

**RURAL ELECTRIFICATION FUND**



**BIDDING DOCUMENT**

**for the**

***CONSTRUCTION WORKS FOR 5MW SOLAR PV POWER PLANT AT  
BANKET 33KV SUBSTATION INCLUDING DESIGN, SUPPLY AND  
COMMISSIONING OF THE SOLAR POWER PLANT.***

**Tender Closing Date: 10 SEPTEMBER 2025, Time:1000hrs**

**Tender Number: REF/INTER/10/08/2025**

**Date of tender advert: 22 AUGUST 2025**

**TENDER SUBMISSION**

All bids/tenders must be submitted via the *Electronic Government Procurement system(EGP).*<https://egp.praz.org.zw/>. *Bid opening shall also be done on the EGP system not later than the dates and time stated above.*

# **RURAL ELECTRIFICATION FUND**



DECLARATION BY THE ACCOUNTING OFFICER IN TERMS OF SECTION 20(2)(C) OF THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS REGULATIONS, 2018.

TENDER NUMBER: REF/INTER/10/08/2025

TENDER DESCRIPTION- ***CONSTRUCTION WORKS FOR 5MW SOLAR PV POWER PLANT AT BANKET 33KV SUBSTATION INCLUDING DESIGN, SUPPLY AND COMMISSIONING OF THE SOLAR POWER PLANT.***

## DECLARATION

The procurement for the tendered goods/items is based on neutral and fair technical requirements and bidder qualifications.

Signed



.....  
MRS F. MAKUMBINDE  
A/CHIEF EXECUTIVE OFFICER

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## PART 3 CONTRACT

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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. The evaluation of this tender shall be guided by requirements of the Act.

The scope of the tender shall be as follows:

Lot No	SCOPE OF WORK
1	Design of the civil and electromechanical and electronic works. The winning bidder shall be required to submit the designs for review after tender award.
2	Supply of Solar PV equipment as stated on Lot 1.
3	Execution of Civil, electromechanical and electronic works
4	Spare parts for the solar PV equipment
5	Development of operating and maintenance guidelines and training of REF employees
6	Testing and commissioning of the solar PV Plant
7	Corrective maintenance as per warranty conditions

#### 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(PRAZ);
5. A bid security or bid securing declaration in the format specified in this Part;
6. A copy of:
  - *Company profile*
  - *Certificate of incorporation/proof of company registration in the country of origin*
  - *Tax clearance certificate/proof of tax compliance*
  - *CR 14(Proof of company ownership)*
  - *ISO certificate for the manufacturer of the solar equipment*
  - *Two reference letters*

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The tender is subject to review in terms of Section 54 of the Act, therefore bidders shall be required to pay the following fees in terms of Part IV of S.I 193 of 2022:

- Equivalent of USD\$400.00. Bidders must attach proof of compliance on the bid documents without fail. Payment for the fees shall be in USD\$ currency or ZW\$ currency at the prevailing interbank rate,

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 should be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

### **Lots and Packages**

The tender is divided into lots. Bidders must bid for all lots. Bidders who fail to submit bids for all Lots will be disqualified.

### **Clarification**

All queries regarding the tender shall be uploaded on the EGP system by the bidder on duly signed company letterhead. Bidders may also email their queries to the following email addresses : [kchinembiri@rea.co.zw](mailto:kchinembiri@rea.co.zw) and [ajambwaregota@rea.co.zw](mailto:ajambwaregota@rea.co.zw) by the time stated on EGP. REF shall upload any tender clarifications on the EGP system without fail.

If a prospective tenderer sends a query less than the stated days above, the query may not be responded. Any neglect, delay or failure on the part of the Tenderer to obtain additional information on the above or any other matters, which the tenderer considers necessary, shall not relieve him/her from responsibility as a Tenderer.

### **Pre-bid meeting**

*No pre-bid meeting shall be held in this tender.*

### **Validity of Bids**

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

### **Submission of Bids**

All bids/tenders must be submitted via the Electronic Government Procurement system(EGP).<https://egp.praz.org.zw/>. Bid opening shall also be done on the EGP system not later than the dates and time stated above.

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### Withdrawal, amendment or modification of Bids

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.

