ045/2025

Procuring Entity: ALLIED TIMBERS ZIMBABWE

Date of Issue: 30 May 2025

**BIDDING DOCUMENT FOR THE SUPPLY, DELIVERY, INSTALLATION AND
COMMISSIONING OF A FORESTRY MANAGEMENT SYSTEM**

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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 of the goods specified in the Statement of Requirements below, by completing and returning the following documentation:

1. Duly signed 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. Certificate of Incorporation, Memorandum and Articles of association, CR14 (Clearly showing the list of directors) and CR6 (Clearly showing the Physical Address);
6. A valid tax clearance certificate. **The tax clearance must be valid on the deadline day of submission;**
7. A valid NSSA Clearance/Compliance Certificate confirming that the bidder has fulfilled their obligations to pay social security contributions for which they are liable in Zimbabwe, together with any contributions or payments due under the National Social Security Authority Act [Chapter 17:04]. **The clearance/compliance certificate must be valid on the deadline day of submission.;**
8. Declaration showing that the bidder has **no conflict of interest** in relation to this procurement requirement.; (**Annexure C**)
9. Declaration that the bidder **has not been 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.; (**Annexure B**)
10. Declaration that the bidder **is not 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; (**Annexure A**)
11. A valid Proof of Registration with PRAZ **Only those with PRAZ certificates registered under category for Software Development and Computer Applications, Computer Security Systems Installation and Consultants Services (Category SS002) shall be considered**
12. A "Bid-Securing Declaration" using the form included in Part 2. **Any bid not accompanied by a Bid Securing Declaration, will be rejected by the Procuring Entity as non-responsive.**
13. Bidders Should State a bid validity period which must be at least 90 days
14. Bidders should confirm the delivery period, refer to the delivery schedule.
15. Bidder should be **authorized by manufacturer/developer** of the system being proposed.

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Authorization letter/certificate is prerequisite

16. Three **trade reference** letters under a company issuing letterhead of similar works done in the past (Supply, Delivery, Installation and Commissioning of a Forestry Management System)
17. A signed bid submission sheet.
18. A detailed Company Profile.
19. Bidder shall show in their proposal their technical capacity by enlisting the technical team involved in both during implementation and technical support (To provide CVs and Certificates).

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

This requirement is only one lot

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

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Clarification

Clarification of the bidding document may be requested in writing by any Bidder and should be sent before 20th of June 2025 to be *launched through the eGP system*.

Pre-bid meeting

There is no pre-bid meeting

Validity of Bids

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

Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their bid that has correct details of the Bidder and the number of the Bid.

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

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

Date of deadline: 30 June 2025

Deadline Time:
10:00 Local
Time

Submission address: eGP Praz Portal

Means of acceptance: Electronic submission eGP system

Bid opening

Bidders and their representatives may witness the opening of bids, which will take place on 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.

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:

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- (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

The Bidder must include:

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

Any bid not accompanied by a bid-securing declaration in accordance with section 26 (3) of the regulations will be rejected by the procuring entity as non-responsive.

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

Section 54 of the Act provides for review by the Special Procurement Oversight Committee for certain especially sensitive or especially valuable contracts. This requirement is not subject to scrutiny by the Special Procurement Oversight Committee

Evaluation criteria

The Procuring Entity’s evaluation of a Bid will consider, 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

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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.

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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 have the legal capacity to enter into a contract;

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1. 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;
2. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
3. not have a conflict of interest in relation to this procurement requirement;
4. 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;
5. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
6. 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 open to Zimbabwean Bidder only

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. The technical evaluation shall consider bidder's compliance with the technical specifications of the tender given.

Currency

Bids should be priced in United States Dollars. The currency of evaluation will be United States Dollars. Bids in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Reserve Bank of Zimbabwe on the date of the submission deadline, see <http://www.rbz.co.zw/>.

Terms of payment

- Payment to be done using USD NOSTRO
- ATZ COD payment terms applies.

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 44 of and the Third Schedule to the Regulations.

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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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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

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Goods and Price Schedule

Currency of Bid:.....

