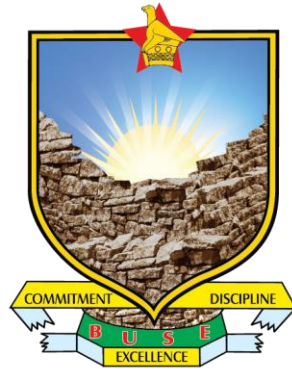


**BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF  
PARTITIONING MATERIALS FOR TOWN CAMPUS**

**PROCUREMENT REFERENCE No: BUSE/PPC/2929/08/2024**

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**Bindura University  
of Science Education**



**INVITATION  
TO  
COMPETITIVE BIDDING  
  
For the**

**SUPPLY AND DELIVERY OF PARTITIONING MATERIALS FOR TOWN CAMPUS**

**JANUARY 2024**

**BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF  
PARTITIONING MATERIALS FOR TOWN CAMPUS**

**PROCUREMENT REFERENCE NO: BUSE/PPC/2929/08/2024**

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**Standard Bidding Document for** Supply and Delivery of Partioning Materials  
**the Procurement of:**

**Procurement Reference No:** BUSE/PPC/2929/08/2024

**Procuring Entity:** Bindura University of Science Education

**Date of Issue:** 17 January 2024

**Closing Date:** 23 January 2024

**Closing Time:** 100hrs

**Bid Submission address:** [tenders@buse.ac.zw](mailto:tenders@buse.ac.zw)

# **BIDDING DOCUMENT FOR THE PROCUREMENT OF SUPPLY AND DELIVERY OF PARTITIONING MATERIALS FOR TOWN CAMPUS**

**PROCUREMENT REFERENCE NO: BUSE/PPC/2929/08/2024**

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## **Instruction to Bidders**

You are requested to bid for the works specified below,

The following are mandatory requirements

1. Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe;
2. A copy of
  - 2.1 Certificate of Incorporation
  - 2.2 CR14
  - 2.3 Valid tax clearance ( ITF 263)
  - 2.4 NSSA Certificate

## **Validity of Bids**

The minimum period that the Bidder's bid must remain valid is *at least sixty (60) days* from the deadline for the submission of bids.

## **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).

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## **Currency**

Tenders should be priced in United States Dollars (USD) payable at interbank rate on the date of payment

## **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.

## **Delivery Point**

Bindura University of Science Education.

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## PART II      PROCURING ENTITY'S REQUIREMENT

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### PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

#### List of Goods and Price Schedule

Currency of Bid:.....

Item no.	Item Description	Qty	Unit Price	Total Price
1	Louver blades	180		
2	2440x1220 Melamine Boards (16mm)	70		
3	6mm sheets clear glass	10		
4	U channel beads	300		
5	Aukume door	7		
6	Slim locks	8		
7	NK R1 Aluminium	4		
8	NK R4	10		
9	Wood screws 30mm (boxes)	20		
10	Shop front spigots	3		
11	140mm kickplate	120		

#### Declaration by the Accounting Officer

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

Professor E Mwenje .....Date.....  
*Vice chancellor*