### 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:

- (i) the price must be quoted DDP(2020) that is inclusive of freight costs, insurance costs(risk), import duties and taxes till delivery.

### Payment of tender fees

All foreign bidders are expected to pay for any fees or the bid bond in the currency of their bids while local bidders shall pay in local currency only.

### Bid Security

Every bidder is required to include bid security as follows:

### **Bid Bond/Security**

The Bid bond for this tender shall be equivalent to USD\$1,600.00 and payable using the following options (S.I 5 of 2018 section 26). Please note that foreign bidders must provide the bid bond of equivalent value in the currency of their bid.

#### **Option 1**

A certified bank cheque; or

#### **Option 2**

A bank guarantee; or

#### **Option 3**

A cash deposit to Procurement Regulatory Authority of Zimbabwe (PRAZ)

**NB: If Option 3 is chosen please note that the Tenderer must pay a non-refundable Bid Bond/Bid security establishment fee equivalent to USD\$200.00(Local bidders) and USD350.00 (Foreign bidders) to the Procurement Regulatory Authority of Zimbabwe in line with S.I. 193 of 2022 PART V item 4.**

Any bid not accompanied by a Bid Security or Bid Securing Declaration, where this is a requirement of bidding, will be rejected by the Procuring Entity as non-responsive. The bid security shall be in USD currency or ZW\$ at the prevailing interbank rate on the day of payment.

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

### **MANDATORY SITE VISIT**

Bidders interested in this tender must attend a compulsory site visit to be held as follows:

LOT NO	SITE	DATE OF SITE VISIT AND TIME
1	<i>Construction works for 5mw solar PV Power plant at Banket 33kv substation including design, supply and commissioning of the solar power plant</i>	29 August 2025, time 1100am

Bidders in attendance must obtain a site visit certificates as proof of attendance without fail. Bidders may call Eng Ndawana, cell 0773833780 for specific directions to the site.

### **Contract Administration Fees**

The winning bidder(s) shall be required to pay applicable contract administration fees to PRAZ in terms of part VI of Statutory Instrument (S.I) 193 of 2022 before contract signature. Bidders must study and understand the fees structure provided in S.I 193 of 2022.

### **Administration fees payable by bidders for bids subject to review (SPOC fees)**

The tender is subject to review in terms of Section 54 of the Act, therefore bidders shall be required to pay the following fees in terms of Part IV of S.I 193 of 2022:

- Equivalent of USD\$400.00. Bidders must attach proof of compliance on the bid documents without fail. Local bidders may pay for the fees in USD\$ currency or in ZW\$ currency at the prevailing interbank rate.

### **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 shall be fully evaluated for all the stages and bids failing on any stage shall be rejected.

### **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. The tender is subject to review therefore three identical copies of the bid document are required and that, where the copies are not identical, the contents of the bid marked original will alone be considered.

## 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) Compliance to technical specifications-Bidders must fully comply with the technical specifications provided for this tender. Please see the technical specifications document attached with full instructions.
- (b) Price and pricing format-Bidders should submit their bid prices with the following format. Failure to follow the format below may lead to disqualification of the bid:

### **SUMMARISED PRICING SCHEDULE**

<b>Lot No</b>	<b>Scope of work</b>	<b>Qty</b>	<b>Unit Price Excl VAT USD\$</b>	<b>Total 15% VAT USD\$</b>	<b>Total Incl VAT USD\$</b>
1	Design of the civil and electromechanical and electronic works	1			
2	Total value of the Solar PV equipment as stated on Lot 1.	1			
3	Total value for the Civil, electromechanical and electronic works	1			
4	Total value of the Spare parts for the solar PV equipment. See list of spare parts below.	1			
5	Total value for the development of operating and maintenance guidelines and training of REF employees	1			
6	Testing and commissioning of the solar PV Plant	1			
7	Standard costs of corrective maintenance as per warranty conditions(if any).	1			
<b><u>TOTAL BID VALUE</u></b>					<b><u>XXXX</u></b>

### **ITEMISED BOQ PRICING FORMAT FOR EQUIPMENT**



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Lot No	Description of component(s)	Qty	Unit Price Excl VAT USD\$	Total 15% VAT USD\$	Total Incl VAT USD\$
1					
2					
3					
<b>GRAND TOTAL</b>					<b>XXXX</b>

### **IMPORTANT NOTES**

- Payment shall be strictly in USD currency only.
- Bidders MUST state clearly whether they charge VAT or not.

