



**Mavambo Trust**  
**St Fidelis Roman Catholic Church**  
9261 Johnny Tapedza  
**Mabvuku, Harare Zimbabwe**

**MCV 001,2,3/2021: BIDDING DOCUMENT FOR SUPPLY OF COVID -19 PPE MATERIAL.**

**IMPORTANT DATES AND TIME**

<b>ACTIVITY</b>	<b>DATE AND TIME</b>
<b>DATE OF ISSUE</b>	<b>21 June 2021</b>
<b>CLOSING DATE</b>	<b>28 June 2021 , 10:00am</b>

# **BIDDING PROCEDURES**

## **Procurement Reference Number**

Lot 1 -- MCV 001/2021

Lot 2 -- MCV 002/2021

Lot 3 -- MCV 003/2021

## **Preparation of Bids**

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

1. The Bid Submission Sheet.
2. The Priced Bill of Quantities or Schedule of Activities.
3. Certificate of Incorporation.
4. Valid tax clearance certificate
5. CR 14 , CR 6
6. VAT Certificate

You are advised to carefully read the complete Bidding Document, before preparing your Bid.

## **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 works are 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.

The minimum period that 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 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 form confirming submission of their Bid with 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. The Bidder must prepare one (1) original of the documents comprising the Bid and clearly mark it "ORIGINAL." In addition, the Bidder must submit two (2) copies of the Bid and must mark each of them clearly "COPY." In the event of any discrepancy between the original and the copies, the original will prevail.

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: **28 June 2021 Deadline Time: 10:00Hrs**

Submission address: Mavambo Trust , St Fidelis Roman Catholic Church,9261 Johnny Tapedza, Mabhuku, Harare .

Means of acceptance: Sealed bids are to be placed in a bid box at the Reception area Monday – Thursday from 0900hrs – 1600hrs , Friday 0900hrs to 1300hrs.

### **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.

### **Bid Prices and Discounts**

The bid rates and prices must cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the Works and must include all taxes and duties. The whole cost of supply and delivery must be included in the prices quoted.

The price quoted in the Bid Submission Sheet must be the total price of the Bid, excluding discount. The Bidder must quote any discounts if any.

### **Currency**

Tenders should be priced in United States Dollars.

### **Eligibility and Qualification Criteria**

Bidders are required to meet the criteria and to be qualified for the proposed contract. They must therefore submit documents that demonstrate that the bidder:

1. has the legal capacity to enter into a contract;
2. has 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. passed the minimum qualification criteria ;
5. the supplier must be prepared to sign and follow our Child Safeguarding Policy.

### **Award of Contract**

The Bidder with the highest score and which is substantially responsive to the requirements of this bidding document, will be recommended for award of the Contract. The proposed award of contract will be by issue of a Notification of Contract Award, which will be effective on receipt of a Letter of Acceptance.

**NB: Mavambo has the right to reject all bids.**

# 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. 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 will 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 to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.*

*Bidders should 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 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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## PROCURING ENTITY'S REQUIREMENTS

Lot Number	Description	Quantity	Closing date and Time
MCV 001/2021	Branded masks - Washable branded masks - Navy blue in colour - With Mavambo logos	6750	28 June 2021- 10:00am
MCV 002/2021	Surgical masks (box of 50) - Disposable material - 3 layers(ply) - WHO recommended standard -	3750	28 June 2021 – 10:00am
MCV 003/2021	Hand Sanitizers -100ml bottle - Sanitizer must have at least 75 % alcohol content.	22 500	28 June 2021 – 10:00am

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## LETTER OF ACCEPTANCE

To: .....

.....

### Subject: Letter of Acceptance

This is to notify you that your Bid dated..... for the execution of the  
.....for the  
Accepted Contract Amount of the equivalent of..... is hereby accepted by the Procuring  
Entity.

<b>Signed:</b>	.....[insert signature of authorised person]
<b>Name:</b>	.....[insert complete name of person signing]
<b>In the capacity of:</b>	.....[insert legal capacity of person signing]
<b>Duly authorized to sign the letter of acceptance for and on behalf of</b>	.....[insert complete name of Procuring Entity]
<b>Date:</b>	..... day of ..... {DD/MM/YY}



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## **External Contractor Child Safeguarding Acknowledgement Form**

I ..... (Full Name), representing  
..... (Name of Organisation)  
..... (Address)  
..... (Phone Number)

do hereby acknowledge that I have read and understood **Mavambo Orphan Care Child Safeguarding policy and code of conduct**. I agree to abide by it all times and protect children that I may come in contact with throughout my work or association with Mavambo Orphan Care. My work or interaction with children will not expose them to any form of abuse (**not limited to physical, sexual, emotional, neglect**).

Failure to abide to the child safeguarding policy will not only result in termination of contract but if there are allegations of child abuse, the case will be reported to the police for further investigations and possible prosecution. In such a case, Mavambo Orphan Care will award the contract to another contractor and cancel the contract.

### **CONTRACTOR**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### **Executed by or on behalf of Mavambo Orphan Care**

FULL LEGAL NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_