Item No	Description of Goods	Components Price	Unit	Total Price
1	Formatting and migration of data into system. (AlliedTimbers Estates Inventory Collection & formatting)			
2	Implementation of the forestry management solution.			
3	Integrations of the forestry management system to ArcGIS,gps and Microsoft dynamics 365 business central.			
4	User and Support Trainings.			
5	Annual Licence fees.			
6	Labour Charge			
7	Total Cost			

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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}.

Item No	Description of Goods	Quantity	Delivery Date Required by Procuring Entity and applicable INCOTERM	Bidder's offered Delivery period
1	Data Formatting and Migration	1	30 Days from date of contract signing	
2	Implementation of the forestry management solution.	1	60 Days from date of contract signing	
4	Integrations of the Forestry Management System to ArcGIS and Microsoft Dynamics 365 Business Central.	1	90 Days from date of Contract signing	
5	Trainings and Testing's	1	90 Days from Contract Signing	
6	Commissioning the Solution	1	90 Days from Contract Signing	

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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)]

Functional requirements

<i>a</i>	<i>B</i>	<i>C</i>
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}</i>
1	A solution to manage and monitor forestry operations and data with maximum security and accuracy. Operators to schedule, approve and upload daily activities for management.	
2	Integrations to External Systems: <ul style="list-style-type: none">▪ ArcGIS mapping Systems▪ Microsoft Dynamics 365 Business Central.▪ GPS & google map system.	
3	Can handle data for 63000 ha of plantations activities.	
4	Initial forestry data mapping, formatting and migration/uploading	
5	Spatial data functionality: <ul style="list-style-type: none">▪ GIS based functionality that should combine spatial and non-spatial data.	
6	Enumeration and assessment: <ul style="list-style-type: none">▪ Enumeration tools for data collection including use of drones.▪ Should have statistical analysis and good sampling techniques.	
7	Growth and Yielding Model: For the provision of realistic estimates of volumes.	
8	Harvest scheduling using available forest	

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	data.	
9	Tactical planning tools to match harvesting and sustainability.	
10	Operational and logistics budgeting and costing based on available resources.	
11	Generate works orders for silviculture activities and reports generations.	
12	Financial data integration to Microsoft dynamics 365 business central	
13	Inventory and valuation tools for plantations.	
14	Safety and hazards tools	
15	Integrated dashboard for all operations in plantations compartments.	
16	Geo coordinates on all compartments.	
17	Approval workflows.	
18	Microsoft Power BI and AI functionality	

Technical Requirements

<i>a</i>	<i>B</i>	<i>C</i>
<i>Item No</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}</i>
1	User-friendly Graphical Interface.	
2	Platform to be accessed via Internet or Corporate network.	
3	<i>Should Support Mobile devices for data uploading and monitoring.</i>	
4	Should support at least 40 Concurrent Users.	
5	Security permissions on the platform or system.	
6	Data backup functionality to both cloud and on-premises.	

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7	Support drone technologies	
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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.**

Declaration by the Accounting Officer

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

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}.

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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 authorised for and on behalf of:

Company

Address:

.....

Corporate Seal (where appropriate)

{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.}

ANNEXURE A

Declaration that the bidder is not be insolvent, in receivership, bankrupt or being wound up, not have had business activities

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suspended and not be the subject of legal proceedings for any of these circumstances

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We confirm that we are 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

Signature	Name
.....	:
.....(DD/MM/YY
Position:	Date:
.....)
Authorized for and on behalf of:	
Company

ANNEXURE B

Declaration that the bidder have not been 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

Procurement Reference Number:

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Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We confirm that we are 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

Signature	Name
.....	:
.....(DD/MM/YY
Position:	Date:
.....)
Authorized for and on behalf of:	
Company

ANNEXURE C

Declaration that the bidder has no conflict of interest in relation to this procurement requirement

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Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We confirm that we have no conflict of interest in relation to this procurement requirement

Signature	Name
.....	:
.....(DD/MM/YY
Position:	Date:
.....)
Authorized for and on behalf of:	
Company