(c) Company documentation- Bidders must attach the following company documentation without fail:

- A Certificate of Incorporation - Bidders must attach their certificate of incorporation or the equivalent documents that prove that the bidder is a legally registered entity in the country of origin.
- Company ownership- Bidders must attach the proof of official company ownership in the country of origin.
- Proof of registration and compliance with Zimbabwe Revenue Authority (ZIMRA) or the relevant Tax authority in the country of origin.
- ISO certificate for the manufacturer of the equipment.
- Proof of registration with the Procurement Regulatory Authority of Zimbabwe(PRAZ).
- Proof of agency- Bidders must attach proof of agency(accreditation) with the manufacturer of the equipment(Non-manufacturers).

(d) Should REF receive bids in different currencies, the currency of evaluation will be the USD currency. Any bids in a different current currency shall be converted into USD using the RBZ exchange rate (mid-rate) obtaining on the date of tender closing. See <http://www.rbz.co.zw/>.

REF reserves the right to amend the tender quantity during evaluation in line with budgetary provisions and or other considerations.

(e.) **Delivery schedule:** Successful bidder(s) shall be required to deliver the complete solar system within nine months from the date of contract signing. Bidders must provide their implementation plan showing clear timelines(Gantt Chart). Additional weighting criteria provided in the technical specifications shall be used during evaluation.

(f) **Payment terms**-REF shall pay the winning bidder as follows:

Lot No	Scope of work	Qty	CURRENCY AT PAYMENT STAGE
1	Design of the civil and electromechanical and electronic works	1	USD
2	Solar PV equipment as stated on Lot 1.	1	USD
3	Construction of Civil, electromechanical and electronic works	1	ZWG
4	Spare parts for the solar PV equipment. See list of spare parts below.	1	USD
5	Total value for the development of operating and maintenance guidelines and training of REF employees	1	USD

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6	Testing and commissioning of the solar PV Plant	1	ZWG
7	Standard costs of corrective maintenance as per warranty conditions(if any).	1	ZWG

Bidders may state the preferred payment terms. Any advance payments shall be against a bank guarantee issued by banks acceptable to REF within two weeks from the date of contract signature.

- (g). Country of origin-Bidders must state country of origin for their solar equipment without fail.
- (h) Banking details- Bidders must state their banking details.
- (i) Delivery incoterm shall be Delivered Duty Paid(**DDP**)(2020),Banket-That is Inclusive of freight costs, transit insurance (risk),all import duties and costs until delivery at Project Site. It shall be the bidder's responsibility to verify with local tax authorities(ZIMRA) if the items on their BOQ all qualify for import duty exemption or not. NOTE- Risk and cost for the Storage of the equipment before and during construction shall be to the supplier's account.
- (j). REF reserves the right to reject goods that do not meet the required tender specifications.
- (k) Bidders must be registered with the Procurement Regulatory Authority of Zimbabwe(PRAZ)- Bidders must attach proof of registration with PRAZ on the Appropriate category without fail.
  
- (L) Letter of agency- Where bidders are non-manufacturers of solar equipment, they must attach a letter of agency from the manufacturer of the equipment without fail.
- (m) Brand of equipment-Bidders must state the brand of equipment quoted in the tender.
- (n) **Award criteria-** Tender shall be awarded to the lowest priced bidder to tender specification for all the Lots. This means the tender shall be awarded to one bidder only who has the lowest total bid price while compliant with the tender technical specifications.
- (o). **Reference letters-**Bidders must attach at least two reference letters from companies where the bidder has constructed at least a 2MW solar plants over the past ten(10) years. Reference letters referring to supplies done more than ten(10) years old will be rejected. REF may visit selected project sites as part of the tender evaluation process. Additional weighting criteria provided in the technical specifications shall be used during evaluation.
- (p) Qualifications for the team- Bidders must attach complete qualifications of the team involved in the construction process. The qualifications are as stated in the technical specifications document attached for this tender.
- (q.) System warranty-Bidders must state a warranty period of 12 months for the supplied solar systems without fail.
- (r) **Bid bond compliance-**Bidders must attach proof of bid bond compliance as per Part one of this bidding document without fail.
- (s) SPOC fees payment compliance- Bidders must attach proof of compliance with the requirement to pay USD400.00 SPOC fees as stated above.
- (t) Bid validity of a minimum of 90 days is required and must be clearly stated.
- (u) The Bidders must submit the bid with a duly filled in and signed Declaration On Non-Engagement in Corrupt or Fraudulent Practices Form Annexure 2.
- (v) The bidder must submit with the bid a duly filled in and signed attached Form of Tender Annexure 3.

### 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. 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. not have a conflict of interest in relation to this procurement requirement;
  4. 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;
  5. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
- Participation in this bidding procedure is open to *both Zimbabwean and foreign bidders*.

### 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.

### Award of Tender Criteria

Tender shall be awarded to the lowest priced bidder to tender specification for all the Lots. This means the tender shall be awarded to one bidder only who has the lowest total bid price while compliant with the tender technical specifications.

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.

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### 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 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 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.*

*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:** .....

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

**Authorised for and on behalf of:**

**Company** .....

**Address:** .....

## 12. TECHNICAL SPECIFICATIONS SECTION OF THE TENDER

### Instructions to bidders

Bidders are required to study the attached technical specifications provided and fully comply with the instructions provided therein. Bids not complying with the instructions or requirements shall be rejected as non-compliant.

### BRIEF SCOPE OF WORK

Lot No	SCOPE OF WORK
1	Design of the civil and electromechanical and electronic works. The winning bidder shall be required to submit the designs for review after tender award.
2	Supply of Solar PV equipment as stated on Lot 1.
3	Execution of Civil, electromechanical and electronic works
4	Spare parts for the solar PV equipment
5	Development of operating and maintenance guidelines and training of REF employees
6	Testing and commissioning of the solar PV Plant
7	Corrective maintenance as per warranty conditions

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## Annexure 1

### DECLARATION ON NON-ENGAGEMENT IN CORRUPT OR FRAUDULENT PRACTICES FORM

The Chief Executive  
Rural Electrification Fund  
6<sup>th</sup> Floor Megawatt House  
44 Samora Machel Ave  
P. Bag A250, Avondale  
Harare  
Zimbabwe

**TENDER NUMBER:** \_\_\_\_\_

**TENDER DESCRIPTION:** \_\_\_\_\_

I \_\_\_\_\_ the undersigned (*Director of Company*) on behalf of  
\_\_\_\_\_ (*Name of Organisation*), do hereby declare that our  
organization has not been engaged in any corrupt or unethical practices during the subsistence of our  
organisation.

Name in Full \_\_\_\_\_

I. D. Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Annexure 2

### LETTER OF TENDER (TENDER FORM)

NAME OF TENDER: 5MW BANKET TENDER

**Tender Number REF/...../...../2025**

TO: The Chief Executive

Rural Electrification Fund (REF)

6<sup>th</sup> Megawatt House, 44 Samora Machel Avenue, Harare, Zimbabwe

We, [*insert name of Tenderer*], herewith enclose a Tender for selection of our firm as Contractor/Supplier for .....

We have examined the Conditions of Contract, Employer's Requirements, Schedules, the attached Appendix and Addenda Nos \_\_ of the above-named Works. We have examined, understood and checked these documents and have ascertained that they contain no errors or other defects. We accordingly offer to design, execute and complete the Works and remedy any defects therein, in conformity with this Tender which includes all these documents and the enclosed Proposal, for the lump tender sum of: USD/RTGS \_\_\_\_\_

We agree to abide by this Tender until \_date\_ / \_month\_ / \_year\_ [i.e. \_\_\_\_\_ days from the tender opening date] and it shall remain binding upon us and may be accepted at any time before that date. We acknowledge that the Appendix to Tender forms part of this Letter of Tender.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as is reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We guarantee that the Works will then conform to the Schedule of Guarantees.

Unless and until a formal Agreement is prepared and executed, this Letter of Tender, together with your written acceptance thereof, shall constitute a binding contract between us. Our Tender is binding upon us and subject to the modifications resulting from pre-award contract negotiations.

We understand that you are not bound to accept the lowest or any tender you may receive.

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

Duly authorized to sign tenders for and on behalf of \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_